

Minutes of the November 16, 2023 Special Commissioners Meeting

1. **Call to order:** 6:36pm
2. **Establishment of a quorum:** Commissioner Berumen, Commissioner Rankins, Commissioner Anaya and Commissioner Booth were present in person. Commissioner Mayberry participated virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of the October 26, 2023 meeting.
 - B. Approve Personal Protection Equipment (PPE) annual testing. - \$7,700.00, Account 7850.02
 - C. Approve the purchase of ESD and Horizon Fire Patches for uniforms. - \$2,921.55, Account 7005.02
 - D. Approve the purchase of a Community event portable backdrop and podium. - \$1,996.80, Account 5350.02
 - E. Approve the purchase of a camera, speaker and microphone system for use during public meetings. - \$3,725.00, Account 9000.01
 - F. Approve pump testing for Fire Apparatus'. - \$3,503.30, Account 7950.02

Commissioner Berumen read the agenda item and asked if any Commissioner wanted to pull an item for discussion. No items were pulled. Motion to approve the consent agenda made by Commissioner Anaya and seconded by Commissioner Rankins. 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 36, Assistance 22, Brush Fire 6, Car Fire 1, Water Leaks 10, Gas leaks 4, Medical 236, MVA 53, Structure Fires 4; Inspections 96.

Structure Fires

- 13401 Boody

- Dispatch received a call in reference to a house on fire at 18:46.
- P402 enroute 18:46.
- Horizon, Socorro, and Montana Vista Fire Departments responded.
- B402 on scene 18:55.
- At 18:57, B402 reported the roof of the attic was smoldering.
- Additional responding units were requested to stand down at 18:58.
- Water on fire 18:59.
- Fire under control 19:02.
- All units cleared at 20:01.

- **437 Emerald Bluff**
 - Dispatch received a call in reference to burnt odor in the master bedroom walls at 21:43
 - RP401 enroute 21:44.
 - Horizon and Socorro Fire Departments responded.
 - RP401 on scene 21:47.
 - Additional responding units were requested to stand down at 21:53.
 - At 22:19, RP401 reported no hazards were found.
 - All units cleared the scene at 22:20.

- **12842 Osmotherly**
 - Dispatch received a call in reference to a fire inside the garage at 5:19.
 - P403 enroute 5:22.
 - Horizon and Socorro Fire Departments responded.
 - P403 on scene 5:30.
 - Water on fire 5:35.
 - Fire knocked down at 5:44.
 - Fire out 6:06.
 - All units cleared the scene at 12:16.

- **13137 Freshford**
 - Dispatch received a call in reference to burn plastic odor at 12:49.
 - P402 enroute 12:52.
 - Horizon and Socorro Fire Departments responded.
 - P402 on scene 12:56.
 - Additional responding units were requested to stand down at 12:57.
 - All units cleared the scene at 13:16.

Structure Fires out of District

1. 9941 Floralia (Socorro)
2. 10364 Valle Del Mar (Socorro)
3. 693 N Rio Vista @ H D Hilley Elementary School (Socorro)

There were no questions or comments by Commissioners. Motion to approve report 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)

The annual audit has begun, and all of the documents have been sent over to SBNG. We also had a Worker's Comp audit, and we will have to make some changes to how we calculate the volunteers for the next policy year. Motion to approve report 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 Ames)

- **Calls for the month of October:** Station 1: 220 Station 2:181 Total calls: 401
- **Calls for the year 2023:** 4320
- **Stipend:** \$ 52,169.37
- **Hours:** 4,216.82
- **Fire Marshal Office:** The Fire Marshal Office hired two full-time employees that will be starting at the end of the month. They are certified and will only require training in how the office runs and specific duties.
- **Training:** Training in the Rollover Fire prop has started, and personnel have nothing but good things to state. We are looking at starting a program to revitalize training as attendance has dwindled a bit. We will advise when the program starts and if it is working. Two additional personnel were trained to drive the tiller. They are now working on the hours that need to be logged behind the wheel.
- **Fleet:** Tiller 401 is getting some warranty work done. Nothing major, the unit is still in service. Rescue 405 is out of service; they ordered some parts for the power steering pump and we are waiting for them to come in. Quint 401 is back in service and is functioning very well. Fire marshal FM401 involved in MVA, the unit has front-end damage and will be taken to the shop once insurance adjusted advises to do so. There were no injuries reported in this incident.
- **Personnel:** As mentioned earlier, we hired two new Deputy Fire Marshals. We will be having interviews for the Admin Assistant III position tomorrow. Katherine and I hope to have someone hired for that position by the end of the month. We administered the exam for the 8 operations positions. 12 signed up, 2 disqualified do to not having the appropriate certs, and 1 was a no show. The exam results will be out Friday at which time those who pass will proceed to the Fire Ground Performance Evaluation and once that is completed to interviews.
- **Response:** Nothing major to report.
- **Special Operations:** CSAR has sent out a memo to all departments saying that we are looking for additional SAR members. Testing will be in February.
- **HQ:** The bid is out, and we held a meeting this past week for anyone bidding on the project. No one had any major questions. We will be looking at December 7 to review the documents submitted.

- **Misc.:** Flu Vaccine held at station 2 we administered 145 shots. Station 2 participated in a Fire Tech school event at Horizon High School. Station 2 has partnered with the Fire Tech program for future events. Physicals are happening at the end of this month and beginning of next for personnel.

Administrator Ames also mentioned the meet the Firefighter event at Station #2 and that it was a successful event. There were different stations through the building that allowed hands on experiences in different fire prevention areas. Station #2 ESD operations staff did a great job planning the event. Commissioner Berumen asked about the Tiller training and how many drivers have been trained up so far. Chief Ames stated that the truck is not in service yet as they are still getting the drivers trained. He also stated that in speaking to other departments, typically there it takes 6-9 months of training before a truck such as this is put into service because they want to make sure everyone has proper training. Motion to approve report made by Commissioner Anaya and seconded by Commissioner Booth. 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 Assistant Fire Marshal Mike Franco)

	J	F	M	A	M	J	J	A	S	O	N	D	2023
Construction	33	59	37	28	38	31	24	51	46	28	0	0	375

Total for 09/2022: **272** Total for 09/2021: **288**

- **Annual Fire Safety Inspections**
 - **70** = FMO Annual Fire Safety Inspections for October ‘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
 - Warehouses (12221 Ashtabula) = 95%
 - Walgreens = 95%
 - Wing Shack = 40%
 - Julio’s Café = 10%
 - Great American = 0%
 - Albertson’s = 0%
 - Shopping Centers – UR
 - High Pile Combustible Storage Racking Systems
 - Tenant Improvements – Everywhere=UR
 - Assorted Fire Protection Systems
 - Residential Communities

New Business Open to the ESD: Home Depot; Firestone Tires; Boss Chicken; Cold Stone Ice Cream; etc. New Applicants: AutoZone (Darrington); Wienerschnitzel (State St.); Self-Storage Facility (Windermere); Quick Svc Oil Change (Horizon); Multiple New Warehouses; Future Apartments; McDonald’s (Eastlake/Darrington); etc.

- **Personnel**
 - Interviewed and hired (2) new FTE FMO Applicants. Filled DFM Hernandez's spot and a newly created position.
 - (1) Part-time vacancy is still available for FMO...
- **Training**
 - FM Guillen and DFM Moreno attended the annual TX FMO Conference training for the ESD-FMO Division.
 - DFM Hernandez and DFM Rodriguez attended the TEEX FACP training at YDSP-FD.
- **Miscellaneous Activities & Information**
 - FMO is preparing to close out 2023 and start our new database for 2024 via Google Drive.
 - FMO completed our annual audit regarding the "Memorandums of Fraud".
- **Future Events:**
 - ** (1) FTE vacancy.

Commissioner Berumen asked how the collection of past due invoices is going. The Fire Marshal stated that they are being cleared out. Commissioner Berumen also stated that he is glad to see the agency's cooperation. 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: A pre-bid meeting was held and there were about 18 people who attended. The bidding process and how the contractors will be graded was discussed. Dates for the process were also discussed. The report was for information only.

11. Discussion and take action on accepting a \$20,000 grant from Texas Forest Service for the purchase of PPE with a 90/10 pay: The ESD was approved for a Texas Forest service grant for \$20,000 for PPE. The grant is a 90/10 pay. Commissioner Rankins made a motion to accept the grant and the 90/10 pay to purchase PPE in the amount of \$20,000. Motion was seconded by Commissioner Booth. Motion carried.

12. Discussion and take action on reallocating the unused funds from the loan for the Pumper/Brush Truck: Administrator Ames stated that when we take out loans, they have to be rounded up to whole numbers and sometimes the expected cost of the loan is less; therefore, leaving unused funds. She recommends that the unused funds amount of \$2,085.00 be reallocated to purchase of equipment for the Pumper/Brush truck. Motion to approve the unused funds be used for equipment made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

13. Discussion and take action on amending the ESD Pay Scale: The proposed pay scale is based on last months BOC meeting. This PayScale reflects the change in the Assistant Chief pay portion based on the amendment in pay made last month. Motion to approve the changes to the PayScale made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

14. Discussion and take action on a trip request for the Board and staff to attend the Safe-D conference: The proposed cost to send eight people to safe is \$10,884.00 to come from accounts 7000.01, 7000.02, 6900.01 and 6900.02. Motion to approve the expenditure made

by Commissioner Anaya and seconded by Commissioner Booth. Motion carried. The attorney is also recommending that a posting be made that there may possibly quorum during the conference due to five Commissioners attending the conference.

15. Discussion and take action on the purchase of Personal Protective Equipment (PPE) using Texas Forest Grant: Chief is requesting the purchase of five sets of gear in the amount of \$20,533.40 from account 9100.02. The ESD will cover \$2,533.40 for the grant 10% grant portion obligated to be paid by the ESD as well as the amount not covered by the grant. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

16. Discussion and take action on change of medical, dental and vision insurance carrier: Administrator Ames reviewed the new health, dental and vision plans and the cost difference from our current plan. The new plans will not cost the District any additional money then what had already been approved in May. Motion to approve the new plans made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

17. 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 Booth and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – None

18. For the Good of the District: Our annual Christmas Party and the Christmas parade will be on December 2nd. There was a discussion about safety at the parade and that it is addressed in the parade meeting. Chief Ames spoke about the John Hayes expansion project.

19. Set date and time for next meeting in December: December 28, 2023 at 6:30pm

20. Adjourn: Motion to adjourn made by Commissioner Booth. The meeting adjourned at 7:40 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant