

## Minutes of the September 26, 2024 Special Commissioners Meeting

1. **Call to order:** 6:31 pm
2. **Establishment of a quorum:** Commissioner Anaya, Commissioner Booth, Commissioner Mayberry, Commissioner Berumen and Commissioner Rankins 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 August 15, 2024 meeting.
  - B. Review and approve purchase of officer Class A Uniforms. -
  - C. Review and approve purchase of duty uniforms for Operations personnel. - \$3,384.46 – 7005.02
  - D. Review and approve the annual \$10,000 contribution to TESERS Retirement system for HFD Personnel. - \$10,000.00 – 8800.01

Commissioner Mayberry pulled Item B. Motion to approve items A,C,D, made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

Commissioner Mayberry asked for further explanation on the purchase of the Class A Uniforms. He asked how these are different from what the Chiefs already have. Chief Menendez explained that they are a different color and design than what we already have, and this is why we are getting new ones for all company officers for uniformity. Commissioner Mayberry asked if this is a sustainable vendor. The Chief explained about the company. Commissioner Berumen asked how sizing works and the Chief explained the process. Motion to approve the purchase of Class A uniforms in the amount of \$22,880.50 from account 7005.02 made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Sheila Tarango HPD Dispatch)
  - Call numbers for August 2024 consist of the following: Alarm 30, Assistance 33, Brush Fire 11, Car Fire 0, Water Leaks 9, Gas leaks 16, Medical 270, MVA 41, Structure Fires 5; Inspections 127.

## **Structure Fires**

### **1. 12888 Untermyer**

- Dispatch received a call in reference to a house on fire at 00:02.
- RT402 enroute 00:03.
- Horizon and Socorro Fire Departments responded.
- Q401 on scene 00:10.
- At 00:12, Q401 requested for additional units to stand down. Upon arrival, no fire was found.
- At 00:20, a fire marshal was requested to respond.
- All units cleared the scene at 1:43.

### **2. 12126 Chapel Hill**

- Dispatch received a call in reference to an oven on fire at 20:24. The residence owner advised she extinguished the fire with a fire extinguisher.
- P403 enroute 20:26.
- Horizon and Socorro Fire Departments responded.
- SQ403 on scene 20:34. SQ403 reported the fire was out. The source of the fire was burning food.
- Additional units were requested to stand down at 20:37.
- All units cleared at 20:54.

### **3. 13307 Mitchell**

- At 6:19, dispatch received a call in reference to smoke on the roof of the residence.
- TR401 enroute 6:21.
- Horizon and Socorro Fire Departments responded.
- TR401 on scene 6:33.
- At 6:38, TR401 reported the fire was extinguished and isolated to the restroom exhaust fan. Additional responding units were requested to stand down.
- All units cleared at 6:49.

### **4. 864 Wake Forest**

- Dispatch received a call in reference to an apartment full of smoke due to an outlet smoking at 6:15.
- RT405 enroute 6:18.
- Horizon and San Elizario Fire Departments responded.
- P403 on scene 6:26.
- At 6:31, additional responding units were requested to stand down.
- At 6:34, RT405 reported the wall was smoking.
- Water on fire at 6:34.
- At 6:36, fire out.
- All units cleared at 6:58.

### **5. 13278 Emerald Creek**

- At 7:11, dispatch received a call in reference to an alarm going off. The reporting party advised the odor smoke inside the residence.
- RT405 enroute 7:13.
- Horizon Fire Departments responded.
- Q401 on scene 7:21.
- At 7:31, CH401 reported pan in the oven contained to the oven.
- All units cleared the scene 7:34.

### **Structure Fires out of District**

1. 15270 Cactus Flower (Montana Vista)
5. 15041 Ferguson (Montana Vista)
2. 10060 Stedham (Socorro)
3. Alameda/Horizon (Socorro)
4. 149 Tassie Way (Socorro)
6. 213 S Stoneside (Socorro)

Commissioner Berumen asked if they report the calls using a 24-hour clock, dispatch stated they do. 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 explained the end of year closeout process. SBNG came today and we worked to finishing up the last coding changes and to move any unused money to the correct accounts. They also did some last-minute clean-ups but there was not much this year as we started the clean process about two months ago. This is also a reflection of our diligent bookkeeping throughout the year. There was a discussion about the new procedure in coding Capital Improvements and this will be shared will all users of the budget. Our goal is to work on records retention for this year so we will be ready for the move. We will also be making some changes to QuickBooks procedures with the front office users. Motion to approve report made by Commissioner Berumen 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 August:** Station 1:230; Station 2:167; Total calls:397
  - **Calls for the year 2024:** 3,291
  - **Stipend:** \$48,267.08 (Three Pay Periods)
  - **Hours:** 3,847.33
  - **Fire Marshal Office:** Resolved one complaint that was citing time it takes to review plans. After looking into the matter. The Deputies conducting the reviews

are well within the time allotted. Email sent advising of such and matter closed. Will be starting the process for selection for the upcoming peace officer academy.

- **Training:** With the arrival of the new aerial Truck 402, we received training over a three-day period on the use of the apparatus. I will be attending the second year of the Fire Chiefs Academy October 6-12, 2024.
- **Fleet:** We took delivery of Truck 402 (Aerial device) and it is now in service. Pumper 402 was also delivered but was sent back as there were many issues with it that needed to be addressed at the shop. Delivery time back to us is unknown. Brush 403 is here and is getting equipment mounted on it as we speak.
- **Personnel:** We had one volunteer resign, stating that this is not what he wanted to do. Interviews were held and 5 new Rookies will start in October. A total of ten interviewed.
- **Response:** Nothing to report, communications report covered items.
- **Special Operations:** We had a couple call outs for drone support with Socorro PD and Horizon PD.
- **HQ:** Construction continues to be on track, there was a major water leak at the corner of Paseo Del Este and Darrington. Water from a broken pipe did flood a portion of the property but does not appear to have caused any major issues. The pipe rupturing was not related to Banes.
- **Misc.:** National Night out is October 1, this coming Tuesday from 1730 to 2100 hours. There will be fireworks at the end. A community meeting was held here on 9/24/24 for the new park that is going to be built in the Horizon View Estates area. This was in coordination with the county.

Chief Menendez spoke about his conversation with Siddons Martin and what our level of expectations are when it comes to quality of our new Fire trucks. Commissioner Berumen spoke about street closures and asked how we are notified. The chief stated there are weekly meetings to discuss the traffic control and plans for emergency responses during construction. Commissioner Berumen also asked about hydrants that are blacked out in the community. Chief asked that you notify the Fire Marshals office so they can look into them. Commissioner Berumen asked if we could meet with the water authority and express our concern about the outages. BOC, Fire Marshal Guillen and Chief Menendez spoke about some possible solutions. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya.

**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	34					243

Total for June 2023: **301** Total for June 2022: **230**

- **Annual Fire Safety Inspections**
  - **89** = FMO Annual Fire Safety Inspections for August 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
    - Julio's Café = 90%
    - Albertson's = 80%
    - Albertson's Shopping Ctr. = 80%
    - McDonald's = 60%
    - ESD HQ=20%
    - 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: La Madeleine (13395 Eastlake); Multiple Tenant Improvements (Wing Kings, A new Dental Office, Offices w/in warehouses, etc); Starbucks (12349 Pellicano); A new triplex apartment complex (1481 O'Sullivan); Several Mobile Food Units; etc
- **Personnel**
  1. FMO needs to hire a new DFM for the replacement of DFM Rodriguez.
  2. We are Short staffed.
- **Training**
  - FMO Weekly Meetings.
- **Miscellaneous Activities & Information**
  - All (3) LEO's attend a TCOLE meeting held in EPTX.
  - Ground-breaking Ceremony for TOHC – Town Hall / City Hall
- **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: National Night out 2024

No questions or comments. 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 spoke about the monthly meeting and that construction is ahead of the projected schedule and steel on the admin building will begin to be erected soon. No action taken.

**11. Discussion and take action on an Interlocal Agreement and Resolution to Authorize use of ESC Region 19 Allied States Cooperative:** Chief Menendez spoke about the reason

for the resolution, and this will be another avenue for us to purchase items at a negotiated price. There is no fee for us to use the COOP. Motion to approve the resolution made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

- 20. Discussion and take action on the Pyrocomm Quote for low voltage, phones and security system for ESD Headquarters:** *(Item was moved)* Representative from Pyrocomm were present at the meeting and spoke about the contract and the equipment proposal. This system will be security, access control, phone system, technology for conference rooms and board room and a 5 year maintenance contract. The Pyrocomm staff spoke in detail about the proposal. Commissioner Booth asked questions about what happens at the end of the 5year contract. This system can be serviced by any vendor in the El Paso area if we choose to not continue with Pyrocomm. The proposal amount is \$875,666 using the Region 19 COOP pricing to come from account 9500.01. Motion to approve proposal made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
  
- 12. Discussion and take action on approval of El Paso County Emergency Services District No. 1 and Horizon Fire Department Agreement:** Chief Menendez presented the contract and explained the few changes that have been made. Commissioners are asking that for future contracts staff provides a red line and clean copy version be available for their review. Motion to approve made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
  
- 13. Discussion and take action on Pay Increases for Administration staff:** - *This item was moved to Executive Session.*
  
- 14. Discussion and take action amending Incentive Pay Chart:** Chief Menendez stated that this will replace the \$1.00 per hour pay differential that is currently given to Peace Officers. The suggested amount for the Peace Officer incentive is \$300.00 month. FM Guillen suggested making different amounts depending on their level of certification. The board is asking for staff to have a tiered amount for review next month. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins.
  
- 15. Discussion and take action amending the Paid Time off (PTO) and Sick Leave schedule for Operations personnel:** Chief Menendez reviewed the current hours for PTO and sick for the Operational staff and what his suggested changes are and the rationalization behind the change. The board is asking that the days be changed to hours in the policy. Motion to approve the changed amount of PTO and Sick Leave for Operations staff made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
  
- 16. Discussion and take action on adopting a revised Operations Pay Scale:** Chief Menendez spoke about the rationale behind increasing pay for the Operational staff. The change in pay will put us within range of other departments in our area. He spoke about two employees who left to go to a higher paying department. This item has been discussed at the budget workshops and the dollar comparison to other departments. The pay changes would go into effect October 6<sup>th</sup>. Motion to approve made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

- 17. Discussion and take action on hiring nine Operations positions, one Fire Administration position and a Full time Public Relations Specialist:** Chief Menendez is asking for the new Operations staff to be hired in December. The newly created Deputy Chief position would be in charge of training. Commissioners asked questions about this new position and how we would be hiring for it. This will be a Chief appointed position and will be a promotion within the department. The Chief is also proposing to move our Public Relations Specialist from part time to fulltime. Motion to approve 9 Operations positions, one Operations administration position (Deputy Chief) and move the PRS position to a fulltime position made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
- 18. Discussion and take action on a Search and Rescue Mutual Aide Agreement (MOU) between El Paso County ESD #1 and El Paso County ESD #2:** Chief Menendez stated that this was reviewed and approved by legal. This agreement has been discussed for several months. Motion to approve made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.
- 19. Discussion and take action on a contract between Hospital of Providence and El Paso County ESD #1 for online Medical Control:** Chief Ames spoke about this contract and the purpose behind it. The Board of Commissioner asked specifics about the contract and how it would benefit the district. The Chief asked for this item to be tabled for further discussion due to some changes discussed. Motion to table made by Commissioner Rankins and seconded by Commissioner Booth.
- 20. Item Moved for discussion after item 11.**
- 21. Discussion and take action on travel request for Fire Instructor 3 Training Course:** Chief Menendez spoke about the benefit to the district to have three people attend this class and receive this certification. Motion to approve sending three people to this course at a proposed cost of \$6,346.03 to come from accounts 7000.02 and 6900.02 made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.
- 22. Discussion and take action on Department change of Health, Dental and Vision Insurance Carrier and new ESD employee benefits contribution amount:** Administrator Ames spoke about the benefit to the department and their employees by changing to Cigna as our medical, dental and vision carrier. In the budget this year the amount budgeted per employee is \$915.00 per month. Motion to approve the increased employer contribution and change to the new carrier made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
- 23. Discussion and take action on TCDRS retirement plan for 2025 and allow Administrator Ames to sign and submit plan as plan administrator:** Administrator Ames is proposing a 12.19% elected employer rate and a one-time contribution of \$90,925.00. These changes will help keep the department as close to being funded as possible. Motion to approve the two changes and to allow Administrator Ames to sign as the plan administrator made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 24. Discussion and take action on Surplus Equipment:** Chief Menendez spoke about the hose and computers to be surplused. Motion to approve the surplus of the items listed made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

- 25. 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 Rankins. Motion carried.

EXECUTIVE SESSION - The Board of Commissioner moved into executive session at 9:01 pm. No action was taken during the executive session and they returned to regular session at 10:14 pm.

**Discussion and take action on Pay Increases for Administration staff.**  
**Discussion and take action on Training Land Purchase.**

### **Regular Session**

- 13. Discussion and take action on Pay Increases for Administration staff:** Motion to approve Administration staff pay increases as discussed, made by Commissioner Booth and seconded by Commissioner Rankins. Commissioner Mayberry abstained from voting. Motion carried.
- 26. Discussion and take action on Training Land Purchase:** Motion to approve action as discussed on Training land made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 27. For the Good of the District:** October 1<sup>st</sup> 5:30-9:30 is National Night out; Christmas parade 12/7 and Department Christmas Party 12/14. We will be hosting four shot clinics. Commissioner Mayberry will be attending a grand opening ceremony on 10/1 for High Desert dental.
- 28. Set date and time for next meeting in October:** October 24, 2024 at 6:30 pm.
- 29. Adjourn:** Motion to adjourn made by Commissioner Anaya. The meeting adjourned at 10:19pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant