

Minutes of the February 29, 2024 Special Commissioners Meeting

1. **Call to order:** 6:30pm
2. **Establishment of a quorum:** Commissioner Anaya and Commissioner Booth, Commissioner Mayberry, Commissioner Rankins were present in person. Commissioner Berumen 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 January 25th meeting.
 - B. Radio upgrade for New Quint. - \$3,500.00 from account 9500.01
 - C. Computer replacements for Commissioners. - \$3,836.68 from account 9000.01
 - D. Replacement canopy for the Fire Department and ESD. - \$3,927.60 from account 5350.02
 - E. Thermal Imager Camera for new Pumper. - \$8,496.16 from account 9500.01
 - F. Equipment and Technology surplus.
 - G. Tuition Reimbursement for Assistant Chief Ames. - \$2,916.00 from account 6800.02

Motion made by Commissioner Anaya to approve items A-G. Motion seconded by Commissioner Rankins. Motion carried.

Items Pulled for Discussion:

- H. Community Awareness purchase for The Studio. - \$1,807.50 from account 5350.02
- I. Community Awareness purchase for David's Apparel. - \$6,900.00 from account 5350.02.
- J. Community Awareness purchase for Positive Promotions. - \$3,250.00 from account 5350.02 and an estimated shipping cost of \$353.05.

These items were discussed after item 12 on the agenda. Motion to approve made by Commissioner Anaya and seconded by Commissioner Booth. 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 48, Assistance 19, Brush Fire 7, Car Fire 5, Water Leaks 11, Gas leaks 13, Medical 252, MVA 49, Structure Fires 5; Inspections 107.

Structure Fires

- **14832 Kingston**
 - Dispatch received a call in reference to a kitchen fire at 2:35. The reporting party advised to have visual on flames and smoke.
 - TR401 enroute 2:37.
 - Horizon and Socorro Fire Departments responded.
 - RP401 on scene 2:39.
 - Water on fire 2:44.
 - Fire knocked down at 2:55.
 - Fire under control 3:02.
 - All units cleared the scene at 8:23.
- **560 S Ascencion**
 - Dispatch received a call in reference to a mobile home on fire 19:53.
 - Horizon, Socorro, and San Elizario Fire Departments responded.
 - P403 enroute 19:54.
 - CH401 on scene 20:00.
 - Water on fire 20:04.
 - Fire under control 20:33.
 - All units cleared at 23:49.
- **220 Emerald Day**
 - Dispatch received a call in reference to smoke coming out of the roof from a vacant residence at 7:13.
 - P403 enroute 7:15.
 - Horizon and Socorro Fire Departments responded.
 - P403 on scene 7:20.
 - At 7:28, P403 reported there was no smoke showing on the roof.
 - All units cleared the scene at 7:29.
- **12848 Dorchester**
 - Dispatch received a call from VIVINT in reference to a fire in the living room at 17:26.
 - Horizon and Socorro Fire Departments responded.
 - P403 enroute 17:28.
 - At 17:29, EPSO dispatch received a second call from VIVINT requesting to cancel. The call was in reference to a false alarm.
 - All units went back in service at 17:32.
- **824 Guilford**
 - Dispatch received a call in reference to smoke inside the residence at 18:19.
 - P403 enroute 18:21.

- Horizon, Clint, and Socorro Fire Departments responded.
- At 18:29, RP401 arrived on scene and reported the call was not in reference to a structure fire. The call was in reference to a rubbish fire.
- Additional responding units were requested to stand down.
- At 18:36, the fire was extinguished, and all units cleared the scene.

Structure Fires out of District

1. 10976 E. Burt (Socorro)
2. 975 Horizon (Socorro)
3. 476 Place (Socorro)
4. 975 Horizon (Socorro)
5. Horizon/Thunder (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) There was no new information to present at this time. No action was taken.
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 January:** Station 1: 238 Station 2: 190 Total calls: 428
 - **Calls for the year 2024:** 775
 - **Stipend:** \$ 43,826.16
 - **Hours:** 3,575.45
 - **Fire Marshal Office:** Memo was sent out on new procedure when scheduling inspections.
 - **Training:** We are sending two members out of town to obtain there TCFP certification. In house academy continues to do well. They have a fer more weeks and they will have completed the course and will be ready for the State exam. We will also be sending Assistant Chief Ames on a three-day seminar and the topic will be mental health.
 - **Fleet:** Rescue 405 gear boxes replaced, now pending major air leak in step. Truck is not operational. Expected completion of Brusck truck has been moved to June.
 - **Personnel:** Seven new members have started they have been with us for two weeks. We did already loose one of the seven. A full-time firefighter resigned from "A" shift. He left to seek other opportunities. New uniforms issued to all personnel.
 - **Response:** See communications report.
 - **Special Operations:** County SAR team has had two drone call outs. Try outs for the team were administered and we had three-member pass from Horizon, we will be picking up all three as we have three vacancies. Two members from other departments failed. Team will be at 100% with a total of 37 members.

- **HQ:** Stake holders meeting held, and we hope to have a start date set by BRW in the near future. We are waiting on the county’s letter to commence construction.
- **Misc.:** Preparation on going for the 50th anniversary event that will occur on May 4th, 2024. Employee retention event at Chihuahua’s will be held on May 2nd, 2024. We will advise you when we have the tickets as we near the date. This is also first responder night.

Commissioner Booth asked if we are doing anything with Texas wide response for something like the Panhandle Wildfires. Chief Menendez stated that we do not have an MOU in place in order to be able to help with these types of events. Motion to approve the Chief’s report was made by Commissioner Rankins 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	36												

Total for January 2023: **33** Total for January 2022: **13**

- **Annual Fire Safety Inspections**
 - 91 = FMO Annual Fire Safety Inspections for January 2024, 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 = 100%
 - Wing Shack = 70%
 - Julio’s Café = 40%
 - Wienerschnitzel = 50%
 - Albertson’s = 20%
 - Albertson’s Shopping Ctr. = 30%
 - Apartment Complexes
 - Residential Communities
 - Tennant Improvements – Everywhere
 - Shopping Centers and Warehouses
 - High Pile Combustible Storage Racking Systems
 - Assorted Fire Protection Systems

New Business Open to the ESD: Daves Hot Chicken, Walgreen’s; La Terraza, Drip Drive, etc.

- **Personnel**

- (1) Part-time vacancy that is available for FMO
- **Training**
 - TCOLE Training for AFM Franco – Legislative Updates #3188.
 - (5) FMO personnel renewed their CPR certification.
 - Guillen, Franco, Moreno, Hernandez, and Hiller
 - Weekly Meetings.
- **Miscellaneous Activities & Information**
 - FMO is still getting acquainted with our new database from Emergency Reporting to ESO Logistics.
 - Our new Plan Review Intake is working out and contractors have a better understanding of our ESD expectations.
- **Future Events:**
 - **Fill our (1) FTE vacancy in March/April of 2024.

Commissioner did not have any questions. Motion to approve the report made by Commissioner Anaya and seconded by Commissioner Rankins. 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 spoke about the Pre-Construction MUD meeting that we attended. The meeting was to set the expectations for the construction project. Banes secured the last signature needed on the plans this morning and will be submitting it to the County of El Paso to get the letter for the commencement of construction. There was a representative from the County at the MUD meeting and they reiterated that they want to keep the construction dust to a minimum, so the site needs to be watered down frequently. The committee is recommending a groundbreaking ceremony at the end of April. The board agreed to April 24th at 3:30pm. Motion to approve the report made by Commissioner Booth and seconded by Commissioner Rankins.

11. Discussion and take action on the Audit review for Fiscal Year 2023: Audit presentation was given by Tello Cabrera and prepared by Daniela Rivera from SBNG. The audit has a clean opinion and there are no instances of fraud, waste or abuse. We have increased our net position by not spending all the money we bring in. There was a 27% increase in property tax and 69% of Sales Tax income. Investments did well this year. Operating budget increases by 27% which is driven by payroll and cost of fleet maintenance. \$1.8 million in surplus funds which was applied to the reserve balance and the remaining amount encumbered for the Headquarters project. The average cost per call is \$2,117.03. The ESD fund balance is higher this year due to the unspent loan money for capital projects. SBNG has provided some feedback and has been working with Administration on some changes in payroll calculations. Commissioner Rankins thanked SBNG for the very informative presentation. Motion to approve the audit as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

12. Discussion and take action on the 50th Anniversary budget: Chief Menendez stated that we have had two committee meetings, and the committee has come up with a budget for the event. Chief discussed each budget item and how it pertains to the event. The proposed budget is \$32,149.00. Local businesses have been approached about giving donations to assist with the event cost. Commissioners asked questions about the purchases and the events planned. Motion to set the budget for the 50th Anniversary event at \$32,149.00 made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

13. Discussion and take action on Pregnancy and Lactation Policy: Chief Menendez presented the policy that was drafted by Pat Mayberry and was reviewed by HR. HR spoke about the different aspects and laws that were refined in the policy and this policy will be placed to the Employee handbook. Motion to approve the policy and employee form made by Commissioner Booth 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: Chief Menendez presented a quote for Fire Department and Fire Marshal uniforms to include short sleeve, long sleeve, pants and name tags in the amount of \$2,396.28 to come from account 7005.02 and 7005.03. Motion to approve the quote made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – None

15. For the Good of the District: Commissioner Mayberry reminded everyone to submit for their CE hours from the SAFE-D conference. It was announced that Commissioner Mayberry is running for the Safe-D board. Spring Break will be in a few weeks to everyone by cautious when making your way around our district.

16. Set date and time for next meeting in March: Next meeting will be March 28th at 6:30pm.

17. Adjourn: Motion to adjourn made by Commissioner Booth. The meeting adjourned at 7:56 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant