

## Minutes of the April 27, 2023 Commissioners Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Rankins, Commissioner Berumen, Commissioner Mayberry present in building.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes March 23, 2023 meeting:** Minutes were reviewed. Motion to approve the minutes made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Elva Ramos, Communications Manager)
  - Call numbers reported consist of the following: Alarm 27, Assistance 14, Brush Fire 7, Car Fire 4, Water Leaks 4, Gas leaks 9, Medical 228, MVA 42, Structure Fires 4; Inspections 101, CoVID – 0 confirmed and 1 PCP.

### Structure Fires

- **447 Vermillion**
  - Dispatch received a call in reference to a recreational vehicle on fire at 16:22.
  - P403 enroute 16:22.
  - Horizon and Socorro Fire Departments responded.
  - CH401 on scene 16:30.
  - Water on fire 16:31.
  - Fire under control 16:41.
  - Fire out 17:21.
  - All units cleared the scene at 22:07.
- **804 Kerconell**
  - Dispatch received a call in reference to smoke inside the residence at 1:15.
  - RT405 enroute 1:15.
  - Horizon and Socorro Fire Departments responded.
  - SQ403 on scene 1:21.
  - The source of the smoke was coming from the microwave.
  - Additional responding units were requested to stand down at 1:34.

- All units cleared the scene at 1:53.
- **Rojas/Peyton**
  - Dispatch received a call in reference to heavy smoke in the area. The reporting party was a passerby and stated of a possible house fire at 7:50.
  - P403 enroute at 7:51.
  - Horizon Fire Departments responded.
  - RT405 in the area attempting to locate the fire at 8:07.
  - Neither EPSO or Horizon Fire apparatuses were able to locate the fire.
  - All units cleared the scene at 8:11.
- **12000 Stansbury**
  - Dispatch received a call in reference to an outlet in the kitchen smoking at 13:32.
  - RT405 enroute 13:33.
  - Horizon and Socorro Fire Departments responded.
  - SQ403 on scene at 13:36.
  - Water on fire 13:39.
  - Fire under control 13:40.
  - Fire out 13:44.
  - All units cleared the scene at 14:17.

### **Water Rescue**

- **16469 Montana**
  - Dispatch received a call in reference to a male who went hiking and fell at 12:12. The hiker stated he could not get up and could not provide his location.
  - RT507 enroute 12:17.
  - CH401 enroute 12:22.
  - CH401/SQ401/SQ402/SQ403/430/RT401 (4 members on board) responded
  - CH401 in the area attempting to locate patient 12:38.
  - Patient contact at 13:06.
  - Patient was transported to a local hospital at 15:01.
  - All units cleared the scene at 15:20.
- **6900 Hueco Tanks**
  - Dispatch received a call in reference a an injured hiker at 15:07.
  - P501 enroute 15:08.
  - CH402 enroute 15:20.
  - CH402/UT402(4 members on board)/Unit 450/Unit 410 responded
  - Patient contact 16:02. The patient refused medical attention.
  - Additional responding were requested to stand down.
  - All units cleared the scene at 16:53.

### **Structure Fires out of District**

1. 116 Buford (Socorro)

Commissioners had no questions about the report. Motion to approve report was made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

7. Review and approve financial report on monthly bills and invoices, monthly report, sales tax analysis report, purchases for items in the District's approved budget, and budget reallocations: (Presented by Administrator Katherine Ames)

<b>2nd Quarter Financial Report - 01/01/23 to 03-31-23</b>			
	<i>2nd Quarter 01/01/23 to 03-31-23</i>	<i>Percentage</i>	<i>2nd Quarter 01/01/22 to 03/31/22</i>
<b>ESD Income</b>			
Budgeted Tax Collection	\$4,976,382.49		
Actual Collection	\$4,930,599.59	99.10%	98.19%
<i>Difference</i>	<i>\$45,782.90</i>		
<b>Expense</b>			
ESD Budgeted Amount	\$8,646,993.31		
ESD Budget Spent	\$2,125,319.69	24.60%	54.70%
<i>Remain ESD Budget</i>	<i>\$6,521,673.62</i>		
HFD Budgeted Amount	\$896,538.18		
HFD Budget Spent	\$342,775.26	38.20%	16.90%
<i>Remain HFD Budget</i>	<i>\$553,762.92</i>		
Total Budgeted Amount	\$9,543,531.49		
Total Operating Spent	\$2,468,094.95	25.90%	51.70%
<i>Total Operating Available</i>	<i>\$7,075,436.54</i>		
<b>FM Income</b>	\$357,326.60		
		Inc. \$10,559.28	
<b>Expense</b>			
Budgeted Amount	\$766,800.17		
FM Budget Spent	\$565,538.59	73.80%	37.60%
<i>Remaining Budget \$\$</i>	<i>\$201,261.58</i>		
<b>Construction Account</b>			
Construction Budget Amount	\$191,190.42		
Construction Spent	\$27,130.00		
<i>Construction Remaining:</i>	<i>\$164,060.42</i>		
<b>ESD Reserve Balance:</b>	<b>\$1,280,447.02</b>		
<b>Sales Tax Collection:</b>	<b>\$1,806,580.19</b>		
<b>Interest Earned:</b>	<b>\$163,465.65</b>		

Administrator Ames presented the 2<sup>nd</sup> Quarter financial report, budget reallocations for the operations account in the amount of \$54,623.28. The Sales tax report was given and

explained as well as the addition of the Fire Marshal's office obtaining Sales Tax ID's from businesses in our district that are then given to HDL to make sure they are paying the correct Sales tax in our district. Administrator Ames also reviewed the preliminary tax report from the Central Appraisal District and that the preliminary budget will be presented at the June Board meeting. Motion to accept financial report, budget reallocations and tax information made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

**8. Review and approve Chief's report on run volume, stipend, training, fleet, personnel, fire response, building construction and additional fire information:** (Report given by Chief Menendez)

- **Calls for the month of March:** Station 1: 207; Station 2: 150; Total calls: 357
- **Calls for the year 2023:** 1331
- **Stipend:** \$ \$60,880.29 (3 Pay Periods)
- **Hours:** 4,956.00
- **Fire Marshal Office:** Deputy Fire Marshal involved in Minor MVA. Front end damage to fleet vehicle and rear end damage to other vehicle. Cost to repair the other vehicle was \$1600.00. DFM Carlos Ornelas resigned as he took on a new position with EPFD
- **Training:** Nothing new to report
- **CoVID 19:** One FF in Operations had Covid and was off. Five other FF's were exposed to a Covid pt when on a medical call. Those five FF's will be monitored and tested on the fifth day.
- **Fleet:** Quint 401 was sent in for repair to fix the rear main seal. This unit will be down for one month. R405 hydraulic compressor is being diagnosed as requested by Stuart and Stevenson. Based on the meeting, they are reviewing the cause and determining if they are at fault. They are paying for the diagnosis which happens this week. Diagnosis was completed and the end result was lines were connected incorrectly. Waiting for the next course of action from Stewart and Stevenson. Quint 401 engine has been repaired and we are now waiting on the steering boxes to be repaired.
- **Personnel:** HFD picked up 4 new members, we had one member resign that started with the last group.
- **Response:** Responded to four structure fires, units that responded were able to handle.
- **Special Operations:** The County Search and Rescue Team responded to two incidents. One being an injured hiker, and the other being an injured hiker in the Hueco Mountains. Both incidents were resolved in a few hours without incident. Members from Sheriff, State Parks, and County Fire departments were present for both.
- **HQ:** Nothing new to report. Minutes from the last meeting were sent to all. Waiting on final from BRW and planning on meeting for May.
- **Misc.:** Station #2 has a broken outer pain on Bay Door #2. We are working to get it replaced. Participated in the Make a Wish Foundation walk. This was a successful event, and if you would like to see images, look us up on Facebook and Instagram.

We received two Thank you letters for the services provided and assistance during the PPE inspection.

June 4-8 members from the department will be going for the final inspection on the Tiller and the Chief asked if a Commissioner would like to go. There were questions as to how the door panel at Station #2 was broken and it is suspected that a rock flew into the door from landscaping work being done. Motion to approve the Chief's report made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

**9. Review and approve Fire Marshal's report on operational & construction permits, annual fire safety inspections, new building construction, personnel, training miscellaneous activities & information:** (Report given by Fire Marshal Guillen)

	J	F	M	A	M	J	J	A	S	O	N	D	2022
Construction	33	59	37	0	0	0	0	0	0	0	0	0	129

Total for 02/2022: 40

Total for 02/2021: 81

- **Annual Fire Safety Inspections**

- 67 = FMO Annual Fire Safety Inspections for March '23, as per Emergency Reporting (Report #1764)

- **New Building Construction**

- FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
  - Maercantile Warehouse=95%
  - Carwash Facilities = 50%
  - Starbucks = 60%
  - Chick-Fil-A = 60%
  - Applebee's = 40%
  - WestStar Bank = 25%
  - Home Depot = 20%
  - Vista Markets = UR
  - Ulta = UR
  - Shopping Centers – UR
  - High Pile Combustible Storage Racking Systems
  - Tenant Improvements - Everywhere
  - Assorted Fire Protection Systems
  - Residential Communities

- **Personnel**

- Deputy Fire Marshal (DFM) Marquez is back to work.

- **Training**

- Completed the Texas Criminal Information Center (TCIC) / National Criminal Information Center (NCIC) training by Chief Menendez, Fire Marshal Guillen, Katherine and Diana Hernandez on 04/03/2023.

- We are still hosting weekly FMO Meetings to verify consistency and address any common issues within the Division and/or construction sites, businesses, etc..
- **Miscellaneous Activities & Information**
  - Annual Buen Pastor Event this weekend
- **Future Events:**
  - Preparing for 2023 4<sup>th</sup> of July Firework Seasonal Vending. Sales start 06/24 annually (*24<sup>th</sup> falls on a Saturday*).
  - 4<sup>th</sup> of July falls on a Tuesday this year.
  - Upcoming TCOLE Course (x3 PO's) during the month of August

Commissioners did not have any questions. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

**10. Discussion and take action on Memorandum of Understanding (MOU) between El Paso County ESD #1 and Clint Independent School District:** The MOU has been approved and signed by Clint ISD with the changes recommended by ESD legal. Motion to approve the MOU with Clint ISD made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.

**11. Discussion and take action on a new Moving Violation Policy:** Chief Menendez reviewed the policy and the discipline on these types of violations. This policy will be added to the Employee handbook. Commissioner Mayberry is not in agreement with HR deciding on who is fired and believes it should be the Chief who makes this decision. The Chief explained that he consults with HR on discipline issues to make sure he is in line with employment rules and laws and that he does make the final decision. Commissioner Mayberry would also like to know who reviews backgrounds. It was explained that there are four people in the department that have received training and authorization to review backgrounds which includes Fire marshal Guillen, Chief Menendez, Administrator Ames and Administrative Assistant Hernandez. Motion made by Commissioner Berumen to approve the policy with corrections discussed. Motion seconded by Commissioner Rankins. Motion carried.

**12. Discussion and take action on an addendum to the Brown Reynolds Watford (BRW) Architect contract:** The original scope of work for the ESD headquarters building did not include the additional storage shed. BRW is asking to amend the original contract to include the storage shed at a cost of \$58,500. The addition of this cost will still keep us in budget for Architectural services for this project. Motion to approve the amendment made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.

**13. Discussion and take action on surplus of equipment:** There are two printers from the Fire Marshals office that need to be surplus. Motion made to surplus items as per policy made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

**14. Discussion and take action on Training/Certification Sponsorship request for Paramedic class:** Chief Menendez is asking the board to approve a sponsorship for Fire Fighter Licon for a Paramedic class which is a condition of his employment with the ESD. He has passed the class and is now state licensed. Motion to approve the sponsorship in

the amount of \$6,850.00 made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

- 15. Discussion and take action on Employee insurance renewal for 23-24 Renewal year:** Administrator Ames stated that our Health Insurance plan is up for renewal. Through discussions with the Chief the recommendation is to keep our current health, dental and vision plan but to add an additional \$200.00 per month per employee. The contribution can be used for family member insurance. In addition, the recommendation is to start an HRA card for each insured member. The money that the employee does not use for insurance will be put on this card to be used for any approved medical needs. The money does not roll over and must be used before the end of the benefit year. The HRA cards will cost the District a nominal fee per employee per month. Motion made by Commissioner Berumen to continue with our current plan, contributing an additional \$200.00 per employee, to issue HRA cards for the employees and to allow Administrator Ames to sign the renewal as the plan administrator. Motion was seconded by Commissioner Rankins. Motion carried.
- 16. Discussion and take action on Accident with Pay (AWP) Policy:** Chief Menendez presented the circumstances behind the policy. Worker's Compensation insurance does not pay the employee for the first seven days. This policy would pay the employee who is eligible for Worker's compensation the first seven days if they are scheduled to work on the days missed. Motion to approve the policy made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.
- 17. Discussion and take action on ESD Headquarters Construction project on approval of change orders and associated fees, project status, project requests, and approval and change of architecture design/plans:** The color of the entry way tower was decided by the committee as well as the building material. The committee has also been sending additional specs on items for the building to BRW. Discussed items were for information only.
- 18. Discussion and take action on the purchase of two I-Pads and accessories for Fire Marshal office:** The Fire Marshal is requesting two additional iPads and accessories for the new staff in the amount of \$3,265.86 to come from account 9000.03. Motion to approve purchases made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.
- 19. Discussion and take action on an amendment of a previously approved purchase of a slide out tray for new Quick Response Vehicle (QRV:** The previously approved slide out tray required modifications which caused the price to increase. The new quote is \$7,338.00 to come from account 9500.01. Motion to approve the revised quote made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.
- 20. Discussion and take action on approval of Self-Contained Breathing Apparatus (SCBA) testing:** A quote was presented for annual SCBA flow testing in the amount of \$5,960.00 to come from account 7850.02. Motion to approve the quote made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.
- 21. Discussion and take action on Paramedic skills trip:** Captain Kovach and FF Alva will attend their last skills trip for the paramedic course. The cost for the trip is estimated to be \$3,319.95 for the two people. Motion to approve travel requests made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.

- 22. Discussion and take action purchase of radio batteries:** There is currently a six-month lag time on radio batteries. Assistant Chief Ames is asking to purchase 30 batteries in the amount of \$5,019.60 to come from account 9000.02. Motion to approve was made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.
- 23. Discussion and take action on purchase of Slide out Tray and Camper Shell for Search and Rescue (SAR-401):** A quote for a replacement camper shell for the new SAR-401 in the amount of \$4,325.00 from account 9500.01. The current camper shell will be stored for use on a future truck. Motion to approve purchase made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.
- 24. Discussion and take action on purchase/repair of Fire Equipment to include Fire Fighter Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies:** A quote from Wildfire for lighting for the new vehicles were presented in the amount of \$2,094.00 to come from account 9500.0. Motion to approve was made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

EXECUTIVE SESSION – None

- 25. For the Good of the District:** Chief Menendez spoke about two thank cards received by the department. Chief Ames attended Coffee with a Cop today. The department has seen an increased request for community events. Chief Menendez has set up a meeting with a few vendors to address the need for light activation systems. Commissioner Mayberry would like the thank you cards posted on the website opt social media.
- 26. Set date and time for next meeting in May:** The next meeting will be May 25, 2023 at 6:30 pm.
- 27. Adjourn:** Motion to adjourn made by Commissioner Berumen, Meeting adjourned at 8:45pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant,