

Minutes of the July 27, 2023 Commissioners Meeting

1. **Call to order:** 6:35 pm
2. **Establishment of a quorum:** Commissioner Anaya, and Commissioner Mayberry, Commissioner Booth and Commissioner Berumen present in building. Commissioner Rankins was absent due to personal obligations.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes June 22, 2023 meeting:** Minutes were reviewed. Motion to approve the minutes made by Commissioner Anaya and seconded by Commissioner Berumen. 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 32, Assistance 33, Brush Fire 15, Car Fire 1, Water Leaks 10, Gas leaks 6, Medical 261, MVA 51, Structure Fires 3; Inspections 112.

Structure Fires

- **905 Muffleson**
 - Dispatch received a call in reference to a balcony on fire at 17:38.
 - CH401 enroute 17:39.
 - Horizon, Clint and Socorro Fire Departments responded.
 - CH401 on scene 17:43. CH401 reported to have visual on smoke and fire. A bolt cutter was requested to get through the gates.
 - At 17:46, P402 made entry.
 - Water on fire 17:47.
 - Additional responding units were requested to stand down at 17:54.
 - All units cleared the scene at 18:44.
- **141 Via Rojas**
 - At 00:51, dispatch received a call in reference to the reporting party having visual of smoke in the bathroom coming from the exhaust fan.
 - P402 enroute 00:53.

- Horizon and Socorro Fire Departments responded.
- P402 on scene at 1:02.
- Additional responding units were requested to stand down at 1:16.
- At 1:42, P402 reported no hazards or fire and cleared the call.
- **14333 Desert Wind**
 - Dispatch received a call in reference to the bottom of a refrigerator on fire at 21:27.
 - P402 enroute 21:28.
 - Horizon and Clint Fire Departments responded.
 - A Horizon City Police Department officer arrived on scene at 21:33 and reported the odor of smoke no active fire.
 - P403 arrived on scene at 21:35.
 - Additional responding units were requested to stand down.
 - At 21:40, P403 reported the source of the fire was isolated to the appliance.
 - All units cleared at 21:45.

Search and Rescue

- **Ascencion/Pipeline**
 - Dispatch received a call in reference to a lost person stuck in the desert at 12:42. The reporting party advised the two front wheels to her vehicle were stuck. The patient advised her chest felt tight and was having a panic attack.
 - RT403 enroute 12:46.
 - RT403/CH402/UT402/CH401/SAR 403/SAR 402/CH502 responded.
 - Patient contact was made at 13:27.
 - At 13:33, CH402 obtained a patient refusal and advised of no medical issues or emergency.
 - Additional responding units were requested to stand down at 13:35.
 - Horizon Fire assisted with getting the vehicle unstuck.
 - All units cleared the scene at 14:59.
- **Petunia/Las Pompas**
 - Dispatch received a call in reference to the possibility of a female who drowned in the canal at 13:34.
 - RT405 enroute 13:40.
 - RT405 and RT401 (4 Water Rescue Members on board) responded.
 - At 13:55, CH601 requested for additional responding units to stand down. The call was in reference to body recovery.
 - The body was not found.
 - All units cleared at 14:32.

Commissioners had no questions about the report. Motion to approve report was made by Commissioner Booth 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 and Legislative review from the 88th Legislative session:** (Presented by Administrator Katherine Ames): Administrator Ames presented budget reallocations for the Fire Marshal and Operating budgets. The dollar amount of reallocations for the Fire Marsal budget is \$2,850.00 and the amount for the Operating budget is \$85,778.50. She also reviewed the Legislative updates and there were none that will affect our district. Administrator Ames reviewed the Certified tax rolls that we received and then reviewed the 3rd Quarter financial report.

8.

3rd Quarter Financial Report - 04/01/23 to 06/30/23			
	<i>3rd Quarter 04/01/23 to 06/30/23</i>	<i>Percentage</i>	<i>2nd Quarter 04/01/22 to 06/30/22</i>
ESD Income			
Budgeted Tax Collection	\$4,976,382.49		
Actual Collection	\$4,999,826.82	100.50%	101.17%
<i>Difference</i>	<i>-\$23,444.33</i>		
Expense			
ESD Budgeted Amount	\$8,646,993.31		
ESD Budget Spent	\$3,156,986.81	36.70%	59.20%
<i>Remain ESD Budget</i>	<i>\$5,490,006.50</i>		
HFD Budgeted Amount	\$896,538.18		
HFD Budget Spent	\$558,352.18	59.00%	51.70%
<i>Remain HFD Budget</i>	<i>\$338,186.00</i>		
Total Budgeted Amount	\$9,543,531.49		
Total Operating Spent	\$3,715,338.99	38.90%	58.10%
<i>Total Operating Available</i>	<i>\$5,828,192.50</i>		
FM Income	\$454,592.30		
		Dec. \$208,625.12	
Expense			
Budgeted Amount	\$766,800.17		
FM Budget Spent	\$602,837.00	78.60%	61.60%
<i>Remaining Budget \$\$</i>	<i>\$163,963.17</i>		
Construction Account			
Construction Budget Amount	\$191,190.42		
Construction Spent	\$27,750.00		

Construction Remaining:	\$163,440.42		
ESD Reserve Balance:	\$1,296,550.23		

Sales Tax Collection:	\$3,545,211.44		
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Interest Earned:	\$485,556.89		
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Commissioner Booth asked if there was any legislative action taken for the change in the Homestead exemption in this session, and there were not any changes made. Commissioner Berumen asked about how the board is able to see what is specifically in each line item. Administrator Ames reviewed the Budget vs. Actual document. Motion to approve the budget reallocations and other reports presented made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

9. 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 June:** Station 1: 232 Station 2: 202 Total calls: 434
- **Calls for the year 2023:** 2769
- **Stipend:** \$44,564.01
- **Hours:** 3,582.50
- **Fire Marshal Office:** Will be adopting the 2021 IFC in the near future. EPFD will also be adopting.
- **Training:** We have started Tiller training to include pump operations, aerial operations and soon tiller driving operations. This weekend we will be holding regional training for departments in the area. This training will focus on forcible entry.
- **Fleet:** Tiller was received and is getting equipment mounted. Quint 401 was taken in the shop for a power steering leak, and the transmission fluid was overfilled. We have talked to crews about checking fluids. Brush 401 is having a suspension issue and is in the shop. The New brush truck will tentatively be delivered in November.
- **Personnel:** Four resignations were received, two citing getting picked up with El Paso Fire and two citing financial. One FF injury, injured foot.
- **Response:** Responded to several structure fires and brush fires. Construction has started on Horizon and is affecting our response because of lane closures and traffic. We are evaluating the situation and may change some response districts.
- **Special Operations:** County Search and Rescue responded to a Water Rescue. Border Patrol saw someone go into the water. Units responded and were canceled as no one was found. The Team also responded to a person who was lost and stuck in the desert area. The Team located two females and assisted them with getting their vehicle unstuck and guiding them out of the desert.
- **HQ:** The building committee met and reviewed the plans for the building. Answered many questions BRW had.

- **Misc.:** Working on the budget for the last couple of weeks. We will be presenting in August to the County Commissioners. We will be holding a CPR class for 60 people from an outside organization. Attended the first Fire Chief consortium bringing all the fire chiefs in the region together.

Chief Menendez spoke about the Chiefs consortium that he and Chief Ames recently attended which includes all the fire and Assistant chiefs from fire departments within El Paso County. Commissioner Berumen asked about the cost of adding each shift and an update on the grants that we applied for. The Chief said that we are still waiting for the grants and that the cost per shift will be presented during the budget workshop as we do not have those numbers on hand at this moment. Commissioner Mayberry asked about private citizens towing from the desert and if we have these people sign a release of liability card. Chief Menendez stated that we do have them sign a card and most of these calls are due to some health risk due to the citizen being stuck for a length of time. Commissioner Booth asked about the increase in vehicle lockout calls and how we handle those. The Chief explained that usually they are when the vehicle is running, a child is inside, or there are medications in the vehicle. Motion to approve the Fire Chief report made by Commissioner Berumen and seconded by Commissioner Anaya.

10. 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	31	0	0	0	0	0	0	226

Total for 06/2022: **174** Total for 06/2021: **167**

- **Annual Fire Safety Inspections**
- **33** = 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 = 70%
 - Starbucks = 95%
 - Applebee’s = 85%
 - WestStar Bank = 85%
 - Walgreens = 60%
 - Home Depot = 50%
 - 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.
- **Training**
 - AFM Franco is currently at Socorro, NM for his Fire/Arson Training
 - On-going weekly meetings for ESD-FMO Personnel
- **Miscellaneous Activities & Information**
 - Assisting Katherine with her FY24 presentation for the County, based on FMO's total #'s.
 - Presenting travel request for Guillen and Moreno to attend the 2023 Annual TX FMO Conference in San Marcos.
 - Presenting the adoption of the International Fire Code 2021 edition, to include appendages.
 - EPFD estimated to adopt in September 2023
- **Future Events:**
 - ** 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 did not have any questions or comments. Motion to approve the report made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

11. Discussion and take action on revising the Drug Testing Policy: Chief Menendez is requesting this item be tabled due to the need for further discussion with HR and legal. Motion tabled.

12. Discussion and take action on the Agreement on Construction Obligation with the Hunt Communities Development Co. II, LLC: Chief Menendez presented the extension documents giving the ESD and extension on vertical construction until Jun 30, 2024. Legal has reviewed the document and had no issues. Motion made by commissioner Booth to approve the agreement. Motion seconded by Commissioner Anaya. Motion carried.

13. Discussion and take action on the Medical Director contract renewal: Chief Menendez presented the contract renewal for our Medical Director. The cost per month did increase by \$500.00 but this is the first cost increase since the inception of the contract. Legal has reviewed and made changes as needed and the Medical Director agreed. Motion to approve the Medical Director contract made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

14. Discussion and take action on the appointment of Dr. Kenneth Berumen as El Paso County Emergency Services No. 1 Medical Director: Chief Menendez is asking the board to reappoint Dr. Kenneth Berumen as the ESD's Medical Director. Motion made by Commissioner Booth and second by Commissioner Anaya. Motion carried.

15. Discussion and take action on adopting a building maintenance policy:

Commissioner Berumen spoke about the recent event at Station #2 with the irrigation leak that caused an excessive water bill. He discussed a possible water monitoring system that we could put in place to prevent this from happening in the future.

Commissioner Berumen would like us to look to the future of hiring a person who could perform the day to building maintenance operations. No action taken as this item was informational only.

16. Discussion and take action on creating a building maintenance position:

Commissioner Berumen would like the district to consider this for a future time as we put more buildings online. This item was information only and no action was taken.

17. Discussion and take action on the adoption of the 2021 edition of the International Fire Code to include Appendages of IFC 2021:

Chief Menendez and Fire Marshal Guillen attended meeting with the surrounding departments regarding the adoption of the new fire code by all entities. The adoption of the new code would take affect September 1st. If approved, we would like to do a big Public Relations event to let everyone know it is coming. Fire Marshal Guillen stated that it will also help our ISO rating. Mr. Guillen went into more detail about the purpose and benefits of adopting the new code.

Commissioner Booth made a motion to approve the adoption of the 2021 edition of the International Fire Code, to include the Appendages of the IFC 2021, to take effect on September 1, 2023, and authorizing the Board President to approve and sign a Resolution adopting the 2021 edition of the International Fire Code, to include the Appendages of the IFC 2021. Motion was seconded by Commissioner Anaya. Motion carried.

18. Discussion and take action on a maintenance service contract for the Zoll

Autopulses: Chief Menendez presented a quote for a three year service agreement for six devices for total cost of \$32,319.00 to be paid in equal annual installments. Motion to approve the contract made by Commissioner Annaya and seconded by Commissioner Berumen. Motion carried.

19. Discussion and take action on the purchase of a vehicle for the Fire Marshal office:

Chief Menendez is asking for the item to be tabled as he has not received a quote yet. Motion to table made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

20. Discussion and take action on the Texas Fire Marshal Conference: Chief Menendez presented a travel request to send to members from the Fire marshal office to this annual conference for an estimated amount of \$3,366.42. Motion to approve the trip request made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.

21. Discussion and take action on the purchase of furniture for the Fire Marshal

Building: Fire Marshal Guillen presented a quote to for \$12, 486.36 to add extra cubicles in the Fire Marshal building to accommodate all staff being in the same office. It will come from account 9000.03. There will be an additional cost for electrical work in the

future, but a quote was not available at this time. Motion to approve the purchase made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.

22. Discussion and take action on the purchase of Fire Prevention material for community events: Chief Menendez presented a quote for \$11,329.35 to come from account 5350.02 for consumable items to be given at various community events throughout the year. Motion to approve the purchase made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

23. Discussion and take action on a \$10,000 open purchase order for the purchase of consumable medical supplies: Chief Menendez stated that we have exhausted the funds in the open PO issued at the beginning of the budget year. He is asking for an additional open PO in the amount of \$10,000 to cover consumable medical supply purchases for the remainder of this Fiscal year. Motion to approve the open PO in the amount of \$10,000 made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.

24. Discussion and take action on contacting the Response Training Group for the tractor drawn aerial driving training for Fire Department members: Chief Menendez presented a quote for \$24,472.00 to come from account 6900.02 for a four day train the trainer course on aerial driving training. This company is highly recommended by other departments with Tillers. Motion to approve the training made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

25. Discussion and take action on the purchase of an American flag for the Tiller vehicle for ladder display events: Commissioner Mayberry placed this item on the agenda to purchase a 30'x 60' flag that can be flown on the Tiller ladder during community events. This purchase will come from line item 9300.02. Motion to approve the purchase made by Commissioner Mayberry and seconded by Commissioner Berumen. Motion carried.

26. Discussion and take action on purchase/repair of Fire Equipment to include Fire Fighter Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies: Chief Menendez presented the following quotes for purchases of equipment:

- a. Casco Industries to for a replacement air monitor in the amount of \$5,595.00 to come from account 8100.02.
- b. Metro Fire for Dual Task force tip replacements/additions in the amount of \$2,575.00 to come from account 8100.02.
- c. Mustang Tools for another set of tools to be used on gas leaks in the amount of \$5,298.00 to come from account 8100.02.

Motion made by Commissioner Booth to approve all of the purchase for a total amount of \$13,468.00. Motion was second by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – None

27. For the Good of the District: Chief Menendez stated that there will be a Fire Fest that is sponsored by El Paso Fire Department on September 23, 2023 at 9300 Alameda. The Horizon Fire Department and ESD #1 will be celebrating its 50th year next year and we will be having a community event on May 4, 2024. Details to come. Administrator Ames reminded the Commissioners about the upcoming budget meetings on July 31st, August 10th and August 16th.

28. Set date and time for next meeting in August: Due to availability of Commissioners the August meeting will be scheduled for August 21, 2023 at 6:30pm

29. Adjourn: Motion to adjourn made by Commissioner Booth. Meeting adjourned at 8:39 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant