

Minutes of the August 1, 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 May 23, 2024, July 25, 2024 meeting.
 - B. Review and approve the purchase of Masimo Pulse Oximeters. - \$12,628.00 – Account 9200.02
 - C. Review and approve the purchase of mounting brackets for Truck-402 and Pumper-402. - \$8,444.00 – Loan funding.
 - D. Review and approve the purchase of Firefighter boots. - \$5,649.45 – Account 9100.02
 - E. Review and approve the purchase of replacement/additional medical equipment. - \$3,711.59 – Account 9200.02
 - F. Review and approve the purchase of Firefighting gloves. - \$3,555 – Account 9100.02
 - G. Review and approve the purchase of Nozzles for new P-402. - \$4,002.80 – Account 8100.02
 - H. Review and approve FMO handheld radios. - \$30,917.96 – Account 9500.03
 - I. Review and approve radio upgrade for Truck-402. - \$6,186.00 – Loan Funding
 - J. Review and approve for new laptop for SCBA system and replacement laptop for Captain Cease. - \$3,164.16 – Account 9000.01
 - K. Review and approve Rope Rescue Equipment for Truck-402. - \$12,802.36 – Loan Funding.
 - L. Review and approve equipment for new P-402. - \$9,399.02 – Loan Funding
 - M. Review and approve Fire Fighter equipment for Br-402 & Br-403. - \$9,895.70 – Loan Funding
 - N. Review and approve the purchase of a Max Fire Box Training Prop. - \$21,232.50 – Account 9500.01
 - O. Review and approve the purchase of Firefighter Foam. - \$5,247.50 – Account 8100.02

Motion to approve consent budget 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 Anthony, Dispatcher)

- Call numbers reported consist of the following: Alarm 28, Assistance 42, Brush Fire 14, Car Fire 3, Water Leaks 14, Gas leaks 16, Medical 283, MVA 51, Structure Fires 2; Inspections 140.

Structure Fires

1. 649 Paseo Modesto

- Dispatch received a call at 17:07 from the homeowner stating when she turned on her stove she noticed the flames were yellow.
- Horizon, Socorro and Clint Fire Departments responded.
- P402 enroute 17:09.
- P403 on scene 17:16.
- At 17:19, CH402 requested additional responding units to stand down.
- All units cleared the scene at 17:33.

2. Karl/Rockard

- Dispatch received a call in reference to a mobile home on fire at 20:55.
- TR401 enroute 20:56.
- Horizon, Clint and Montana Vista Fire Departments responded.
- TR401 on scene at 21:14.
- At 21:06, TR401 reported the call was in reference to an illegal burn. Additional responding units were requested to stand down.
- The fire was extinguished, and all units cleared the scene at 21:31.

Structure Fires out of District

1. 15970 Snoqualmie (Montana Vista)
2. 10232 Valle del Mar (Socorro)
3. 3549 Buntline (Montana Vista)
4. 12300 Gateway East (Socorro)

No questions or comments by Commissioners Motion to approve 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 final tax rate numbers. She does not have a formal report as it is contained in the budget and has been discussed. Report was for information only.

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 Ames and Chief Menendez)

9. Calls for the month of June : Station 1: 263 Station 2: 174 Total calls: 437

- **Calls for the year 2024:** 2446
- **Stipend:** \$43,876.13
- **Hours:** 3,553.70
- **Fire Marshal Office:** FM 403 was involved in a minor MVA. Deputy Fire Marshal was rear ended. Police report was done, and refusal obtained on all parties involved. The vehicle had some minor scrapes and will not require any repair.
- **Training:** Swift water technician class was held and got both EPFD member and County Search and Rescue members. Amazon walk though was done with crews as an annual review.
- **Fleet:** Truck 402 has arrived and is being outfitted with equipment and hose. Hope to have it in service within the next two to three weeks. Brush 402 final was completed, and unit will be here in Horizon in the next week or two.
- **Personnel:** Hired 7 personnel for full time positions with the ESD on the Ops side. One resigned as he was offered a full-time position that paid more. We will be holding interviews on the volunteer side next well for up to 10 members.
- **Response:** See communications report.
- **Special Operations:** Nothing to report.
- **HQ:** Construction on going, we received a quote for furniture. We are looking for it over to ensure it is correct. I did voice a concern about the site manager being present more and reviewing plans as the construction company starts on those sections. Steel will be going up next as part of the next phase for the maintenance building.
- **Misc.:** We will be holding a wet down ceremony on September 6, 2024, at 1630 hours.

Chief Ames spoke about the ISO meeting a few weeks ago and that we are 1.7 points below a one rating in the Town of Horizon. We will be hiring 8 volunteers to start in August. Commissioner Berumen asked if we have enough personnel for our call volume and size of territory. Commissioner Booth asked if the crews are getting significant rest with working a 48-hour shift. Chief Menendez spoke about how they are managing. Commissioners asked more questions about the ISO rating. Motion to approve made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

10. 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 Frank Guillen)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	34	34	31	20	18							173

Total for June 2023: **226** Total for June 2022: **174**

- **Annual Fire Safety Inspections**
 - **58** = FMO Annual Fire Safety Inspections for June 2024, as per Emergency Reporting (Report #1764)
 - **00** = SWO decals were applied.
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - Wing Shack = 97%
 - Julio's Café = 85%
 - Albertson's = 60%
 - Albertson's Shopping Ctr. = 60%
 - La Gorda = 60%
 - Hospitals of Providence = 0%
 - 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: Wienerschnitzel; Better Days Bar & Grill; Teapioca; Several Spec Offices within Warehouses; A Business Office (BAAZ Investments, LLC.); TE Connectivity Warehouse (1740 Joe Battle); Sam's Wireless Phone Business; Mi Tierra Meat Market; Capone's Barbershop; PEPSI Warehouse (1740 Joe Battle); etc.

- **Personnel**
 - Seeking to hire another FTE
- **Training**
 - FMO Weekly Meetings.
- **Miscellaneous Activities & Information**
 - Processing (15) FW Stands and (1) FW Warehouse for the 2024 Firework Selling Season
 - Completing the FY25 Budget Process with Chief Menendez and Katherine.
- **Future Events:**
 - Preparing to attend the 2024 TXFMO Conference – DFM Hernandez and FM Guillen are planning on attending.
 - Seeking to send 1 or 2 DFM's to the next New Mexico Fire Training Academy for the upcoming arson course.
 - Seeking to send a DFM to the next LETA at EPCC in January 2025.

FM Guillen apologized for a comment made in a previous meeting. Motion to approve report made by Commissioner Rankins and seconded by Commissioner Booth. 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 Menendez spoke about the progress of the building and they are about 30% complete and will be pouring concrete next week in half

of the administration building. Administrator Ames spoke about a building construction meeting next week with BRW and a contractor to review the security system. No action taken.

- 12. Discussion and take action on Horizon City Dispatching Services proposed costs for Fiscal Year 24-25:** The proposal was reviewed by Chief Ames. Commissioner Berumen asked about Dispatching FTE's. Chief Menendez spoke about the numbers for our department. Motion to approve the proposal made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 13. Discussion and take action on the Pure OHS three-year Statement of work:** Chief Ames spoke about the current use of this software by the Infection Control nurse. This is a three year term which will keep the price lower, but can be terminated at any time. Motion to approve made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
- 14. Discussion and take action on amending payroll SOP 200.001:** Administrator Ames is requesting that the policy change and require payroll to be turned in by 10:00 am on the Monday of payroll week. Administrator Ames answered questions from the board. Motion to approve the amendment by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
- 15. Discussion and take action on sending two personnel to the Texas Fire Marshal Conference:** This travel request is for Fire Marshal Guillen and DFM Hernandez to travel to the annual Fire Marshal conference in the amount of \$4,443.84 from account 6900.03 and 7000.03. Motion made by Berumen and seconded by Commissioner Rankins. Motion carried.
- 16. Discussion and take action on the purchase of two new Quick Response vehicles:** Chief Menendez is requesting this item be tabled. Motion to table made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
- 17. Discussion and take action on the purchase of a replacement forklift:** Chief Menendez asked that this item be tabled. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 18. Discussion and take action on sending two personnel to Paramedic school:** Chief Menendez is asking to have two volunteers be approved to enroll in the next Paramedic class. The HFD personnel who are signed up for the class will be asked to sign a sponsorship agreement prior to enrollment. Motion to approve \$17,000.00 from account 6900.02 made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
- 19. Discussion and take action on adoption of District's 2024-25 budget:** Administrator Ames asked this item be tabled as we need to have a Public Hearing first. Motion to table made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
- 20. Discussion and take action on adoption of District's proposed 2024 tax rate and authorize appropriate District officers and officials to take all actions necessary to implement same:** Administrator Ames spoke about the budget and that the District will need the \$0.10 to cover the anticipated expenses for next Fiscal Year. Motion made by

Commissioner Booth to adopt a proposed Tax Rate for the District of \$0.10 for the 24-25 Fiscal year, and set a public hearing to be held on August 15, 2024, at 6:30 p.m. at ESD offices at 14151 Nunda Ave. Horizon, TX 79928 for public input into the tax rate, and to adopt the District's 2024 Tax Rate at the same meeting after the Public Hearing. Motion was seconded by Commissioner Rankins. Board was polled:

For: Mayberry, Berumen, Anaya, Rankins and Booth.

Nay: None

Absent: None

Motion carried.

- 21. 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 Ames presented an Open PO request to purchase consumer medical supplies in the amount of \$15,000.00. Motion to approve was made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

EXECUTIVE SESSION - Commissioners retired into executive session at 7:19 pm and returned into regular session at 7:33pm.

- 22. Discussion and take action on Fire Marshal procedures:** No action was taken.

- 23. For the Good of the District:** On 9/6/24 at 4:30pm we will be having the Wet Down ceremony at Station #2 for the ladder truck. National Night out will be 10/1/24. On August 19th we will be having a badge pinning ceremony and paramedic graduation at Station #1. Commissioner Berumen encourages the Commissioner to drive our district to get familiar with our territory. Fire Marshal Guillen also stated that if they see anything that needs to be investigated to let him know. Administrator Ames reminded the board about our upcoming budget retreat on August 8th and Special meetings on 8/15. We will also be presenting to the County Commissioners Court on August 12th at 9:45.

- 24. Set date and time for next meeting in August:** Members of the Board reported that they will not be available for our Regular meeting on August 22. Next Commissioner Meeting will be on August 15, 2024 at 6:30pm.

- 25. Adjourn:** Motion to adjourn made by Commissioner Booth. The meeting adjourned at 7:43pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant