

## Minutes of the May 25, 2023 Commissioners Meeting

1. **Call to order:** 6:32 pm
2. **Establishment of a quorum:** Commissioner Rankins, Commissioner Berumen, Commissioner Mayberry and Commissioner Booth present in building. Commissioner Anaya was absent due to work.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes April 27, 2023 meeting:** Minutes were reviewed. Motion to approve the minutes made by Commissioner Rankins and seconded by Commissioner Booth. 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 28, Assistance 25, Brush Fire 12, Car Fire 0, Water Leaks 9, Gas leaks 13, Medical 244, MVA 53, Structure Fires 1; Inspections 94.

### Structure Fires

- **728 Paseo de Suerte**
  - Dispatch received a call in reference to a stove on fire at 20:01. The caller reported to have visual on smoke and flames.
  - P403 enroute 20:03.
  - Horizon, Clint and Socorro Fire Departments responded. SQ403 on scene 20:08.
  - At 20:11, SQ403 reported the source of the fire was in the oven and the fire had been extinguished.
  - All units cleared the scene at 20:31.

### Search and Rescue

- **6900 Hueco Tanks**
  - Dispatch received a call in reference to a female hiker in the canyon with a possible broken ankle at 12:10.

- P501 enroute 12:14.
- UT402 enroute 12:21.
- CH501 on scene 12:35.
- UT402 and RT401 responded.
- Patient contact 12:47.
- Additional responding units were requested to cancel at 13:07.
- The patient was transported to Sierra Providence East Hospital at 14:01.
- All units cleared the scene at 14:16.

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

1. 13675 Gateway West (Socorro)
2. 429 Valle Tila (Socorro)

Commissioners had no questions about the report. Motion to approve report was made by Commissioner Booth 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)

Administrator Ames spoke about building maintenance issues and the costs for some of the repairs. She discussed items that will be added to the budget next year for preventative building maintenance. Also spoke about what expenses for this budget that will occur for emergency repairs. Motion to approve report as given made by Commissioner Berumen 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 April:** Station 1: 229 Station 2:178 Total calls:407
- **Calls for the year 2023:** 1861
- **Stipend:** \$ 44,487.25
- **Hours:** 3,687.25
- **Fire Marshal Office:** We have a sudden interest in employment for this office. Currently have three names that have inquired in working for the Fire Marshal Division.
- **Training:** We have scheduled the Tiller training for end of July, we had to buy some equipment to conduct this training. A third-party company from Seattle Fire will be conducting the training.
- **Fleet:** Q401 is almost complete, the engine has been installed, and the rear main seal has been replaced. The gearboxes wear rebuilt, and they are working on connecting one electrical. The expected completion is June 2. R405 repair of the hydraulic system is still pending; I am in discussion with Stuart and Stevenson. Hope to have an answer in the next week or two. Traveled to Waco, TX, and completed the Pre-construction for the Brush truck. We did have some changes that needed to be made, as you will see on the agenda. We are scheduled to travel to Wisconsin the first week of June for the final of the Tiller.

- **Personnel:** Since the last meeting, we have had two rookies resign. Stating financial issues, will be bringing on 8 more as we had onboarding this afternoon.
- **Response:** We have had a several high-profile incidents, including shootings and significant MVA's. Monitoring the crews to make sure they are ok. One structure fire was contained to the oven.
- **Special Operations:** Special ops had two drone callouts and a Search and Rescue in the Hueco Mountains. Pt was carried down the mountain with a lower extremity injury. Drone call out for a missing person who was located in the desert area ok. The other was assisting PD with a male subject that fled the scene. Also assisted with a training that involved SWAT for the Sheriff's office. Team assisted with tracking and locating, SWAT then took over.
- **HQ:.** Waiting for final documents from BRW, they have sent crews to the land to conduct testing. Hope to have something soon.
- **Misc.:** It is EMS week, and we had some local businesses donate food and drinks. We invited Life and Elite along with our Firefighters to give them thanks.

Chief Menendez spoke about the Chief's meeting with the surrounding Departments in regards to fire code adoption. El Paso Fire Department is looking to adopt the latest fire code in September and the Chief is recommending that our department follows suite. He also stated that they hope to hold these meetings more frequently and possibly hold community meetings for the general contractors to discuss the change in fire codes and construction issues. The Chief spoke more about R-405 and that the repair cost will be covered by Stewart & Stevenson. Tentatively we will take delivery of the Tiller in the middle of July. Horizon Fire held interviews today and will be picking up six out of seven candidates. The Chihuahuas game will be June 9<sup>th</sup> and members should contact Ms. Hernandez for tickets. Commissioner Berumen spoke about an article he read about new hires and fire careers. Commissioner Mayberry stated that if the Board needs to hold an emergency meeting to settle the R-405 issue they can. 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	28	0	0	0	0	0	0	0	0	157

Total for 03/2022: **109**

Total for 03/2021: **143**

- **Annual Fire Safety Inspections**
  - 36 = FMO Annual Fire Safety Inspections for April '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
  - Mercantile Warehouse=100%
  - Carwash Facilities = 60%
  - Starbucks = 80%
  - Chick-Fil-A = 70%
  - Applebee's = 55%
  - WestStar Bank = 50%
  - Home Depot = 30%
  - Vista Markets = Pending Release
  - Ulta = 10%
  - Shopping Centers – UR
  - High Pile Combustible Storage Racking Systems
  - Tenant Improvements – Everywhere=UR
  - Assorted Fire Protection Systems
  - Residential Communities
- **Personnel**
  - Requesting additional FTE or PTE in FY24
- **Training**
  - No training within April
- **Miscellaneous Activities & Information**
  - Nothing to Report.
- **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 June and August

Fire Marshal Guillen spoke about a Fire Arson class that just became available and that Mike Franco will be attending this class. Commissioner Berumen asked if we have an option to send additional people. At this time the class is full but future classes will be considered. Commissioners did not have any questions. Motion to approve report made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

**10. Discussion and take action on the readoption of the Investment Policy:** Administrator Ames states that there have not been any changes made to the policy and is asking the board to readopt it. Motion to readopt the Investment policy made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

**11. Discussion and take action on revising the Drug Testing Policy:** Chief Menendez stated that the original policy has been reviewed and revised by the Infection Control nurse. Mrs. Mayberry also created all the forms and training logs required by the policy. The revisions redefined some items that were unclear and aligns the policy with our testing centers. Commissioner Berumen has questions about who enforces the policy and how it is written. The attorney is stating that there should be a clean copy and a redline copy presented at the meeting to show the board what changes are being made. Legal stated that policies such as these should be carefully reviewed and implemented and be reviewed periodically.

Motion to table the policy until further review is completed by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

**12. Discussion and take action on the adoption of the Budget Calendar:** Administrator Ames presented the budget calendar to the Board. There was discussion about availability by board members. Administrator Ames will rework the calendar to assure a quorum is possible for all meetings. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

**13. 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:** Chief Menendez spoke about two possible issues with entry into the property with an electrical pole and a hydrant. We will be reaching out to the water authority to discuss the relocation of the hydrant. The building committee will be meeting on June 12 and will be discussing the updated building schedule. The committee is providing specifications for furnishings in the building to BRW. The attorney stated that we are having difficulty meeting the vertical construction date in December that he can assist with contacting and arranging for an extension with Hunt Communities. The Fire Marshal stated that we need to consider that the County planning department is very backed up and this could be a potential pause in our schedule. Commissioner Booth is suggesting a six-month extension from Hunt so that we are not rushing the process. Chief Menendez will discuss the potential of the extension. The report is for information only and no action taken.

**14. Discussion and take action on review of policies and procedures of County Search and Rescue (SAR) Team:** Commissioner Mayberry would like to be informed about the SAR team and who funds it. Also, he would like to understand the new purchases of vehicles and vehicle assignments. Commissioner Mayberry reviewed the minutes from the meeting in which the new vehicles were approved and is unclear about the new vehicle assignment changes. Chief Menendez explained that the purchase of the vehicle and that we needed a long bed for the SAR vehicle and the only one in the fleet is the current C-401. The other QRV that we received will replace R-402 and the old R-402 will be changed to SQ-403 and the current suburban (SQ-403) will be surplus at next month's meeting. Commissioner Mayberry's concern is that the board was not informed about the vehicle switches. He would also like to know the total cost of the truck for everything equipped when the vehicle is approved. Chief Menendez stated that the breakdown of the purchases is in the capital budget. Commissioner Booth would like to have a "do not exceed" budgeted number when purchasing vehicles so that all the equipment would not have to be approved meeting by meeting. Discussion of how to solve the purchasing of equipment when vehicles have such a lengthy order time. Administrator Ames recommended that at the beginning of the budget year the amount budgeted for the purchases of equipment be presented for approval and if the purchases exceed the approved amount, then the additional equipment would have to be presented to the board for approval. Commissioner Mayberry asked about the SAR team equipment and who provides it in active calls. The chief explained that every effort is made to use the equipment off the truck of the agency whose district the call is in. Each department is given a list of equipment and uniforms they are required to purchase for their own budget. This team was formed by the Sheriff's office, but we volunteered to be the lead agency for the team. Chief Ames has created an MOU for Search & Rescue agencies that will be presented in a future meeting. Chief Ames is the County Search and Rescue coordinator who plans training and coordinates rescues with the assistance and supervision of Chief Menendez. When our paid staff who are on

the team go to call outs we call for off duty HFD personnel to come and cover the district. Our staff do get overtime and the rate of time and a half for the callouts. We are looking at a Compensation policy instead of paying them overtime. Commissioner Berumen congratulated Chief Ames and Menendez on taking the lead of the team to ensure coverage in our area. Chief Menendez has noticed a trend in other departments becoming trained like our members. Commissioner Booth likes the idea of MOUs with departments. Chief Menendez named the departments who are a part of the SCAR team, and we currently have 40 members. The report was information only and no action was taken.

- 15. Discussion and take action on the purchase of a drafting pool for Tanker-401:** Chief is requesting to replace the current Tanker drafting pool that is damaged from use. The amount of the new item is \$3,541.95 to come from account 9300.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins.
- 16. Discussion and take action on the purchase of a slide out tray for Search & Rescue (SAR-404):** Chief Menendez presented a quote for a replacement slide out tray for the SAR-404 which accommodate the large victim basket and the excess equipment removed from R-405. Commissioner Mayberry asked what will happen with the old slide out tray and that maybe surplused or kept for another truck. Motion to approve the slide out tray in the amount of \$6,555.00 to come from account 9500.01 made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 17. Discussion and take action on approval of construction change order for new Brush truck:** Chief Menendez presented a change order for the new brush truck that was ordered several months ago. The items upgraded included larger tires for easier maneuverability in the desert area, a pump enclosure to protect it, suspension change, and a switch to allow pumping for brush fire fighting from within the truck. The change order is \$42,477.56 that will be added to the finance packet in the next budget. Motin to approve the change order made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
- 18. Discussion and take action sending 8 personnel to a Paramedic training course:** Chief Menendez presented a quote to send 8 members to paramedic training. It would include the six paid staff and two members of the volunteer crew. The class will be approximately 9 months and the skills will hopefully be in-house which is why the quote had a discounted price for using our facility. The two members from HFD will be picked by who scores the highest on a medical protocol test. Motin to approve made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.
- 19. Discussion and take action on purchase/repair of Fire Equipment to include Fire Fighter Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies:** Chief Menendez presented a quote from GME supply for a rope hoist for the Tiller in the amount of \$5,575.07 to come from account 9500.01. Motion to approve was made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

EXECUTIVE SESSION – None

- 20. For the Good of the District:** There will be a department night at the Chihuahua baseball game. If you are interested in going, please contact Ms. Hernandez for tickets. Chief

Menendez had a request from Clint ISD to train 60 teachers in CPR and he is working on the logistics of the training. Chief Menendez stated that we have been requested for many Community events which is great for our department and our participation in the community.

**21. Set date and time for next meeting in June :** The next meeting will be June 22, 2023 at 6:30 pm.

**22. Adjourn:** Motion to adjourn made by Commissioner Rankins, Meeting adjourned at 8:55pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant,