

EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO.1

BOARD OF COMMISSIONERS MEETING

Notice is hereby given that a special meeting of the Board of Commissioner of El Paso County Emergency Services District No. 1 will be held on Thursday September 21, 2023 at 6:30 pm at:

El Paso County ESD #1 Central Fire Station Meeting Room
14151 Nunda Ave. Horizon City, Texas 79928
Office: (915)852-3204
Website address: <http://www.epcesd1.com>

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation for interpretive services must be made 48 hours prior to this meeting.

Microsoft Teams

Meeting ID: 241 002 587 591
Passcode: A4q4zr

AGENDA

1. Call to order.
2. Establishment of Quorum.
3. Pledge of allegiance.

PUBLIC COMMENT

4. Public Comment: *Members of the public who desire to address the Board of Commissioners regarding an item on this agenda or a general matter may address the Board of Commissioners for no more than two (2) minutes per item per member of the public. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda.*

CONSENT AGENDA

5. Review and approve minutes of August 21, 2023 meeting.

REPORTS

6. Review and approve communications report on monthly calls as reported by Horizon City

dispatch. (Presented by a representative from Horizon City dispatch)

7. Review and approve financial report on monthly bills and invoices, quarterly report, sales tax analysis report, purchases for items in the District's approved budget, and budget reallocations. (Presented by Administrator Katherine Ames)
8. Review and approve Chief's report on run volume, stipend, training, fleet, personnel, fire response, building construction and additional fire information. (Presented by Chief Menendez)
9. Review and approve Fire Marshal's report on operational & construction permits, annual fire safety inspections, new building construction, personnel, training miscellaneous activities & information. (Presented by Fire Marshal Guillen)

DISTRICT POLICIES AND DOCUMENTS

10. Discussion and take action on amending the Consent Agenda procedure for Board of Commissioner meetings. *Submitted by Commissioner Mayberry and presented by Administrator Ames.*
11. 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. *Submitted and presented by Chief Menendez.*
12. Discussion and take action on revising the Drug Testing Policy. *Submitted and presented by Chief Menendez.*
13. Discussion and take on action on surplus of department equipment. *Submitted and presented by Chief Menendez.*
14. Discussion and take action on the Horizon City Police Department Communications Amendment. *Submitted and presented by Chief Menendez.*
15. Discussion and take action on the approval of the Texas County & District Retirement System (TCDRS) FY 2024 Plan. *Submitted by Chief Menendez and presented by Administrator Ames.*
16. Discussion and take action on a Sick Leave policy for full-time employees. *Submitted and presented by Chief Menendez.*
17. Discussion and take action on amending the Uniform Personnel Pay Scale. *Submitted and presented by Chief Menendez.*
18. Discussion and take action on adopting an Administrative Pay scale with change of position titles. *Submitted and presented by Chief Menendez.*
19. Discussion and take action on approval of Employee Cost of Living Adjustments for the Fire Chief, Administrator and Fire Marshal. *Submitted and presented by Chief Menendez.*
20. Discussion and take action on approval of Leveling raises for administrative staff. *Submitted and presented by Chief Menendez.*

21. Discussion and take action on approval of sixteen (16) new El Paso County ESD #1 employment positions for Operations. *Submitted by and presented by Chief Menendez.*
22. Discussion and take action on approval of revised manning table for the Fire Marshal office. *Submitted by and presented by Chief Menendez.*
23. Discussion and take action on the approval of one new El Paso County ESD #1 employment position for administrative staff. *Submitted and presented by Chief Menendez.*

DISCUSSION/ACTION ITEMS

24. Discussion and take action on the purchase of AED 1000's from FY 23' funds. *Submitted and presented by Chief Ames.*
25. Discussion and take action on the purchase of Life Pack 15's and Service contracts for AED's from FY 24' funds. *Submitted and presented by Chief Ames.*
26. Discussion and take action on approval of \$10,000 contribution to the Texas Emergency Services Retirement System pension for volunteer Fire Fighters. *Submitted and presented by Chief Menendez.*
27. Discussion and take action on approval of the ESO Contract. *Submitted and presented by Chief Ames.*
28. Discussion and take action on the approval of Employee Physicals from FY 24' funds. *Submitted and presented by Chief Menendez.*
29. Discussion and take action on the installation of a rear driveway on the training land. *Submitted and presented by Chief Menendez.*
30. Discussion and take action on the purchase of new uniforms for Fire and Fire Marshal staff. *Submitted and presented by Chief Menendez.*

EXECUTIVE SESSION

The Board of Commissioners will retire into Executive Session pursuant to Section 551.071-551.076 of the *Texas Government Code* to discuss the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Board may move to Executive Session any of the items on this agenda, consistent with the Texas Open Meetings Act.

- Section 551.071 Consultation with Attorney
- Section 551.072 Deliberation regarding real property
- Section 551.073 Deliberation regarding prospective gift
- Section 551.074 Personnel matters
- Section 551.076 Security matters

The Board of Commissioners will take action on the following after returning from Executive Session.

31. For the Good of the District.

32. Set date and time for next meeting in October.

33. Adjourn

I, the undersigned authority, hereby certify that the above notice of the meeting of the Board of Commissioners of El Paso County Emergency Services District No. 1 is a correct copy of the notice that I posted and I did post this notice at least seventy-two (72) hours preceding the scheduled meeting at the El Paso County ESD #1 Central Fire Station, 14151 Nunda Ave., Horizon City, Texas, 79928.

Dated this 18th day of September, 2023

By: _____

**Katherine Ames
Administrator
El Paso County ESD #1.**