

Minutes of the January 25, 2024 Special Commissioners Meeting

1. **Call to order:** 6:35pm
2. **Establishment of a quorum:** Commissioner Anaya and Commissioner Berumen, Commissioner Mayberry, Commissioner Rankins were present in person. Commissioner Booth was not in attendance due to work.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of the December 28th meeting.
 - B. Radio Upgrade for New Pumper P-402. - \$3,500 from account 9500.01
 - C. Equipment pull out tray for the Tiller. - \$8,417.87 from account 9300.02
 - D. Fire Department Instructor training conference. - \$10,301.74 from account 7000.02 and \$3,525.00 from account 6900.02 for a total minimum cost of \$13,553.74
 - E. Emergency Services Training Conference April 5th-7th. - \$4,735.93 from account 7000.02 and \$1,200.00 from account 6900.02 for a total minimum cost amount of \$5,935.93
 - F. Replacement of R-405 Extrication Tools. - \$42,235.00 from account 9500.01.

Commissioner Mayberry read the Consent agenda statement. Commissioner Rankins asked to pull Item “D” for further discussion. Commissioner Anaya made a motion to approve items A, B, C, E, and F. Motion was seconded by Commissioner Rankins. Motion carried.

- 5 (D): **Fire Department Instructor training conference:** Chief Menendez spoke about who would be attending this training and the purpose of the training. Commissioner Rankins asked what other instructors we have and why they are not going. The Chief spoke about leadership training that the other instructors will be attending. Motion to approve Item 5(D) made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Elva Ramos, Dispatch Supervisor)

- Call numbers reported consist of the following: Alarm 42, Assistance 26, Brush Fire 13, Car Fire 1, Water Leaks 7, Gas leaks 13, Medical 291, MVA 39, Structure Fires 4; Inspections 84.

Structure Fires

1. 1603 Blackmon

- At 9:28, dispatch received a call in reference to smoke and flames coming out from the refrigerator.
- P403 enroute 9:30.
- Horizon and Socorro Fire Departments responded.
- CH401 on scene 9:39.
- Fire under control 9:51.
- Fire out 10:00.
- All units cleared the scene at 11:25.

2. 149 Holy Cross

- Dispatch received a call in reference to a candle fire on the kitchen table at 2:03. The reporting party advised the fire had been extinguished.
- Q401 enroute 2:06.
- Horizon and Socorro Fire Departments responded.
- RP401 on scene 2:13.
- Additional responding units were requested to stand down at 2:15.
- All units cleared the scene at 12:31.

3. 13581 Lancashire

- Dispatch received a call in reference to an oven smoking heavily at 19:22. The reporting party advised to have heard a loud explosion. The homeowner was able to extinguish the fire with a fire extinguisher.
- Q401 enroute 19:23.
- Horizon, Clint, and Socorro Fire Departments responded.
- RT402 on scene 19:27.
- Additional responding units were requested to stand down at 19:29.
- All units cleared the scene at 19:53.

4. 13039 Aberdare

- Dispatch received a call in reference to stove fire at 20:34.
- RP401 enroute 20:38.
- Horizon and Socorro Fire Departments responded.
- At 20:41, an EPSO deputy reported to only has visual on smoke.
- RP401 on scene 20:44.
- At 20:45, RP401 reported the fire was extinguished and additional responding units could stand down.
- All units cleared the scene at 22:03.

Search and Rescue

1. 6900 Hueco Tanks@ Hueco State Park
 - Dispatch received a call in reference to a 22 year old male with a fractured right ankle on the mountain at 9:07.
 - RT503 enroute 9:10.
 - CH402 enroute 9:23.
 - CH402/RT402/SAR401/RT40/SQ403/Unit 410/Unit 430
 - CH402 on scene 9:52.
 - Patient care at 9:59.
 - Patient on the ground 11:28.
 - Life transported the patient to a local hospital at 11:36.
 - All units cleared the scene at 12:00.

Structure Fires out of District

1. 14640 Shogun (Montana Vista)
2. 4665 Turf (Montana Vista)
3. 10610 North Loop (Socorro)
4. 13924 Dade (Montana Vista)
5. 15350 Quillayute (Montana Vista)
6. 13936 Dade (Montana Vista)
7. 10255 North Loop (Socorro)

Elva corrected a report time on one of the incidents. There were no questions or comments by Commissioners. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. 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 reviewed the first quarter financial report. She spoke about suggested changes by SBNG for next year to include how Capital Expenditures are recorded and how it will change the budget process for the next Fiscal year. There were also some changes to payroll regarding the Operations pay and SBNG has been very helpful in assisting with our new calculation system. Administrator Ames spoke about the property tax collection and the latest report from HDL's and about the collection trends and the top performers on the Sales Tax list. Commissioner Berumen asked if I could provide more explanation on the changes and approach to the Capital budget before the next budget meetings begin. Motion to approve report as presented made by Commissioner Berumen and seconded by Commissioner Anya. Motion carried.

1st Quarter Financial Report - 10-01-23 to 12-31-23

	<i>1st Quarter 10-01-23 to 12-31-23</i>	<i>Percentage</i>	<i>1st Quarter 10-01-22 to 12-31-22</i>
ESD Income			
Budgeted Tax Collection	\$6,115,686.09		
Actual Collection	\$3,545,978.38	58.00%	57.10%

<i>Difference</i>	- \$2,569,707.71		
Expense			
ESD Budgeted Amount	\$11,035,492.53		
ESD Budget Spent	\$1,296,683.81	11.80%	7.00%
<i>Remain ESD Budget</i>	<i>\$9,738,808.72</i>		
HFD Budgeted Amount	\$1,280,562.56		
HFD Budget Spent	\$181,837.29	14.20%	20.30%
<i>Remain HFD Budget</i>	<i>\$1,098,725.27</i>		
Total Budgeted Amount	\$12,316,055.09		
Total Operating Spent	\$1,478,521.10	12.00%	8.20%
<i>Total Operating Available</i>	<i>\$10,837,533.99</i>		
FM Income	\$128,021.10	Increase	\$116,377.90
		\$11,643.20	
Expense			
Budgeted Amount	\$984,828.89		
FM Budget Spent	\$119,184.23	12.10%	69.20%
<i>Remaining Budget \$\$</i>	<i>\$865,644.66</i>		
Construction Account			
Construction Budget Amount	\$163,440.42		
Construction Spent	\$0.00		
<i>Construction Remaining:</i>	<i>\$163,440.42</i>		
ESD Reserve Balance:	\$2,655,070.00		

Sales Tax Collection:			
Budgeted Amount	\$4,562,944.00		
Collection to date	\$1,725,858.14	37.80%	36.80%
Difference	\$2,837,085.86		
Interest Earned:	\$273,611.43		

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 December:** Station 1: 269 Station 2:192 Total calls: 461
- **Calls for the year 2023:** 5028
- **Stipend:** \$44,725.53
- **Hours:** 3,491.17
- **Fire Marshal Office:** New hires in the Fire Marshal office are doing great. Capt Guillen has mentioned they are picking up the job without issue. We will be

reviewing the possibility of sending one member to the police academy in the near future. The fleet vehicle for the Fire Marshal office is still in queue and has not been built yet. No delivery date had been given.

- **Training:** Started a TCFP Academy for the new recruits. It's a 12-week program that at the end they will have a Basic FF TCFP certification once they also complete their EMT Basic, which some of them already have. We have 10 students in the class. Looking at doing an online EMT Basic course in the near future, and the cost is \$1500 per student. Also, the Paramedic class will start in July for the new hires on "B" shift. We will be hosting a Rope technician course in May for our County Search and Rescue team and will be inviting outside departments to join to offset the cost of \$2000.00.
- **Fleet:** Rescue 403 is nearing complete repair. FM 401 is in the body shop getting repaired, no completion date given. Q401 was repaired and is in service. Rescue 405 is usable but as a last resort. Still waiting on parts to get that truck fully functional.
- **Personnel:** Horizon FD will be holding interviews on Friday for 6 potential members. We started a trial Rescue unit that is staffed from 0800 to 2000, only 12 hours. This unit being staffed has allowed for multi-incident responses. This unit is staffed at Station 1 as the data has shown the duplicate calls occur frequently. On the house fire that occurred in Horizon's district having the three units responding provided for a safer fire ground and met the TCFP minimum staffing that they require with regards to units responding. As the incident commander it was much easier managing the incident having the extra unit and personnel right away. Once the other unit responding from the other departments arrived on the scene, we had more than adequate personnel. One member is on AWP, and we had some personnel go off on leave due to Covid.
- **Response:** HFD responded to a house fire off of Ascencion. Three suppression units (P403, RP401, and Q401) responded from Horizon, one from Socorro and Chief 401 called for an additional unit from the next department and San Eli responded. Seven animals were rescued to include dogs and a chicken.
- **Special Operations:** Nothing new to report
- **HQ:** Contract has been reviewed by legal and has been given the green light. We received the go ahead from the third party (TRE & Associates) to proceed. The County is still reviewing but they hope to complete the review by tis Friday. Pre-Construction meeting has been scheduled for February 8th at 1500.
- **Misc.:** We held the pinning ceremony for "B" shift new hires. We have started planning for the 50th anniversary of the fire department. The scheduled date is May 4th. We will advise of updates as we come up with design and schedule.

Ther department has now added an ambulance responding to fire calls for Firefighter safety as well as potential injuries on scene. Chief Menendez also showed the 50th Anniversary logo that has been created for the committee review. Commissioner Berumen asked if we have the ability to remove district wide sent emails. Chief Menendez spoke about ways we are helping our members with mental health. Commissioner Berumen spoke about having a customer service training course for

our staff. Motion to approve the Chief’s report was 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 Frank Guillen)

	J	F	M	A	M	J	J	A	S	O	N	D	2023
Construction	33	59	37	28	38	31	24	51	46	28	31	56	462

Total for 12/2022: **313** Total for 12/2021: **328**

- **Annual Fire Safety Inspections**

- 26 = FMO Annual Fire Safety Inspections for December ‘23, as per Emergency Reporting (Report #1764)
- 0 = SWO issued

- **New Building Construction**

- FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - Walgreens = 99%
 - Wing Shack = 70%
 - Julio’s Café = 40%
 - Wienerschnitzel = 40%
 - Albertson’s = 20%
 - Albertson’s Shopping Ctr. -=
 - Shopping Centers – UR%
 - High Pile Combustible Storage Racking Systems
 - Tenant Improvements – Everywhere
 - Apartment Complexes
 - Assorted Fire Protection Systems
 - Residential Communities

New Business Open to the ESD: Little Ceasar’s Pizza; Pizza Hut; Gold’s Gym; Schenker; Multiple T.I.’s... New Applicants: AutoZone (Darrington); ACE Hardware (Darrington) Multiple New Warehouses; Future Apartments.

- **Personnel**

- We continue training the (2) new FTE FMO employees and they are learning the ESD’s Standard Operating Procedures (SOPs).
- We still have (1) Part-time vacancy that is available for FMO...

- **Training**

- Lt. Franco attended a Taser Training Event.
- FMO attended our New Healthcare Training Session.
- FMO attended a request to assist with a Fire Drill at MHC Kenworth (treated as training).

- **Miscellaneous Activities & Information**

- New Plan Review Intake Policy -- FMO personnel started taking in the initial plan review and consulting with the stakeholders during a pre-construction meeting based on ESD-FMO's expectations.
 - FMO personnel are still getting acquainted with our new database from Emergency Reporting to ESO Logistics.
- **Future Events:**
 - ** Fill our (1) vacancy in March/April of 2024. With an existing part-timer. (DFM Villarreal).
 - ** FMO is assisting with the planning for the ESD's 50th Anniversary grand Event.

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

10. Discussion and take action on ESD Headquarters Construction project on approval of change orders and associated fees, project, project requests, and approval and change of architecture design/plans: Chief Menendez reported that we are waiting for the contractor to sign the contract and we have been approved by the third-party reviewer. We are waiting for the County review and other agency final reviews. We will have a Preconstruction meeting on February 8th with Banes construction, and we will be planning the ground breaking ceremony as well. Chief Menendez and Administrator Ames have begun working on furniture and will be looking to take a trip to the factory to look at furniture and storage. The report was for information only.

11. Review the Infection control and Exposure Control Plan: The plan was presented by the Employee Health nurse, Pat Mayberry. This plan comes from all our policies and procedures. The department members are informed about the plan annually. The item was for information only and no action required.

12. Discussion and take action on the 2023 infection Control/Exposure Control Plan Evaluation: Employee Health nurse Pat Mayberry reviewed the plan which is for the Emergency Services District and the Horizon Fire Department. She spoke about the vaccine compliance and the TB risk assessment. We completed 56 physicals this year for our employees. Mrs. Mayberry spoke about exposures and injuries and the numbers for each. She addressed the goals for this year and was to improve the program for the department. Commissioner Anaya thanked Mrs. Mayberry for doing her due diligence in helping our Firefighters stay on track for good health. Commissioner Berumen asked if the new building will fit her needs. Motion to approve report as presented made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

13. Discussion and take action on updates to the ESD employee handbook: Motion to delete made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

14. Discussion and take action on the purchase or repair of Fire Equipment to include Fire Fighter Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies: Motion to delete made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – None

- 15. For the Good of the District:** There will be a preconstruction meeting on February 8th; Chief Menendez will be holding a staff meeting for the ESD staff in February. We will hold a strategic planning meeting on 03/26/24 and the Board and some of the ESD staff will be attending Safe-D conference on February 22nd
- 16. Set date and time for next meeting in February:** The next meeting will be February 29th due to the board attending the Safe-D conference during the regularly scheduled meeting time.
- 17. Adjourn:** Motion to adjourn made by Commissioner Anaya. The meeting adjourned at 8:07 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant

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