

Minutes of the March 28, 2024 Special Commissioners Meeting

1. **Call to order:** 6:32pm
2. **Establishment of a quorum:** Commissioner Anaya, Commissioner Booth, Commissioner Mayberry, Commissioner Rankins and Commissioner Berumen were present in person.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of the February 29th meeting.
 - B. Review and approve travel request for Infection Control Nurse to attend the Association for Professionals in Infection Control (APIC) conference June 2-5. - \$2,385.44 – account 7000.01 & 7005.01
 - C. Review and approve two Operations personnel to attend the Life Ambulance Paramedic Academy Course.
 - D. Review and approve the purchase of Equipment for new Brush-403. - \$7,804.78 – Account 9500.01
 - E. Review and approve the purchase of 20 sets of Personal Protective gear (PPE). - \$86,935.00 – Account 9500.01
 - F. Review and approve the hosting of a Rope Rescue Certification training, May 6th to May 17th.
 - G. Review and approve the repair of Station #2's Bay floors. - \$4,200.00 – Account 7700.01
 - H. Review and approve the rental of Jumping ballons, tables and chairs for the 50th Anniversary from InterXtreme. - \$3,015.00 – Account 5350.02
 - I. Review and approve QFX Pyrotechnics Fireworks show for the 50th Anniversary celebration. - \$15,000.00 from account 5350.02
 - J. Review and approve the purchase of additional 50th Anniversary patches. - \$421.68 – Account 5350.02
 - K. Review and approve the purchase of food and beverages for the Groundbreaking ceremony not to exceed \$2,500.00.
 - L. Review and approve proposal for annual testing and repair of Self-Contained Breathing Apparatus (SCBA). - \$6,700.00 – Account 7850.02

M. Review and approve the purchase of Fire Fighter Equipment. - \$3,542.72 – Account 9100.02

N. Review and approve the purchase of 50th Anniversary patches.

Commissioner Berumen asked to pull item C for discussion. Commissioner Booth requested item F be pulled for discussion. Commissioner Mayberry requested item K be pulled for discussion. Motion made by Commissioner Booth to delete item N and to approve items A,B,D,E,G,H,I,J,L,M. Motion seconded by Commissioner Rankins. Motion carried.

Items Pulled for Discussion:

5C - Review and approve two Operations personnel to attend the Life Ambulance Paramedic Academy Course: Commissioner Berumen asked if we are moving away from the online Paramedic course. Chief Menendez explained that there will be occasional classes that are offered locally. Two members expressed a need for an in-person class and so we will be trying this platform to determine if it is effective for our personnel. Commissioner Mayberry asked if the cost is the total amount for class. Commissioner Berumen asked if this is always available for this type of training. Chief Menendez stated that it depends on the availability of classes. Commissioner Booth asked if the employees will sign an agreement and the Chief stated that the employees signed an agreement upon hire. Motion to approve the training in the amount of \$12,960.00 from account 6900.02 made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

5F - Review and approve the hosting of a Rope Rescue Certification training, May 6th to May 17th: This class is for new members to the SAR team from our department as well as surrounding department. The other agencies who are sending students to the class will cover the cost of the class and the certifications and that cost will be paid to our department, and we will in turn pay the agencies. Commissioner Mayberry asked for a final report of the cost and what departments paid. Motion to approve the cost of the class and certifications in the amount of \$5,500.00 to come from account 6200.02 made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

5K - Review and approve the purchase of food and beverages for the Groundbreaking ceremony not to exceed \$2,500.00: For this item we will be providing food and beverages at the groundbreaking ceremony for a cost not to exceed \$2,500.00 to come from account 5400.01 Motion to approve 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 Shelia Tarango, Dispatcher)

- Call numbers reported consist of the following: Alarm 30, Assistance 28, Brush Fire 8, Car Fire 1, Water Leaks 7, Gas leaks 12, Medical 237, MVA 42, Structure Fires 5; Inspections 108.

Structure Fires

1. 409 Glenosa

- Dispatch received a call in reference to an oven fire at 13:37.
- TR401 enroute 13:39.
- Horizon, Socorro and Clint Fire Departments responded.
- TR401 on scene 13:44.
- Water on fire 13:44.
- Fire under control 13:53.
- All units cleared the scene at 14:54.

2. 14349 Puenteceillas

- Dispatch received a call in reference to a house on fire at 20:31.
- P403 enroute 20:33.
- Horizon, Socorro, and Fabens Fire Departments responded.
- P403 on scene 20:38.
- At 20:39, P403 reported the homeowner had extinguished the fire prior to the fire department's arrival.
- Additional responding units were requested to stand down at 20:42.
- All units cleared the scene at 20:48.

3. 801 Agua Mineral

- Dispatch received a call in reference to smoke coming from a residence at 17:32.
- Q401 enroute at 17:35.
- Horizon, Socorro and Clint Fire Departments responded.
- P403 on scene at 17:44. P403 reported the smoke was coming from a fire pit.
- Additional responding units were requested to stand down at 17:44.
- All units cleared at 17:56.

4. 813 Agua Clara

- Dispatch received a call in reference to a fully engulfed mobile home at 9:49.
- Q401 enroute 9:52.
- Horizon, Socorro and Clint Fire Departments responded.
- CH401 on scene 9:58.
- Water on fire 10:00.
- Fire under control 10:05.
- All units cleared the scene at 14:02.

5. 12125 Rathmore

- Dispatch received a call in reference to an outlet smoking in the kitchen at 17:30.
- CH401 enroute 17:32
- Horizon, Socorro and Clint Fire Departments responded.
- P403 on scene 17:33.
- Additional responding units were requested to stand down at 17:37.
- Fire under control 17:49.
- Fire out 18:00.
- All units cleared at 18:05.

Structure Fires out of District

1. 14521 Montana (Montana)
2. 17581 Zonobia (Montana)

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) Administrator Ames is presented budget reallocations in the amount of \$23,760.75. She spoke about some of the change in our pledged security that we are entering into with West Star that is acceptable by our investment policy. The pledged security will be for 18 months in the amount of \$25,000,000.00 and will cover our fluctuating bank balances. Administrator Ames also spoke about money moves to Tex Pool and our new reserve amount will be \$2,655,070.00 which is what we discussed during budgeting. West Star will match the interest rate of Tex Pool and we will use this account for the Fire Marshal investment money. Commissioner Booth asked about the interest rates and how difficult it was to transfer money between the accounts. Administrator Ames explained the process. Motion to accept the report and the budget reallocations 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 February:** Station 1: 220 Station 2: 165 Total calls: 385
 - **Calls for the year 2024:** 1131
 - **Stipend:** \$ 30,740.26
 - **Hours:** 2,500.85
 - **Fire Marshal Office:** We have implemented the Office being called out to fires requiring investigations so they can shadow the El Paso Fire Department Fire Marshals division. My goal is to start the investigation division within the Fire Marshal office next fiscal year. This will be accomplished by joint training with EPFD investigations. I have advised that we will start with three personnel for the division to include a supervisor which most likely be the Lt who is the Assistant Fire Marshal.
 - **Training:** Some of the officers in operations will be going to Officer Training school April 4th thru April 7th We will be hosting a rope tech course which will incorporate other agencies. The number of students they send will determine how much will be reimbursed. The total cost of the class is \$6200. EMT class has started with Border Patrol, it is an eight-week class, in which they will get there EMT Basic certification. A few of our members are starting to test out for the TCFP certification. We had one pass and two other members passed everything except for the Haz Mat section in which they will be retesting in the coming days.
 - **Fleet:** Siddon Martin is currently completing the PM's for all the units. Thus far all the brush trucks were serviced along with RP 401 and there have not been any major issues reported. Rescue 401 and Rescue 402 are in the shop for repairs and Rescue 403 is back. The repairs were completed for this unit, but it still needs some lights installed and configured.

- **Personnel:** Interviews were held for the Horizon Fire Department, and we picked up four additional members that will start next month. Two personnel were placed on military leave as they have been activated.
- **Response:** We have had a couple of fires this month, but nothing major to report for last month.
- **Special Operations:** C*SAR team has had several callouts for the drone. We will be holding a water rescue class in June for members that need to recertify and or get a new certification.
- **HQ:** Fencing is up and leveling of the grounds have started to take place. Katherine and I discussed the furniture for HQ and have made contact with the company. We will be going to San Antonio to further discuss and look at color options. It was recommended to see in person vs. As an image.
- **Misc.:** As mentioned before the Rescue truck will be operational 24/7 pending on the staffing. May 2nd is first responder night at the Chihuahua's and May 4th is HFD night at the Chihuahua's. A promo video will be going out soon to advertise the event. The tiller will be at the event.

Commissioner Berumen spoke about customer service and some new ideas to make our service even better. Commissioner Booth asked how many drone pilots we have. Chief Menendez stated three and we have three drones. Motion to approve the Chiefs report made by Commissioner Berumen 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 Fire Marshal Frank Guillen)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	34											70

Total for January 2023: **92** Total for January 2022: **47**

- **Annual Fire Safety Inspections**
 - **44** = FMO Annual Fire Safety Inspections for February 2024, as per Emergency Reporting (Report #1764)
 - **1** = SWO issued = Barbacoa El Guero – Unauthorized Business
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - Wing Shack = 80%
 - Julio's Café = 60%
 - Wienerschnitzel = 70%
 - Albertson's = 40%
 - Albertson's Shopping Ctr. = 40%
 - Pepsi Whse = 40%
 - 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: Walgreen's; Several Car Dealerships; Several Warehouses (Joe Battle & Bill Burnett); Sam's Smoke Shop; La Chuleta Meat Market; Aira Fitness, Tinman (relocation); a Nail Salon, etc.

- **Personnel**

- (1) Part-time vacancy that is available for FMO

- **Training**

- Guillen, Franco, and Moreno attended the mandated ALERRT Training (Active Shooter Training)
- Weekly Meetings.

- **Miscellaneous Activities & Information**

- FMO is still getting acquainted with our new database from Emergency Reporting to ESO Logistics.
 - AFM Franco is working with AC Ames
- FMO's Plan Review Intake appears to be going smoothly... Along with pre-construction meetings.

- **Future Events:**

** Fill our (1) FTE vacancy in April/May of 2024.

** The application for the firework display (05/04/2024) is under review for our 50th Anniversary

Fire Marshal Guillen spoke about one of the deputies who recently took a 40-hour position with El Paso Fire Department and will only work Friday, Saturday and Sundays as needed. Commissioner Rankins asked if anyone from the FM office is shadowing EPFD for investigations. Fire Marshal Guillen stated that there were a few members helping with investigations recently. Commissioner Rankins asked what we need to be able to perform our own investigations. FM Guillen stated more training, more certifications, and some additional paperwork. Commissioner Berumen restated that experience is what they really need and also asked if our FMO staff who go to the investigations can be mentioned in the communications report. Commissioner Mayberry asked about food trucks who park on streets off of Eastlake and what the rules are on this item. FM Guillen spoke about the fire lanes and where they can park. Motion to approve the Fire Marshal report made by Commissioner Berumen 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:** Chief Menendez and Administrator Ames spoke to the board about approval of change orders for the Headquarters project. The subject has come up by the architects so that they know what items will need to go to the board for approval. The recommendation is for any items that are less than \$50,000.00 can be approved by Administrator Ames or Chief Menendez so as long as the change orders are still within the total cost of the project. Administrator Ames presented the testing contract for Loi in the amount of \$38,450.00 which will be the testing cost for all of this project. Motion made by Commissioner Booth to allow Administrator Ames and Chief Menendez to approve any change orders up to \$50,00.00. Motion seconded by Commissioner

Rankins. Motion carried. Motion to Approve the Loi Contract for \$38,450.00 made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

11. Discussion and take action on appointment of Horizon Fire Department new board President, Dorian Cease for the 501c (4) non-Profit: Chief Menendez stated that the Horizon Fire Department membership voted to make Dorian Cease a Lieutenant and the Board president. LT. Cease has been with our department for seven years and does a lot for the Administration. Commissioner Berumen stated that he had the chance to work with Lt. Cease during the Tax election event and felt that is a good reflection on the department. Motion to accept the new HFD Board president made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

12. Discussion and take action on El Paso County Emergency Services District No. 1 Emergency Services Agreement: Commissioner Berumen asked what the 501c(4) is. Chief Menendez stated that it is a non-profit that assists a government agency. HFD is contracted with the ESD to provide Fire service. This contract allows volunteers to be SFFMA certified and can still provide personnel to respond to calls for the ESD. Motion to approve the amended contract to reflect the new President made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

13. 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 Berumen and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – None

14. For the Good of the District: May 2nd is first responder night at the Chihuahuas game, and we will have tickets to give out to personnel. May 4th is our 50th Anniversary celebration. Chief Menendez also spoke about a program that he is looking into that would notify community members about emergency responses in our area. Also, April 24th is our Groundbreaking ceremony at 3:30pm

15. Set date and time for next meeting in April: April 25th at 6:30pm.

16. Adjourn: Motion to adjourn made by Commissioner Anaya. The meeting adjourned at 8:24 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant