

Minutes of the August 15, 2024 Special Commissioners Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Anaya, Commissioner Booth, Commissioner Mayberry, Commissioner Berumen were present in person. Commissioner Rankins was present virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of the July 30, 2024, August 1, 2024, August 8, 2024 meeting.
 - B. Review and approve the purchase of Self-Contained Breathing Apparatus (SCBA) bottles. – Item pulled for discussion.
 - C. Review and approve the purchase of a replacement forklift. - \$62,900.70 from account 9500.01.
 - D. Review and approve the purchase of two new Quick Response vehicles. - \$223,434.00 from account 9500.01.
 - E. Review and approve 2 slide out trays for new QRV's. - \$13,221.00 from account 9500.01.
 - F. Review and approve emergency lighting package for new QRV's. - \$31,368.01 from account 9500.01.
 - G. Review and approve quote to rent stage, sound and lighting for National Night out event. - \$2,700.00 from account 5350.02.
 - H. Review and approve purchase of 2 replacement laptops for Chief's. - \$7,716.00 from account 9000.01.

Commissioner Mayberry pulled Item B. Motion to approve items A,C,D,E,F,G,H made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

Commissioner Mayberry asked for further explanation on the purchase of the SCBA bottles. Chief Menendez explained that the bottles are for training only and that MES is a part of the Sourcewell contract. Motion to approve purchase in the amount \$32,715.00 from account 9500.01 made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

6. Review and approve communications report on monthly calls as reported by Horizon City dispatch: (Report was given by Elva Ramos, Dispatch Supervisor)

- Call numbers for July 2024 consist of the following: Alarm 36, Assistance 29, Brush Fire 14, Car Fire 0, Water Leaks 13, Gas leaks 9, Medical 301, MVA 60, Structure Fires 4; Inspections 155.

Structure Fires

1. 13258 Emerald Isle

- Dispatch received a call in reference to the back of the residence on fire at 2:40.
- P403 enroute 2:42.
- Horizon and Socorro Fire Departments responded.
- P403 on scene 2:49.
- Water on fire and fire under control 2:54.
- Fire out 2:56. Additional responding units were requested to stand down.
- All units cleared at 3:24.

2. 14217 Thayer Pease

- Dispatch received a call in reference to trash can and residence on fire at 20:27.
- RT405 enroute 20:27.
- Horizon, Clint and Socorro Fire Departments responded.
- Q401 on scene 20:32.
- At 20:35, RT405 reported the fire was out. The call was in reference to a small fire in the backyard. Additional responding units were requested to stand down.
- All units cleared at 21:10.

3. 13466 Halifax

- Dispatch received a call in reference to smoke coming from the stove at 16:45.
- P402 enroute 16:47.
- Horizon and Socorro Fire Departments responded.
- Q401 on scene 16:54.
- Additional responding units were requested to stand down at 16:54.
- At 16:58, CH402 reported food was on the stove which was the source to the smoke.
- At 17:13, Q401 advised the fire was activated by a crock pot which was removed from the residence. The residence was ventilated.
- All units cleared at 17:14.

4. 533 Ricky Zelt

- At 00:28, dispatch received a clone call from El Paso Sheriff's Office requesting county fire to respond in reference to a fire inside the restroom.
- TR401 enroute 00:31.
- Horizon Fire Departments responded.
- At 00:33, an El Paso Sheriff's Office deputy requested for the fire departments to cancel. The small fire was extinguished.
- Responding fire departments continued to proceed to the call.
- TR401 on scene 00:37.
- All units cleared the scene at 2:38.

Water Search and Rescue Assistance

1. 3501 Doniphan

- Dispatch received a call for mutual assistance from El Paso Fire at 17:08 in regards to approximately 50 people in the water. Border Patrol was also requesting assistance to guide people out of the water.
- CH402 enroute 17:51.
- SAR 401 enroute 18:07.
- CH402 on scene 18:25.
- SAR 401 on scene 18:35.
- At 17:51, CH402 and SAR 401 cleared.
- The call was cleared at 20:15.

Structure Fires out of District

1. 4324 Krag (Montana Vista)

No questions or comments by Commissioners 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 Meeting her and Chief Menendez had with SBNG and some suggested changes for the end of year. She also spoke about the Fiscal Year closeout schedule. Administrator Ames presented budget reallocations for the ESD in the amount of \$19,883.54 and for the Fire Marshal Account in the amount of \$10,000.00. Motion to approve the report and budget reallocations made by Commissioner Boothe 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 July:** Station 1: 279 Station 2:169 Total calls: 448
 - **Calls for the year 2024:** 2,894
 - **Stipend:** \$ 41,782.90
 - **Hours:** 3,376.82

- **Fire Marshal Office:** Member from Fire Marshall Office will be attending an Investigation class end of August.
- **Training:** Nothing new to report
- **Fleet:** Brush 401 has one more week, before it is delivered. They are finishing up some minor issues that are still pending.
- **Personnel:** We had two members resign from HFD. The new ESD members have started and are doing well.
- **Response:** Nothing more to report.
- **Special Operations:** Met with Air and Marine, about aircraft assistance and they were very receptive. We will be having an orientation meeting in September and start working on advanced rescue systems such as the hoist and long line. There was a water rescue in which SAR members assisted with removing 54 migrants from the Rio Grande along with other departments.
- **HQ:** Foundation has been poured, and walls continue to rise. Storage building is getting panels put on and the build is making progress.
- **Misc.:** September 11 event will be held here at station 1.

Commissioner Mayberry spoke about the construction project and how it is coming along. Commissioner Berumen asked if the new Quint was in service. Chief Menendez stated they Siddons Martin was taking care of some warranty work, and it should be completed soon so that the truck can go into service. Motion to approve the Chief's report made by Commissioner Berumen and seconded by Commissioner Anya. 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 Frank Guillen)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	34	34	31	20	18	36						209

Total for June 2023: **226** Total for June 2022: **198**

- **Annual Fire Safety Inspections**
 - **122** = FMO Annual Fire Safety Inspections for July 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 = 99%
 - Julio's Café = 90%
 - Albertson's = 70%
 - Albertson's Shopping Ctr. = 70%
 - La Gorda = 90%

- Hospitals of Providence = 0%
- Apartment Complexes – Milestone/Eastlake apts
- 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: Cure Nail Salon (12900 Eastlake); Tenant Improvements (490 Bill Burnett); Relocation of Portables for SISD (ELHS); Yamaguchi Kitchen (121 N. Kenazo); Several Mobile Food Units; etc.

- **Personnel**
 1. Nothing to report.
- **Training**
 - FMO Weekly Meetings.
 - ESD and HFD Training says at Amazon
- **Miscellaneous Activities & Information**
 - Nothing to report.
- **Future Events:**
 - 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.
 - Several community events: Holy Spirt Event; Skateboard Event

Commissioner Berumen asked when the last time we revisited the fee schedule for the Fire Marshal's office. FM Guillen stated that the fee schedule is from 2013 with modifications in the past years. Chief Menendez stated that he wants to make sure that they affordable for business owners so that they will apply for the appropriate permits and inspections so that we continue to have annual compliance with permits and inspections. FM Guillen spoke about the possibilities of adding another tier to the building construction schedule. Commissioner Mayberry asked about operating with out a permit and when and how penalties are assessed. Fm Guillen spoke about some examples of penalties. Commissioner Booth asked how we notify customers about there permit renewals. FM Guillen and Administrator Ames explained the process. Motion to approve the FM 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 gave a report of the progress that has been made on the project such as foundation pour completion and the possibility of some change orders for lighting and mill work. Also spoke about the meetings with a third party about the low voltage systems. No action was taken on this item.

11. Discussion and take action on the adoption of District's 2024-25 budget: Chief Menendez and Administrator Ames gave a presentation to the board on the 24-25 budget. Commissioner Booth discussed the use of money towards operations is in the district's best interest versus paying of debt which all loans are at a very low finance rate. Commissioner Booth also stated that we continue to meet our promise to the community of where are

budget dollars are going to. Motion made by Commissioner Anaya to adopt the FY' 25 budget in the amount of \$18, 201, 046.66. Motion was seconded by Commissioner Booth. Motion carried unanimously.

- 12. Public Hearing on the District's proposed 2024 Tax Rate of \$0.100000 per \$100 valuation, consisting of a separately adopted Debt Rate of \$0.047526 and a separately adopted Maintenance & Operations Rate of \$0.052474 per \$100 valuation:** Commissioner Mayberry read the following statement:

A notice of public hearing was published in the newspaper and placed on our website on August 8th, 2024, informing the voters of tonight's meeting.

For today's meeting, our Public Comment section is designated for our voters to express their support for, or opposition to the proposed tax rate that will be voted on during a subsequent agenda item. At this time, I would like to open the floor for any public comments.

There were no members of the public present for the public hearing at 8:19 the public hearing was closed.

- 13. Discussion and take action on the adoption of District's 2024 Tax Rate of \$0.100000 per \$100 valuation consisting of a separately adopted Debt Rate of \$0.047526 and a separately adopted Maintenance & Operations Rate of \$0.052474 per \$100 valuation, and authorize appropriate District officers and officials to take all actions necessary to implement same:** Commissioner Anaya made the motion that the property tax rate be increased by the adoption of a tax rate of \$0.100000 which is effectively and 6.45% increase in the tax rate. The \$0.100000 tax rate consists of an I&S rate of \$0.047526 and an M&O rate of \$0.052474. Motion was seconded by Commissioner Booth. Motion carried unanimously.

- 14. Discussion and take action on travel request for Fire Academy:** Chief Menendez presented a travel request to send M. Candelaria to a training academy for his Fire Fighter certification. The District is only paying for the hotel and per Diem. The FF will be paying for the course and travel. Motion to approve the travel request in the amount of \$2,588.07 made by Commissioner Berumen and seconded by 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:** Motion to delete made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION - None

- 16. For the Good of the District:** We will be holding a 9-11 ceremony at Station 1 at 9:00am and HPD will be joining us for the ceremony. October 1st will be National Night out from 5:30 to 9:30 pm. We will be having a Wet Down Ceremony on 9/6/24 at 4:00pm at Station #2. August 26-29 will be the final inspection on the new Pumper. Chief Menendez is in negotiation with the landowner for the potential purchase of new training land. Administrator Ames thanked the board for their active participation in the budget process.

Captain Kovach thanked the board and Chief's for their support of the training division.

17. Set date and time for next meeting in September: September 26, 2024 at 6:30 pm.

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

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant