

## Minutes of the January 23, 2025 Commissioners Meeting

1. **Call to order:** 6:33 pm
2. **Establishment of a quorum:** Commissioner Anaya, Commissioner Booth, Commissioner Mayberry, Commissioner Rankins were present in person. Commissioner Berumen was absent due to illness.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Swearing in of reappointed Commissioners:** Chief Ames swore in the newly appointed Commissioners, Amanda Anaya, Deanne Rankins and Bill Mayberry.
5. **Discussion and take action on board officer elections:** Motion was made to keep all the officers the same made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
6. **Public Comment:** None
7. **Consent Agenda:**
  - A. Review and approve minutes of the December 19, 2024 meeting.
  - B. Review and approve purchase Class A Uniforms. - \$10,104.70 from account 7005.02
  - C. Review and approve purchase of replacement ipads for Chiefs. - \$3,694.00 from account 9000.01
  - D. Review and approve Personal Protective Equipment (PPE) Annual testing. - \$8,625.00 from account 7850.02
  - E. Review and approve purchase of duty uniforms for Operations personnel. - \$33,747.34 from account 7005.02
  - F. Review and approve the purchase of Rapid Intervention Team (Rit-Pal) equipment, to include bottles and tracker. - \$8,001.06 from account 8100.02
  - G. Review and approve purchase of fire hose. - Deleted
  - H. Review and approve purchase of fire helmets. - \$8,448.95 from account 9100.02
  - I. Review and approve surplus items for ESD. -

Motion to delete item G and approve A-F and H, I made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

8. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Ms. Heredia – HPD Dispatch)

- Call numbers for November 2024 consist of the following: Alarm 50, Assistance 41, Brush Fire 15, Car Fire 4, Water Leaks 3, Gas leaks 17, Medical 308, MVA 42, Structure Fires 2; Inspections 76.

**Structure Fires**

**1. 1578 S Kenazo**

- Dispatch received a call in reference to smoke inside the garage at 22:16. The source of the smoke was coming from the breaker box.
- RT405 enroute 22:19.
- Horizon, Clint, and Socorro Fire Departments responded.
- RT405 on scene 22:22.
- At 22:23, RT405 requested for additional responding units to stand down.
- All units cleared the scene 22:35.

**2. 12770 Untermyer**

- Dispatch received a call in reference to a shed on fire at 19:56.
- P403 enroute 19:57.
- Horizon, Clint and Socorro Fire Departments responded.
- TR402 on scene 20:06.
- Additional responding units were requested to stand down at 20:08.
- At 20:13, TR402 reported no fire and all units cleared the scene.

**Search and Rescue**

**1. 6900 Hueco Tanks**

- Dispatch received a call in reference to a hiker with ribs broken protruding and bleeding at 14:43.
- CH402 enroute 15:00.
- CH402/B401/SAR401/B403/RT403 responded.
- SAR401 reported patient contact at 15:26.
- At 15:32, RT501 reported a 34-year-old female fell through a cave and would be requiring extrication.
- Patient off the mountain heading to the base camp at 19:12.
- Patient was transported to a local hospital at 19:34.
- All units cleared the scene at 21:26.

**Fires out of District**

1. Montana/Desert Storm (Montana Vista)
2. 3624 Cottontail (Montana Vista)
3. 10172 Haynes (Socorro)
4. 9977 Melissa (Socorro)
5. 9935 Alameda (Socorro)
6. 15270 Tungsten (Clint)

Board had no questions or comments. Motion to approve, made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

9. **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). No report given.
10. **Review and approve Chief's report on run volume, stipend, training, fleet, personnel, fire response, building construction and additional fire information:** (Report given by Assist, Chief Ames)
  - **Calls for the month of December:** Station 1: 286; Station 2:140; Total calls:426
  - **Calls for the year 2024:** 4,948
  - **Stipend:** \$33,536.29
  - **Hours:** 2,637.83
  - **Fire Marshal Office.** Deputy Fire Marshal Garrett is now in the Police Academy at community college. Will be having a meeting with a county representative about a building that is being
  - **Training:** Assistant Chief Ames attend a course by the International Association of Fire Chiefs, second in command, He came back with new knowledge and a network of new contacts.
  - **Fleet.** Several units have been taken in for general maintenance. All units are in service, currently Brush 402 is on deployment in North West Texas.
  - **Personnel:** Upcoming interviews for Horizon FD will be occurring the end of this month. Approximately 26 applicants will be interviewed. Three personnel are on a TIFMAS deployment (Chief Menendez, Captain Aguilar, FF Williams). TIFMAS is Texas Intrastate Fire Mutual Aid System. We will be hiring for the vacancies we still have on the ESD (2). Also a promotional exam has been listed for Lt. and Engineer exam will be coming in the next few months for both the ESD and HFD. We have promoted Barndon Kovach to Deputy Chief, and we have two new Engineers, Eng Javier Licon and Eng Eric Berumen. The promotional ceremony will be on February 20<sup>th</sup>, location to be determined.
  - **Response:** There were a number of structure fires this month. The largest one being the school annex in Fabens. Crews were there for over 12 hours. Aerials were used for defensive operations. No equipment was damaged and no personnel were injured. We did have exposure reports for Asbestos, all the gear was washed, luckily minimal hose was used.
  - **Special Operations:** Team responded to a fall in the Hueco Mountains. Pt was removed from the mountain in just a few hours. We had multiple drone call outs assisting law enforcement with missing persons and missing subjects.
  - **HQ:** Multiple meetings are now occurring weekly. The meetings are about electrical, appliances, furniture, SCBA equipment room equipment location, technology and TV mounting.
  - **Misc.:** As mentioned three members are on a deployment with TIFMAS. This is a fully reimbursable deployment to include hotel, fuel, hourly rate and back fill (bringing in off duty personnel to cover). This agency is part of the state and is needed

for wild land fires that occur throughout Texas. Deployments can last up to 14 days, but may last much less. Being involved with this agency allows us to obtain funding for another brush truck, gives the members the needed experience, and builds a network with state representatives. I can tell you being on this deployment I have been shown tactics and administrative methodology that I have not been exposed to ever. Also the truck is on an hourly rate and will be reimbursed from portal to portal. Plus an additional 5% is added for department administration.

The board had no questions or comments. Motion to approve the Chief’s report made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

**11. 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	25	22	24	30	344

Total for 10/2023: **462** Total for 10/2022: **313**

- **Annual Fire Safety Inspections**
  - **47** = FMO Annual Fire Safety Inspections for December 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
    - ESD HQ= 55%
    - Chilaquiles Buen Dia = 50%
    - Drunken Crab = 30%
    - Vista Market=10%
    - Nusenda Credit Union = 0%
    - Apartment Complexes – Milestone/Eastlake apts
    - Residential Communities
    - Shopping Centers and Warehouses
    - High Pile Combustible Storage Racking Systems
    - Assorted Fire Protection Systems

New Business Open to the ESD: The Retreat at Eastlake Apts., Bldg. #1 (13520 Eastlake); OTT Taekwondo (13649 Eastlake); Great Clips (12320 Eastlake); etc.

- **Personnel**
  - We are still short-staffed. (1) PT vacancy pending within the FMO.
  - DFM Hiller started the LETA at EPCC on January 21<sup>st</sup>, 2025.
- **Training**

- FMO Weekly Meetings.
- **Miscellaneous Activities & Information**
- Closed out the 2024 Calendar Year.
- No issues reported by ESD FD or HFD in reference to the New Year Fireworks Selling Season
  - 4 Applicants [ 915 Fireworks (x1); Planet Fireworks (x2); and TNT Fireworks (x1)

- **Future Events:**

\*\*Assigned a Public Education Request (PER) for Fire Extinguisher Training Class for TE Connectivity (a business) in February 2025

Commissioners had no questions. Motion to approve the Fire Marshal report made by Commissioner Anaya and seconded by Commissioner Rankins.

12. **Discussion and take action on the presentation of the Fiscal year 2024 audit:** The audit was presented by Tello Cabrera and Daniella Rivers. Audit on Financial Statement using Government Auditing standards and this year's audit has a clean audit opinion, meaning no signs of control deficiencies, no instances of abuse or fraud and no troubles with management in completing the audit. The statement of net position, balance sheet, fund balances, statement of revenues and expenditures were explained. Mr. Cabrera spoke about the arbitrage that will be owed in the next fiscal year. The total expense per call is \$3,411 and operating expense per call is \$1,038. Reserve is 200%, which allows the district to operate for two years. Questions came from the County representative regarding the arbitrage fee. This fee is not a penalty or fine, it is just the amount of interest in excess of the interest rate. Mr. Cabrera congratulated the management team for being organized and having good records to make the audit seamless. He spoke about Capital expenditures and having a different approach to the accounts. Motion to approve the audit made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
13. **Discussion and take action on the ESD Technology Security Plan:** Item was moved to Executive session at 7:45pm; The board returned to regular session at 8:45pm. Motion made by Booth to approve the Technology Security plan as presented, motion was seconded by Commissioner Rankins. Motion carried.
14. **Discussion and take action on Policy and the purchase of department issued weapons for Peace Officers:** Motion to table item made by Commissioner Rankins and seconded by Commissioner Anaya. Commissioner Booth is asking for a future item to discuss the need to have a central place to house policies and approval of documents and versions.
15. **Review of the 2024 Infection Control and Exposure Control plan evaluation:** The report was given by the Employee Health Nurse, Pat Mayberry. She stated that we have 100% compliance with annual requirements. She spoke about annual physical results, and some are in need of better physical conditioning. All Employees tested received a fit for duty clearance. Motion to approve the report was made by Commissioner Anaya and seconded by Commissioner Rankins.
16. **Headquarters Construction project on approval of change orders and associated fees, project, project requests, and approval and change of architecture design/plans:** Administrator Ames spoke about the construction progress on the building. She presented a quote for the tool and drone cages for the Headquarters building in the amount of

\$28,975.00 to come from account 5700.04. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

17. **Discussion and take action on the purchase of Peace Officer Duty belts and accessories:** Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
18. **Discussion and take action on purchase of SCBA Washer for the Headquarters Building:** Assist. Chief Ames presented a quote for an SCBA Washer for the new building. This washer will be used to decontaminate masks, paks, bottles, gloves and boots. The cost of the machine is \$34,795.00 to come from account 9505.01. Three quotes were received and this was the lowest quote. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
19. **Discussion and take action on the purchase of gear dryers for the Headquarters building:** Assistant Chief Ames presented a quote for gear dryers for the Headquarters building in the amount of \$10,299.98 from account 9505.01. Motion to approve made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
20. **Discussion and take action on Policy and the purchase of an Autopulse maintenance contract:** Assistant Chief Ames presented a service agreement for the Autopulse purchased at the end of last Fiscal Year. The cost for a 3-year service agreement is \$5,103.00 from account 5705.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins.
21. **Discussion and take action purchase of Replacement Personal Protective Equipment (PPE):** Assistant Chief presented a quote for replacement/additional gear for operations staff in the amount of \$86,935.00 from account 9503.01. Motion to approve made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
22. **Discussion and take action on purchase of Uescopes (video laryngoscope):** Assistant Chief Ames presented a quote for Uescopes that will be used for improved intubation in the field in the amount of \$11,085.00 to come from account 9200.02 and 6050.02. Commissioner Booth asked who can use this piece of equipment and Chief Ames spoke about the personnel who will use it and the benefits of the equipment. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
23. **Discussion and take action on a travel request for TEEEX Fire Service:** Assistant Chief Ames presented a travel request for Chief Menendez to attend a Chief Executive Officer's training for an estimated cost of \$4,524.20 to come from accounts 6900.02 and 7000.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
24. **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.
25. **Discussion and take action on the ESD Technology Security Plan: -*(Duplicate item)***  
*Action was taken on ITEM # 13 – EXECUTIVE SESSION from 7:45-8:45pm.*

26. **For the Good of the District:** Chief Ames spoke about the promotional Ceremony and that we will be possibly going to another facility due to the size of the ceremony. Chief Kovach thanked the Board for their support of the Fire Chief in his new promotion. Target solutions is up and running and moving towards our ISO Rating score.
27. **Set date and time for next meeting in February:** February 27, 2025 at 6:30pm
28. **Adjourn** – Motion made by Commissioner Booth. Meeting adjourned at 9:26pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant