

Minutes of the May 23, 2024 Special Commissioners Meeting

1. **Call to order:** 6:30 pm
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 April 25th meeting.
- B. Review and approve the purchase of two replacement quick Response Vehicles.

Motion by Commissioner Berumen and seconded by Commissioner Rankins to approve the minutes. Motion carried. Motion by Commissioner Mayberry and seconded by Commissioner Anaya to delete 5B. 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 27, Assistance 20, Brush Fire 7, Car Fire 4, Water Leaks 9, Gas leaks 5, Medical 271, MVA 57, Structure Fires 5; Inspections 180.

Structure Fires

1. **605 Kearney**
 - Dispatch received a call in reference to a dryer smoking and burning at 7:14.
 - Horizon Fire Departments responded.
 - RT405 enroute 7:15.
 - Q401 on scene 7:19.
 - Fire extinguished at 7:27.
 - All units cleared the scene at 7:39.
2. **14013 Veny Webb**
 - Dispatch received a call in reference to a microwave on fire at 20:02.
 - Q401 enroute 20:05.

- Horizon and Socorro Fire Departments responded.
- TR401 on scene 20:08.
- Additional responding units were requested to stand down at 20:11.
- Fire extinguished at 20:15.
- All units cleared at 20:24.

3. 13913 Pete la Rue

- Dispatch received a call in reference to a couch on fire at 20:18.
- Horizon and Socorro Fire Departments responded.
- RT405 enroute 20:20.
- Fire out at 20:20.
- RT405 on scene 20:22.
- At 20:24, P403 reported fire on the balcony.
- Fire extinguished and all units cleared the scene 21:12.

4. 824 Nazareno

- Dispatch received a call in reference to an air conditioner unit smoking at 16:52.
- RT405 enroute 16:54.
- Horizon, Clint and Socorro Fire Departments responded.
- RT405 on scene 16:57.
- At 16:59, RT405 reported smoke inside the residence.
- Water on fire 17:04.
- Fire under control 17:24.
- Fire out 17:30.
- All units cleared the scene 20:12.

5. Helena/Lavina

- Dispatch received a call in reference to a fully engulfed mobile home in the desert area 7:42.
- P403 enroute 7:42.
- Horizon Fire Departments responded.
- RT405 on scene 7:46.
- At 7:54, P403 advised the mobile home was burned down and additional responding units were requested to stand down.
- Water on fire 7:57.
- Fire under control 8:00.
- Fire out 8:06.
- All units cleared the scene at 8:58.

Search and Rescue

1. Hole in the Wall/Riverside (Fabens)

- A body was found in the canal at 19:20.
- SAR401 with two members on board enroute 19:32.
- At 19:39, RT605 requested for SAR activation to be cancelled.
- SAR401 cleared at 19:39.

- Body out of the water 20:01.
2. **1198 Hole in the Wall (Fabens)**
 - A body was found in the canal at 7:36.
 - SAR401 enroute with one water rescue on board at 8:05.
 - RT401 and SAR401 responded.
 - At 8:16, FM901 requested for responding units to cancel as the call was not in reference to a water rescue.
 - RT401 on scene 8:17.
 - SAR401 on scene 8:43.
 - Water recovery initiated at 9:01.
 - SAR401 and RT401 cleared at 9:36.
 3. **11272 Santa Barbara (Socorro)**
 - Dispatch received a call in reference to a body recovery at 7:06.
 - RT401 and CH402 responded.
 - RT401 enroute 7:14.
 - CH402 enroute 7:22.
 - RT705 requested for SAR to cancel at 7:25.
 - CH402 and RT401 cancelled at 7:25.
 - Body out of the water 7:35.

Structure Fires out of District

1. 14747 Simpson (Montana Vista)
2. 14940 Ferguson (Montana Vista)
3. 340 Faena (Socorro)
4. 3840 Rene (Montana Vista)
5. 3840 Rene (Montana Vista)
6. 4920 Kreuger (Montana Vista)
7. Montana/Eve Asher (Montana Vista)

Commissioner Rankins asked about the third structure fire and Elva provided clarification on the report. Motion to approve 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:** (Presented by Administrator Katherine Ames) Administrator Ames spoke about the Preliminary budget deadlines for department heads was moved to June 14th but we are still on track to present the Preliminary budget at the June BOC meeting. Motion to approve the report made by Commissioner Rankins and seconded 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 April:** Station 1: 258; Station 2: 141; Total calls: 399
- **Calls for the year 2024:** 1587
- **Stipend:** \$53,229.45
- **Hours:** 4,425.08
- **Fire Marshal Office:** A meeting was held for then new development that is coming up in El Paso lakes area. Discussion was made about narrowing the roadway. Future meetings will be held to discuss. Future meeting to be scheduled to duplicate the policies and procedures that Bexar county uses with the County of El Paso. The meeting will be to adopt similar policies.
- **Training:** EMT class finished and 3 out of the four students completed the course and passed the national registry.
- **Fleet:** Quint 401 caught fire while returning back from a call. The cause was determined to be something that got caught in the rear axle tearing the air line on the officer side rear. The brakes locked up and heated the rim causing the tire to catch fire causing damage to the rear of the unit. Quint for prior to this drove into the bay door at station two. The cause was the door started to close as it is on a timer of 60 seconds. There was a delay and when the unit started to move the door had already started to move down, shattering the first row of glass. The new aerial is ready for final inspection and is scheduled for June 24-27.
- **Personnel:** We have had two FF’s resign, one probi and one that was with us for some time.
- **Response:** See communications report.
- **Special Operations:** Rope Tech class completed for County SAR members, 17 members attended
- **HQ:** Nothing new to report
- **Misc.:** 50th anniversary was held and was a huge success. Budget was on track, we have one outstanding donation that is in process.

The report was given by Chief Menendez and Commissioner Mayberry asked clarifying questions about the narrowing roads in the FM portion of the report. Chief Menendez provided additional information. Motion to approve the Chiefs report made by Commissioner Anaya and seconded by Commissioner Berumen. 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	2024
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Construction	36	34	34	31									135
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Total for February 2023: **129** Total for February 2022: **40**

- **Annual Fire Safety Inspections**
 - **88** = FMO Annual Fire Safety Inspections for April 2024, as per Emergency Reporting (Report #1764)
 - **4** = SWO issued
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - Wing Shack = 90%
 - Julio’s Café = 75%
 - Wienerschnitzel = 85%
 - Albertson’s = 45%
 - Albertson’s Shopping Ctr. = 45%
 - Pepsi Whse = 98%
 - 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: HTeaO ; State Farm Insurance; Several Warehouses (Emerald Pass, Pellicano & Ashtabula); Sam’s Smoke Shop; La Chuleta Meat Market; Aira Fitness; Tinman (relocation); a Nail Salon; etc...

- **Personnel**
 - DFM Villarreal is working Saturdays only.
- **Training**
 - FMO Weekly Meetings. DFM Hiller – Virtual Fire Investigator for First Responders through the NFA.
- **Miscellaneous Activities & Information**
 - One citizen complaint during the 50th Anniversary. (Fire Works) De-escalated by DFM Moreno. No Further action taken.
 - Deputy Hernandez was denied entry at 12849 Grand River for Annual Inspection. Capt. Guillen, and I did follow up visit to pursue “Right of Entry”. Owner complied with request to allow an inspection and no further action required.
- **Future Events:**
 - ** Fill our (1) FTE vacancy Guillen, May/June of 2024. Chief Menendez and Capt. Guillen are discussing employment opportunities.
 - ** (3) FMO-LEO’s will be working during the event & firework display (05/11/2024) for our 50th Anniversary.
 - ** Discussion to send a Deputy to the next LETA at EPCC in January 2025.
 - ** A secondary meeting was held to discuss a “Master Plan” regarding a 20+years major development plan as Saratoga Homes purchased the Mountain Shadow Lakes property.

Report was given by Assistant FM Mike Franco. Commissioner Berumen asked about the expedite process and wanted to make sure the plans were being reviewed in the proper time frame. Commissioner Berumen also asked about the code for placement of Hot water Heaters. It was explained that the Fire Department does not have jurisdiction over this. Motion to approve was 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 presented the progress photos provided by Banes and spoke about the progress of the project. Commissioner Berumen asked that the administration staff be patient through the process and the tight quarters with staff.

11. Discussion and take action on the revision of SOP 200.012: Chief Menendez presented the amended travel policy with the change for the amount of Per Diem paid depending on the travel time. The travel request will need to be amended to allow the travel to include the travel times. Commissioner Mayberry asked for the change of the travel receiving full per Diem if they travel before 8:00am. Commissioner Booth asked if our agency has to follow the GSA provisions. HR and board discussed the GSA requirements. Motion to approve the amended policy made by Commissioner Mayberry and seconded by Commissioner Rankins. Motion carried.

12. Discussion and take action on the revision of SOP 200.002: Administrator Ames presented the revised policy for the Operating account average balance. Commissioner Booth recommended the addition of wording for pledged securities. Motion to approve the revised SOP with the recommended changes made by Commissioner Booth and seconded by Commissioner Anya. Motion carried.

13. Discussion and take action on the readoption of the Investment Policy: Administrator Ames presented the Investment Policy, there are no suggested changes. Motion to re-adopt the investment policy made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

14. Discussion and take action on travel request for Chief Menendez and Captain Brandon Kovach to attend IAWP – Water Rescue Conference, in South Bend, IN during dates June 16th-June 20th, 2024: Chief Menendez presented travel requests in the amount of \$4,729.87 to come from account 6900.02 and 7000.02. Motion to approve travel requests made by Commissioner Berumen and Commissioner Anaya. Motion carried.

15. Discussion and take action on the purchase or repair of Fire Equipment to include Fire Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies: Chief Menendez presented a quote in the amount of \$4,651.50 to purchase lights for the new FM-401 to be purchased from account 9500.03. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

EXECUTIVE SESSION – None

16. For the Good of the District: Chief Menendez will have a meeting with El Paso County

to discuss fireworks and what will be allowable for 4th of July. We are looking to host another EMT at the end of the Fiscal Year. Commissioner Berumen stated that he appreciates everyone's patients while they wait for the new Administration building to be completed. Commissioner Mayberry thanked everyone who helped plan the 50th anniversary celebration, comments from the attendees were very positive and they have a first class operation.

17. Set date and time for next meeting in June: June 27, 2024 at 6:30pm.

18. Adjourn: Motion to adjourn made by Commissioner Booth. The meeting adjourned at 7:40 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant