

Minutes of the June 22, 2023 Commissioners Meeting

1. **Call to order:** 6:39 pm
2. **Establishment of a quorum:** Commissioner Rankins, Commissioner Anaya, and Commissioner Mayberry present in building. Commissioner Booth and Commissioner Berumen were absent due to work.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes May 25, 2023 meeting:** Minutes were reviewed. Motion to approve the minutes 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 Leslie Duran, Dispatcher)
 - Call numbers reported consist of the following: Alarm 33, Assistance 26, Brush Fire 15, Car Fire 2, Water Leaks 3, Gas leaks 14, Medical 288, MVA 54, Structure Fires 3; Inspections 89.

Structure Fires

- **13289 Kestrel**
 - Dispatch received a call in reference to an oven on fire at 00:19.
 - RT405 enroute 00:20.
 - Horizon and Socorro Fire Departments responded.
 - RT405 arrived on scene at 00:24 and reported to have visual on light smoke in the interior of the residence.
 - Additional responding units were requested to downgrade at 00:26. The fire was out.
 - The residence was ventilated.
 - All units cleared the scene at 00:45.
- **141 Nonap @Retreat at Horizon Hills Apartments**
 - Dispatch received a call in reference to odor of smoke inside the apartment at 5:17.
 - P403 enroute 5:19.

- At 5:24, an EPSO unit reported a large haze of smoke all over the Horizon area. The smoke was possibly related to the landfill fire in Juarez. The deputy checked the area and advised no fire in the area.
- All units cleared the scene at 5:31.
- **13099 Brandeis**
 - Dispatch received a call in reference to burnt smell at 16:29.
 - Horizon, Socorro and Clint Fire Departments responded.
 - RT405 enroute 16:31.
 - SQ403 on scene 16:37.
 - A 360 was conducted.
 - At 16:58, SQ403 reported the source of the burnt smell was from a recliner with faulty wiring. All units cleared the scene.

Search and Rescue

- **6900 Hueco Tanks**
 - Dispatch received a call in reference to a child with a sprained ankle at 11:58.
 - P501 enroute 11:59.
 - SQ404/UT402/CH401/SQ403 responded.
 - Patient contact at 12:26.
 - At 12:27, P501 requested the SAR team to stand down.
 - The patient was transported to Sierra Providence East in stable condition at 12:46.
 - All units cleared the scene at 12:47.

Commissioners had no questions about the report. Motion to approve report was made by Commissioner Rankins 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) Nothing to report this month. Motion to approve report made by Commissioner Anaya and seconded by Commissioner Rankins. 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 May:** Station 1:277 Station 2: 189 Total calls:466
 - **Calls for the year 2023:** 2252
 - **Stipend:** \$ 38,683.32
 - **Hours:** 3,099.75
 - **Fire Marshal Office:** Met with EPFD Fire Marshal office to discuss what happens once origin and cause are determined. Met with external stakeholders, Horizon PD and Sherriff to discuss the follow-up aspects for arson cases. Both agencies are on board and have committed to assisting with potential arson cases.

- **Training:** Will be holding SRT 1 (Swift Water Training) on June 26-28 for County SAR members and EPFD members.
- **Fleet:** R405 was taken in for suspension, front brakes, and rotor replacement. Quint 401 was taken back for warranty because power steering fluid was getting into the engine. Truck Enterprises stated they would cover 100% of the repairs. Utility 402 and Squad 403 have been decommissioned and are on the surplus list for auction. New Rescue 402 was placed in service. Truck 401 (Tiller) will be in town the week of the 26th.
- **Personnel:** 8 new members have started and so far, are doing well. The first Engineer test was given for paid and volunteer staff. 9 firefighters signed up, 8 took the test. Results are still pending as the skills test was yesterday.
- **Response:** Nothing major to report beyond the communications report.
- **Special Operations:** County SAR team was activated for a sprained ankle in the Hueco mountains. Units were canceled as the child was already on the ground.
- **HQ.:** Had a virtual meeting with the building committee to discuss the final layout. A meeting is planned for July 18th in person with BRW. The Schedule is attached, outlining the next few months. Spoke with Hunt and they are willing to give us a 6-month extension, we are still waiting for the paperwork. Hope to have it for the next commissioner meeting.
- **Misc.:** The insurance claim made for Station 1 for damages due to the faulty hot water heater has been settled. We are receiving a check for the water mitigation and the estimated repair cost in the amount of \$9,759.40, which is less our \$500.00 deductible. We are working with a company to complete the repairs.

Chief Menendez spoke about recent road closure notifications and the plan for operations for emergency responses. Motion to approve report made by Commissioner Anaya 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	38	0	0	0	0	0	0	0	195

Total for 05/2022: **130** Total for 05/2021: **167**

- **Annual Fire Safety Inspections**
- **60** = FMO Annual Fire Safety Inspections for March ‘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
 - Carwash Facilities = 95%
 - Starbucks = 90%
 - Chick-Fil-A = 90%

- Applebee's = 75%
- WestStar Bank = 75%
- Home Depot = 40%
- Vista Markets = Pending Release
- Shopping Centers – UR
- High Pile Combustible Storage Racking Systems
- Tenant Improvements – Everywhere=UR
- Assorted Fire Protection Systems
- Residential Communities
- New Applicants: Wienerschnitzel (State St.); Pizza Hut (Eastlake); etc.
- **Personnel**
 - Requesting additional FTE or PTE in FY24.
 - Two (2) probationary employees reached their 6-month service for the ESD
 - DFM Mitch Marquez and DFM Joe Hernandez
- **Training**
 - Some training within the month of May – Active Shooter Training for PO's.
 - Aladtec and Retirement Training for ESD-FMO Personnel
- **Miscellaneous Activities & Information**
 - Identified (3) unauthorized MFU's vending without the required ESD Operational Permit (OP)
 - Completed our FY24 budget talks with Chief and Katherine.
 - On 05/18, attended a Division Head Meeting.
 - On 05/25, meet with EPFD to discuss the adoption of the International Fire Code 2021 edition
 - EPFD estimated to adopt in September 2023
- **Future Events:**
 - ** Preparing for 2023 4th of July Firework Seasonal Vending. Sales start 06/24 annually (*24th falls on a Saturday*).
 - ** **Currently 13 FWS Applicants.** 4th of July falls on a Tuesday this year. Chief has approved extra hours.
 - ** Upcoming TCOLE Course (x3 PO's) during the month of August
 - ** Preparing for the 2023 Annual TX FMO Conference in San Marcos: FM Guillen and DFM Moreno will attend.
 - ** FM491 and AFM492 will be moving into the Mobile Office
 - ** FMO preparing for call outs with EPFD fire investigators.

Commissioner Mayberry asked what the protocol is for unauthorized Mobile Food Units. Fire Marshal Guillen allows the MFU 's to finish vending that evening and gives them the MFU inspection packet and then explains to them to come to the office to pay for their permit and that a penalty will be applied for working without a permit. If they do not come in compliance, then they may be issued a citation. Motion to approve the report made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

- 10. Discussion and take action on the Preliminary budget for Fiscal Year 2024:** Administrator Ames reviewed the preliminary operations, Fire Marshal and Capital Improvement budgets. She reviewed the highlights of significant increases and decreases in the different categories. She also reviewed the projected amount of funds that could be available for this budget. The Fire Marshal budget is over the projected available funds for next year so some of the expenses will have to be funded in the Operations budget.

Summary Review FY 22-23				
Sub-Account #	22-23 Budget	23-24 Pre-Budget	\$\$ Change from 22-23 to 23-24	% Change from 22-23 to 23-24
ESD Budget	\$7,354,665.36	\$7,712,801.01	\$358,135.65	4.87%
Fire Dept. Budget	\$946,538.18	\$1,044,793.26	\$98,255.08	10.38%
Capital Improvement Budget	\$1,131,219.74	\$563,667.00	-\$567,552.74	-50.17%
Total:	\$9,432,423.28	\$9,321,261.27	-\$111,162.01	-1.18%
Fire Marshal Budget	\$691,800.17	\$919,595.79	\$227,795.62	32.93%
Capital Improvement Budget	\$75,000.00	\$131,500.00	\$56,500.00	75.33%
Total:	\$766,800.17	\$1,051,095.79	\$284,295.62	37.08%
Construction	\$191,190.42	\$163,440.42	-\$27,750.00	-14.51%

Motion to approve the Preliminary budget made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

11. Discussion and take action on revising the Drug Testing Policy: Chief Menendez spoke about the drug policy that was reviewed by Legal and Human Resources. Commissioner Berumen had some suggestions on deletions and additions that have not yet been reviewed by legal and HR. Commissioner Mayberry is asking that the policy be emailed to the Commissioner before the meeting for review. Motion to table made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

12. Discussion and take action on one member from the Board of Commissioners present at all final inspections on new Fire Apparatuses: Commissioner Mayberry spoke about this item and the trip he took to Siddons Martin for the tiller. He expressed how informative the trip was and how impressed he was with the HFD staff that worked on designing the new truck. Commissioner Mayberry expressed how important he feels it is to have a Commissioner at the final inspection of the trucks who can make decisions on final change orders. Commissioner Rankins feels that the Chief should be given the authority with prior board approval of a dollar amount that would be allotted for change orders. This was a report only and no action was taken.

13. Discussion and take action on the adoption of the Budget Calendar for Fiscal Year 2024: Administrator Ames presented the budget calendar with all members input on date

availability. Motion to approve the calendar made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

- 14. Discussion and take action on the surplus of fire equipment:** Chief Menendez presented the surplus list with vehicles, two truck slide out trays, MCT's and light bars. He is requesting to auction most items and donate or destroy items that are not usable. Motion to approve was made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
- 15. Discussion and take action on the extension of construction deadline with Hunt Mission Ridge, LLC as subsidiary of Hunt Communities Development Co., LLC:** Chief Menendez spoke to Tina Wolf and the extension has been requested and looks favorable. He is awaiting the paperwork and requesting this item be tabled. Motion made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
- 16. 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 stated that the building committee met in June and was tasked with reviewing the electrical, the landscaping and equipment list. The committee will meet again in July with BRW to review the findings and the next schematic drawings. Chief Menendez also reviewed the revised Construction schedule. No action taken.
- 17. Discussion and take action on a trip request for Paramedic Skills trip:** Chief Menendez presented a trip request for the final trip needed for the two students to complete the Paramedic course. The total cost will be \$2,778.54. Motion to approve the travel requests made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
- 18. Discussion and take action on the purchase of training props:** Chief Menendez presented a quote of \$104,971.00 for a flash over container that will be used for training and would be placed at Station #1 in the rear of the building. There is no electrical needed for the prop and it will be secured behind our property fencing. This will be a new prop in this area. Captain Kovach spoke about the training experience with this prop at a recent conference. The policies and procedures for this prop are already in place. Commissioner Mayberry asked if the equipment is mobile and can be moved to another location in the future and Captain Kovach stated it is mobile and can be relocated. This training prop takes about 4-5 months for delivery. Commissioner Rankins made a motion to approve the purchase of the prop in the amount of \$104,971.00 to come from account 9500.01. The motion was seconded by Commissioner Anaya. Motion carried.
- 19. Discussion and take action on final change order for Tiller Fire Apparatus:** Chief Menendez is asking for approval for the final change order for the Tiller in the amount of \$3,464.16 to come from account 9500.01. Motion to approve the change order made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
- 20. Discussion and take action on the purchase of fire apparatus training equipment:** Chief Menendez presented a quote for wireless headsets that aid with the Tiller driving training in the amount of \$8,415.00 to come from account 9500.01. This will allow the trainer to speak to the driver and tillerman from outside the truck and aid in the driver training process. Commissioner Rankins asked about the durability of the headsets, and it was stated that they come highly recommended from another fire department. Motion to approve the

purchase made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

- 21. Discussion and take action on the purchase of foam and microblaze:** We are in need of replenishing our supplies of foam and microblaze. The quote is in the amount of \$11,250.00 to come from account 8100.02. This would purchase 50 pails of each. Motion to approve was made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
- 22. Discussion and take action the purchase of a vehicle for the Fire Marshal office:** We have been unable to obtain a quote and ask that the item be tabled. Motion to table item made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
- 23. Discussion and take action on purchase/repair of Fire Equipment to include Fire Fighter Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies:** A quote to replace our current smoke machine was presented in the amount of \$2,454.97 to come from account 9500.01. This machine is for training to fill a room with smoke to simulate a fire. Motion to approve the purchase made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

EXECUTIVE SESSION – None

- 24. For the Good of the District:** There will be a car show at the IDEA school to raise money for the constable who was injured in a traffic accident. We will have dinner for the families on July 4th at 5:30 at Station #1.
- 25. Set date and time for next meeting in July:** Next Regular meeting will be July 27th at 6:30 pm.
- 26. Adjourn:** Motion to adjourn made by Commissioner Rankins, Meeting adjourned at 8:08 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant,