

Minutes of the April 25, 2024 Special Commissioners Meeting

1. **Call to order:** 6:31pm
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 March 26th meeting.
 - B. Review and approve the purchase of Microblaze and Foam from Daco Fire Equipment. - \$9,750.00 from account 8100.02.
 - C. Review and approve the purchase of fire equipment for the new quint.

Commissioner Mayberry asked to pull item C for discussion after Item 10. Motion made by Commissioner Anaya to approve items A and B. Motion seconded by Commissioner Rankins. Motion carried.

Items Pulled for Discussion:

5C – This item was discussed after Item 10 on the agenda: Chief briefly went over all equipment quotes in the package that would be put on the new Quint, Pumper and brush truck and would be funded by the newly approved loan. There were questions from Commissioner Rankins about the life span of some of the equipment. Chief Menendez explained the life expectancy of the equipment. Motion to approve the purchase of fire equipment in the amount of \$122,794.45 to be purchased from loan funding made by Commissioner Booth 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 Shelia Tarango, Dispatcher)
 - Call numbers reported consist of the following: Alarm 26, Assistance 42, Brush Fire 13, Car Fire 4, Water Leaks 7, Gas leaks 8, Medical 228, MVA 44, Structure Fires 6; Inspections 109.

Structure Fires

1. 13800 Eastlake

- Dispatch received a call in reference to burnt wire smell from the ceiling of the shopping center at 11:40.
- Q401 enroute 11:42.
- Horizon, Clint and Socorro Fire Departments responded.
- RP401 on scene 11:46.
- At 11:48, Q401 reported the scent of smoke and burnt smell inside suite 400.
- At 12:02, SQ403 reported to have isolated the issue to a light ballast.
- All units cleared the scene at 12:14.

2. 12848 Rock Cliff

- Dispatch received a call from a child advising the residence was on fire at 11:31.
- Q401 enroute 11:32.
- Horizon and Clint Fire Departments responded.
- CH401 on scene at 11:38.
- At 11:42, CH401 made contact at the residence. CH401 was advised no one called 9-1-1. Additional responding units were requested to stand down.
- At 11:44, CH401 checked the residence at 12852 Rock Cliff and advised a 6-year-old male possibly called 9-1-1. There was no fire emergency.
- All units cleared at 11:46.

3. 12331 Wills Crescent

- Dispatch received a call in reference to a fire alarm going off and the reporting party stating to have visual on something lighting up and smell of smoke at 20:55.
- RT405 enroute 20:59.
- Horizon Fire Departments responded.
- At 21:08, RT405 arrived on scene and reported to have visual of smoke coming out from the outside of the residence.
- At 21:09, an EPSO deputy reported a small fire in the restroom.
- Fire under control at 21:15.
- Fire out 21:21.
- All units cleared the scene at 22:17.

4. 12621 Mark Twain

- At 16:56, dispatch received a call from an eleven-year-old stating smoke inside the room.
- RT405 enroute 16:58.
- Horizon, Clint and Socorro Fire Departments responded.
- Q401 on scene 17:04.
- At 17:09, Q401 made contact with the reporting party and advised no smoke in the room. Additional responding units were requested to stand down.
- All units cleared the scene at 17:35.

5. 680 Donny Murray

- Dispatch received a call in reference to the residence on fire at 14:41. The caller stated they were trying to put out the fire with a water hose and fire extinguisher.
- TR401 enroute 14:43.
- Horizon and Socorro Fire Departments responded.
- SQ403 on scene 14:47.
- At 14:49, SQ403 reported a complete working fire.
- Fire under control 14:55.

- Fire out 15:04.
- All units cleared the scene at 16:58.

6. 12313 Freshwater

- Dispatch received a call in reference to an outlet smoking from an outdoor kitchen at 21:26.
- Q401 enroute 21:29.
- Horizon and Socorro Fire Departments responded.
- Q401 on scene 21:31.
- Fire under control 21:53.
- All units cleared the scene at 22:47.

Search and Rescue

1. 6900 Hueco Tanks

- Dispatch received a call in reference to a patient was lost could not come down from the mountain at 12:51.
- SQ403/SAR401/RT401/SAR40/SAR41 responded to the call out.
- All units cleared at 15:46.

2. Petunia/Las Pompas

- Dispatch received a call in reference to a dead body in the canal at 17:55.
- CH402/SQ403 responded.
- The Water Rescue Team was requested to cancel at 18:11.
- The body was recovered at 18:37.

3. Petunia/Las Pompas

- Dispatch received a call in reference to a dead body in the canal at 15:07.
- CH401/RT403/SAR401
- The Water Rescue Team was requested to cancel at 15:39.
- The body was recovered at 15:40.

Structure Fires out of District

1. 17581 Zonobia (Montana Vista)
2. 3737 Roger Joseph (Montana Vista)
3. 11357 Hidalgo (San Elizario)
4. 2070 S Darrington (Clint)

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 spoke about the budgeting process and that she is requesting that the Zero budgeting method be used this year. This will help us identify the needs of our district and is the best way to go for this budget. Commissioner Berumen asked questions about quality reports and about the budgeting process. He would also like the Administration staff to share their vision for the budget with the board. Commissioner Booth asked that we look at the ability of sustaining our budget over the coming years when we are adding new items for example, staffing and other reoccurring expenses. Commissioner Mayberry stated that the

department heads should be told what type of budgeting we will do, and they should do it. Motion to approve report made by Commissioner Rankins and seconded by Commissioner Booth. 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 March:** Station 1: 199 Station 2:176 Total calls:375
- **Calls for the year 2024:** 1,507
- **Stipend:** \$ 52,589.71
- **Hours:** 4,304.82
- **Fire Marshal Office:** Staff vehicle is expected to arrive Late May.
- **Training:** Three department personnel attended training in Indianapolis for FDIC. Training points were brought back and have already been shared with the personnel. Some of the front office staff will be attending a GFOA conference next week.
- **Fleet:** The pumpers and aerials have had major PM's completed. This is a bumper-to-bumper check with all fluids being replaced. Quint 401 is in the shop for a coolant leak. We were told by engineers at Pierce that the wear points on Quint 401's top fly of the aerial are significant. They stated that the top fly has a life expectancy of 4 to maybe 5 years if we continue to use as a first line apparatus. The new aerial is expected to be completed by mid-May, we will need to know if a commissioner will be able to attend. Exact date pending and hope to have something in the next couple of days.
- **Personnel:** One member retired from the Horizon Fire Department, FF Aaron Medina. He had close to 18 years. Another member resigned due to work and school. We did pick up four new members that have started.
- **Response:** Responded to a recycling fire in Montana Vista, we did damage a nozzle and two sections of 1 ¾ hose. The issue here was the line was left in place and the fire shifted causing the damage. There was also a fully involved trailer fire, crews assisted Montana Vista with this incident.
- **Special Operations:** There was a possible call out for a young child who had fallen into a cactus at Hueco Mountains State Park. Child was off the mountain and Montana Vista was able to handle.
- **HQ:** As everyone is aware we had our groundbreaking ceremony yesterday. We also held an in-person construction meeting, Banes is on track to meet the requirement for vertical construction by June. Another batch of invoices will be sent end of this month. Everyone is welcomed to walk the grounds. Hard hats and vests are required and available at the site office.
- **Misc.:** We will hold the 50th anniversary celebration on May 11 from 1700 (5pm) to 2100 (9pm). Station 2 will be having its first election for the presidential election on May 28. The TCFP inspection was completed, and no violations were noted. There were corrected on-site involving PPE and an SCBA.

Chief Menendez spoke in depth about the possible major repair of Q-401. Commissioner Mayberry also commented on the Quint repair and some possible additional repairs. Commissioner Booth stated that he would like to see the repair done and the truck to be back in operation. There will be a trip to Pierce in Mid-May for the final inspection of the new Quint if any board members would like to attend. Commissioner Mayberry highly recommends a Commissioner to go to Pierce as it is very educational and eye opening. Commissioner Berumen asked about a specific call and the Chief gave an explanation about it. 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	34										104

Total for February 2023: **129** Total for February 2022: **40**

- **Annual Fire Safety Inspections**
 - **61** = FMO Annual Fire Safety Inspections for March 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
 - Wing Shack = 80%
 - Julio’s Café = 70%
 - Wienerschnitzel = 80%
 - Albertson’s = 40%
 - Albertson’s Shopping Ctr. = 40%
 - Pepsi Whse = 60%
 - 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); La Chuleta Meat Market; Aira Fitness, Tinman (relocation); a Nail Salon, etc.

- **Personnel**
 - DFM Villarreal is working Saturdays only.
- **Training**
 - Weekly Meetings.
- **Miscellaneous Activities & Information**

- Nothing to report
- **Future Events:**
- ** Fill our (1) FTE vacancy in April/May of 2024. Chief Menendez and I are discussing employment opportunities.
- ** (3) FMO-LEO's will be working during the event & firework display (05/11/2024) for our 50th Anniversary.
- ** The modified application for the event (05/11/2024) has been approved for our 50th Anniversary.
- ** A preliminary meeting was held to discuss a "Master Plan" regarding a 20-years major development plan as Saratoga Homes purchased the Mountain Shadow Lakes property.

Fire Marshal Guillen provided maps and spoke about the Mountain Shadow Lakes 20-year plan meeting that he attended. He spoke in depth about the impact it will have on the department and what we should be prepared for. There was a discussion by the Board about the new development. Motion to approve the Fire Marshal report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.

10. Consider for Approval a resolution of the Board of Commissioners of El Paso County Emergency Services District No.1 regarding a loan: The presentation was given by Esther Young with Tijerina Financial Consulting. The proposed loan will close May 23rd for a funded project amount of \$1,970,000. It will be a 10-year loan at a finance rate of 4.65% through Amergy Bank. Motion to approve a 10-year loan through Amergy Bank with an interest rate of 4.65% in the amount of \$1,970,000 made by commissioner Rankins and seconded by Commissioner Booth. All members in favor, non-opposed. Motion carried.

11. 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 spoke about technology planning and the door frames for the new building. We will have a committee meeting to discuss this further and have an item on a future agenda to move forward with the bidding process. Also, Banes will be working to get vertical construction on the maintenance building by the required date. Administrator Ames mentioned that Banes commented on how responsive the architects and owner have been on answering questions they have. Commissioner Mayberry stated that if they see any changes or concerns on the construction site, they are to come to Administrator Ames so that she may relay the message to BRW. No Action taken.

12. Discussion and take action on quantum Engineering services for the development and planning of the Training facility: Chief Menendez spoke about this proposal and the intent is to map out the site so we will have a more informed plan about the training facility and props. Captain Kovach is putting together a business plan for this project, but this survey is the base of this project. Motion to approve was made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.

13. Discussion and take action on Tuition Reimbursement for Ricardo Prangner: Chief Menendez is asking the board to reimburse Ricardo Prangner the cost of his TCFP class, which he passed and will now be state certified. The cost of the class was \$3,000 to come

from account 6800.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

14. Discussion and take action on Surplus of a Pumper truck: Chief Menendez spoke about surplus the 1998 Pumper when we receive the replacement truck. He was approached by Community College to purchase the surplus vehicle for \$45,000.00. Legal will be consulted in the sale of this vehicle. Motion to surplus once the replacement vehicle has been delivered made by Commissioner Booth and seconded by Commissioner Rankins. 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: Chief Menendez presented a quote for \$312.00 to pay for some additional T-Shirts from account 5350.02 for the 50th Anniversary. Motion made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

EXECUTIVE SESSION – None

16. For the Good of the District: May 11th is the 50th Celebration from 5:00pm to 9:00pm. On May 15 Chief Menendez will be the keynote speaker at the Community college graduation. School of EMS will be coming out to perform a skills section. Chihuahua game is May 2nd. Commissioner Mayberry would like to thank the Administration staff for planning and holding a wonderful Groundbreaking Ceremony with the help of Banes.

17. Set date and time for next meeting in May: May 23, 2024 at 6:30pm.

18. Adjourn: Motion to adjourn made by Commissioner Anaya. The meeting adjourned at 8:31 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant