

Minutes of the December 28, 2023 Special Commissioners Meeting

1. **Call to order:** 6:34pm
2. **Establishment of a quorum:** Commissioner Berumen, Commissioner Anaya and Commissioner Booth, Commissioner Mayberry were present in person. Commissioner Rankins participated virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of the November 2, 2023, November 16, 2023, November 28, 2023, December 14, 2023 meeting.
 - B. Approve the purchase of leather helmet fronts. - \$3,697.11 – Account 9100.02
 - C. Approve the purchase of Lifenet PC Gateway Software. - \$2,101.20 – Account 9200.02
 - D. Approve Preventive Maintenance for large Fire Apparatus'. - Deleted
 - E. Approve the purchase of helmets. - \$5,905.97 – Account 9100.02
 - F. Approve the purchase of structural firefighting boots. - \$5,999.40 – Account 9100.02
 - G. Approve the purchase of a mobile radio for Truck 402. - Deleted
 - H. Approve the purchase of a Mobile Communication Terminal (MCT) and accessories for Truck 402. - \$10,175.33 – Account 9000.02
 - I. Approve the change order for the New Pumper. – Pulled for Discussion

Commissioner Mayberry read the Consent agenda statement. Commissioner Berumen stated that the Minutes from the December 14th had a typographical error. Commissioner Mayberry pulled Item “I” for further discussion. Item “D” and “G” were deleted. Commissioner Anaya made a motion to approve items A, B, C, E, F and H. Motion was seconded by Commissioner Berumen. Motion carried.

5 (I): Approve the change order for the New Pumper: Chief Menendez spoke about the changes that were made to the pumper during the pre-build visit to the factory and about the need for the changes. The change order in the amount of \$67,615.13 would come from account 9500.01. Motion to approve Item 5(I) made by Commissioner Booth 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 Stephanie Cortes, Dispatcher)

- Call numbers reported consist of the following: Alarm 95, Assistance 25, Brush Fire 6, Car Fire 3, Water Leaks 12, Gas leaks 12, Medical 264, MVA 39, Structure Fires 6; Inspections 87.

Structure Fires

1. S Darrington/Golden Eagle

- Dispatch received a call in reference to a fire possibly next to Carol T. Welch Elementary School at 11:06.
- P402 enroute at 11:10.
- Horizon, Clint and Socorro Fire Departments responded.
- CH401 in the area/attempting to locate at 11:11.
- At 11:22, CH401 requested for all responding units to cancel. There was no visual on smoke or flames.
- All units cleared the scene at 11:25.

2. 1160 Colina de Luz

- Dispatch received a call in reference to smoke inside the residence at 9:40. The reporting party advised to have seen flames when turning on the heater but no longer had visual.
- RT402 enroute 9:41.
- Horizon and Socorro Fire Departments responded. B403 on scene at 9:51.
- At 9:55, B403 reported to have visual on light smoke.
- At 10:27, the smoke was evacuated from the residence. The homeowner was advised to contact a plumber to check the furnace. All units cleared the scene.

3. 13030 Sparks

- At 14:33, dispatch received a call in reference to three subjects burning a mobile home.
- Q401 enroute 14:35.
- Horizon and Socorro Fire Departments responded.
- At 14:41, Q401 arrived on scene and advised the call was in reference to an illegal burn.
- Additional responding units were requested to stand down.
- All units cleared the scene at 14:45.

4. 13791 Horizon @ El Cometa

- At 9:57, dispatch received a call in reference to a fryer on fire at the El Cometa Restaurant. The reporting party advised the fire had been extinguished by employees.
- CH401 enroute 10:00.
- Horizon and Socorro Fire Departments responded.
- CH401 on scene 10:01.

- At 10:05, Q401 reported the fire was out. The employees were able to extinguish the fire with a fire extinguisher.
- At 10:06, CH401 requested for additional responding units to stand down. The fire was contained to the oven.
- All units cleared the scene at 10:22.

5. 12100 Emerald Pass

- Dispatch received a call in reference to a roof of a building under construction at 9:15. The reporting party advised to have visual on smoke.
- RP401 enroute 9:17.
- Horizon and Socorro Fire Departments responded.
- RP401 on scene 9:24.
- At 9:30, additional responding units were requested to stand down.
- At 9:36, RP401 reported the fire was found smoldering on the roof. The fire was extinguished.
- Fire out at 9:44.
- All units cleared the scene at 10:00.

6. 854 Airship

- Dispatch received a call in reference to a garage on fire at 10:04. The reporting party advised to have visual on flames.
- P403 enroute at 10:05.
- Horizon and Socorro Fire Departments responded.
- Per the reporting party the fire was extinguished at 10:07.
- RP401 on scene 10:10.
- RP401 requested for additional responding units to stand down at 10:11.
- At 10:20, a fire investigator was requested.
- At 10:48, RP401 reported the fire was out.
- All units cleared the scene at 12:18.

Structure Fires out of District

1. 13999 Montana (Montana Vista)
2. 13669 Gateway West (Socorro)

There were no questions or comments by Commissioners. Motion to approve report made by Commissioner Booth and seconded by Commissioner Berumen. 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 reported that the property tax for this fiscal year is beginning to come in and we should the majority of it by mid-February. Commissioner Berumen asked about Sales Tax, specifically about building materials purchased at home improvement stores and how those Sales Taxes are paid to the ESD. Administrator Ames will speak to HDL about this. She also stated that the tax reports are open to be viewed by the Commissioners at any time. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. 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 November:** Station 1: 259; Station 2: 177; Total calls: 436
- **Calls for the year 2023:** 4970
- **Stipend:** \$45,148.29
- **Hours:** 3,679
- **Fire Marshal Office:** Fire Marshals office has started the two new Deputy Fire Marshals. One started full-time and the other part time for December until he retired and then will start full time in January.
- **Training:** Students in the paramedic program continue to do well. They are almost at the halfway point. We did have one student drop and will start the program again in July at no additional cost to us. We started to use the new training prop for fire behavior, and it has been an excellent training tool.
- **Fleet:** Rescue 403 was involved in a MVA, there was one injury and that was the officer of the unit. The civilians involved had no injuries at the time of the incident. The vehicle has been seen by the insurance adjuster and sent to a body shop for repair. Hope to get it back in a few months. The Fire Marshal vehicle is on hold for repair pending adjusters and possible legal inquiries.
- **Personnel:** We have officially hired 5 personnel for "B" shift. They include, one Captain, one Lieutenant, two Engineers, and two Firefighters. That leaves us with 3 firefighter vacancies, in which we will hire again in May to fill those spots. This allows us to prepare for the process again that worked very well. On boarding will start in January and their first official shift will be January 16.
- **Response:** Nothing major to report beyond communications report.
- **Special Operations:** We had one call out for an injured party in the Hueco Mountains in which ten members responded and successfully rescued a pt with bilateral ankle injuries. C*SAR also responded to two drone call outs with nothing found.
- **HQ:** The contract was reviewed with limited questions for award of G.C. It will be going before the board today.
- **Misc.:** On boarding will occur during the first two weeks of January, would like to have one or two board members attend to give the crew a talk about your expectations and words of inspiration.

There will be a pinning and Promotions ceremony on January 24th at 6:00pm and the Chief is asking if two board members would like to be a part of the ceremony. Commissioner Berumen asked about how many trucks we are down and spoke about the damage to R-403. The Chief explained what trucks we have covering and spoke about the value of trucks and how that affects the replacement of vehicles. Chief Menendez spoke about the increase in call volume and the types of calls. He also spoke about how we are handling alarm calls and the implementation of the rescue crew. The rescue crews are used during peak times and have proven to be very helpful in handling overflow calls. Commissioner

Mayberry asked about how it is determined when crews are to be cancelled and this was explained by the Chief. Commissioner Booth asked about the apparatus list. Motion to approve report made by Commissioner Booth and seconded by Commissioner Anaya. 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	31	0	406

Total for 09/2022: **291** Total for 09/2021: **305**

- **Annual Fire Safety Inspections**
 - **53** = 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 = 50%
 - Julio’s Café = 20%
 - Wienerschnitzel = 20%
 - Albertson’s = 0%
 - Shopping Centers – UR
 - High Pile Combustible Storage Racking Systems
 - Tenant Improvements – Everywhere=UR
 - Apartment Complexes
 - 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); Self-Storage Facility (Windermere); Quick Svc Oil Change (Horizon); Multiple New Warehouses; Future Apartments; McDonald’s (Eastlake/Darrington); etc.

- **Personnel**
 - The (2) new FTE FMO Applicants are moving forward with ESD’s SOP’s.
 - (1) Part-time vacancy is still available for FMO...
- **Training**
 - No training for November.
- **Miscellaneous Activities & Information**
 - FMO is preparing to close out 2023 and start our new database for 2024 via Google Drive & Drop Box.

- FMO is getting acquainted with our new database from Emergency Reporting to ESO Logistics.
- **Future Events:**
 - ** Fill our (1) FTE vacancy in February/March of 2024.
 - ** Attend EduCode 2024 in Las Vegas on 02/26/2024 through 03/01/2024.
 - ** FM Guillen to attend with the Town of Horizon City's Building Official.

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

10. **Discussion and take action on the swearing in of reappointed Commissioner:** Chief Menendez administered the Oath to Commissioner Booth and Commissioner Berumen. No further action taken.
11. **Discussion and take action on board officer elections:** Commissioner Mayberry asked if any of the board members would like to move to a different position on the board. Commissioners did not request any changes. Motion to keep the board officer positions the same was made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
12. **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:** Commissioner Mayberry, Chief Menendez and Administrator Ames reviewed the construction contract with no changes recommended. Chief Menendez would like our new legal counsel to review the contract. The report was for information only.
13. **Discussion and take action on Training sponsorship for a fire Academy for V. Candelaria Jr.:** Chief Menendez is requesting to sponsor Mr. Candelaria for a training academy in the amount of \$3,000. The academy will end in a Firefighter certification. This firefighter has been with the department several years and this course will take 12 weeks to complete and require a 12-day hands-on portion at the end for course completion, in which we will pay for the travel to the skills session. We are trying out this program to determine if it is an option to certify other members of our department. Motion to approve the sponsorship in the amount of \$3,000 to come from account 6800.02 made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
14. **Discussion and take action on approval for Government Finance Officers Association (GFOA) conference in May 2024:** Administrator Ames presented the travel request for the GFOA conference to include the two preconference sessions that pertain to our department. Commissioner Mayberry suggested that Commissioner Anaya attend the conference as well. Motion to approve Administrator Ames, Admin. Assistant Torres and Commissioner Anaya to attend the conference for an estimated cost of \$8,714.93 to come from account 6900.01 and 7000.01. Motion was made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.
15. **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 Anaya and seconded by Commissioner Berumen. Motion carried.

EXECUTIVE SESSION – 7:52pm

16. Discussion and take action on Legal Representation for El Paso County ESD #1:

REGULAR SESSION – Returned to regular session at 8:19pm

Upon return from Executive session, a motion was made to approve Wong Vu as Bond council, Kemp Smith for employee matters and ongoing legal matters and to use Burns Anderson Jury & Brenner as our new General Council. The motion was made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

17. For the Good of the District: We are having our Pinning and Promotions ceremony on January 24th at 6:00pm. We will be onboarding our new employees in the first two weeks of January. We will begin the planning for our 50th anniversary celebration on May 4th.

18. Set date and time for next meeting in December: January 25, 2024, at 6:30pm

19. Adjourn: Motion to adjourn made by Commissioner Booth. The meeting adjourned at 8:27 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant