

# EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO.1

## BOARD OF COMMISSIONERS MEETING

Notice is hereby given that a Regular meeting of the Board of Commissioner of El Paso County Emergency Services District No. 1 will be held on Thursday April 24, 2025 at 6:30 pm at:

El Paso County ESD #1 Central Fire Station Meeting Room  
14151 Nunda Ave. Horizon City, Texas 79928  
Office: (915)852-3204  
Website address: <http://www.epcesd1.com>

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation for interpretive services must be made 48 hours prior to this meeting.

### Microsoft Teams

Meeting ID: 259 430 367 330  
Passcode: gi72tV36

## AGENDA

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1. Call to order.
2. Establishment of Quorum.
3. Pledge of allegiance.
4. Appoint Mike Franco as Fire Marshal and Anastacio Moreno as Assistant Fire Marshal.
5. Swear in Mike Franco as Fire Marshal and Anastacio Moreno as Assistant Fire Marshal.

### Public Comment

6. Public Comment: *Members of the public who desire to address the Board of Commissioners regarding an item on this agenda or a general matter may address the Board of Commissioners for no more than two (2) minutes per item per member of the public. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda.*

### CONSENT AGENDA

7. **Notice to the Public**  
*All matters listed under the Consent Agenda will be considered by the Board of*

*Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Board or persons in the audience request that specific items be moved from the Consent Agenda to the Regular Agenda for discussion prior to the time the Board of Commissioners votes on the motion to adopt the Consent Agenda.*

*All matters listed on the Consent Agenda and Regular Agenda may be discussed in Executive Session at the discretion of the El Paso County ESD #1 Board of Commissioners and following verbal announcement, if an appropriate exception to the open meeting requirement of the Texas Meetings Act is applicable.*

- A. Review and approve minutes of the March 27, 2025 meeting.
- B. Review and approve surplus items for ESD.
- C. Review and approve purchase of fire helmets.
- D. Review and approve the purchase of an engraver.

### **REPORTS**

- 8. Review and approve communications report on monthly calls as reported by Horizon City dispatch. (Presented by a representative from Horizon City dispatch)
- 9. Review and approve financial report on monthly bills and invoices, quarterly report, sales tax analysis report, purchases for items in the District's approved budget, and budget reallocations. (Presented by Administrator Katherine Ames)
- 10. Review and approve Chief's report on run volume, stipend, training, fleet, personnel, fire response, building construction and additional fire information. (Presented by Chief Menendez)
- 11. Review and approve Fire Marshal's report on operational & construction permits, annual fire safety inspections, new building construction, personnel, training miscellaneous activities & information. (Presented by Fire Marshal Franco)

### **DISTRICT POLICIES AND DOCUMENTS**

- 12. Discussion and take action on an All Hazard Response Team (AHRT) MOU with El Paso County Sheriff's office. *Submitted and presented by Chief Menendez.*
- 13. Discussion and take action on a policy for Salary employees on Deployment. *Submitted and presented by Chief Menendez.*
- 14. Discussion and take action on Law Enforcement Officer (LEO) sponsorship. *Submitted and presented by Chief Menendez.*
- 15. Discussion and take action on approval of a Logistics Coordinator Position. *Submitted and presented by Chief Menendez.*
- 16. Discussion and take action on ESD Headquarters Construction project on approval of change orders and associated fees, project status, project requests, and approval and change of architecture design/plans. *Submitted and presented by Chief Menendez and Administrator Ames.*

## DISCUSSION/ACTION ITEMS

17. Discussion and take action on moving services for the Headquarters Building personnel relocation. *Submitted by Chief Menendez and presented by Administrator Ames.*
18. Discussion and take action on Headquarters Building Equipment. *Submitted and presented by Chief Menendez.*
19. Discussion and take action on Professional IT Services for Headquarters transfer of services. *Submitted by Chief Menendez and presented by Administrator Ames.*
20. Discussion and take action on a contract for a new copier for administration. *Submitted by Chief Ames and presented by Chief Menendez.*
21. Discussion and take action on sending Operations Personnel to the Texas EMS Conference. *Submitted by Chief Menendez and presented by Administrator Ames.*
22. Discussion and take action on sending the department Chaplin to a training. *Submitted and presented by Chief Menendez.*
23. Discussion and take action on a \$15,000.00 open PO for Consumable Medical supplies. *Submitted and presented by Chief Menendez.*
24. 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. *Submitted and presented by Chief Menendez.*

## EXECUTIVE SESSION

The Board of Commissioners will retire into Executive Session pursuant to Section 551.071-551.076 of the *Texas Government Code* to discuss the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Board may move to Executive Session any of the items on this agenda, consistent with the Texas Open Meetings Act.)

- Section 551.071 Consultation with Attorney
- Section 551.072 Deliberation regarding real property
- Section 551.073 Deliberation regarding prospective gift
- Section 551.074 Personnel matters
- Section 551.076 Security matters


The Board of Commissioners will take action on the following after returning from Executive Session.

25. For the Good of the District.
26. Set date and time for next meeting in May.
27. Adjourn

I, the undersigned authority, hereby certify that the above notice of the meeting of the Board of Commissioners of El Paso County Emergency Services District No. 1 is a correct copy of the

notice that I posted and I did post this notice at least seventy-two (72) hours preceding the scheduled meeting at the El Paso County ESD #1 Central Fire Station, 14151 Nunda Ave., Horizon City, Texas, 79928.

**Dated this 21st day of April, 2025**

By: 

**Katherine Ames  
Administrator  
El Paso County ESD #1.**