

Minutes of November 20, 2025 Commissioners Regular Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Anaya, and Commissioner Rankins, Commissioner Booth and Commissioner Berumen were in attendance.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of October 30, 2025 meeting.
 - B. Review and approve purchase of Gas monitors. - \$16,745.00 from account 9450.02.

Motion to approve the consent agenda made by Commissioner Anya 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 Irlanda Huerta from HPD Dispatch)
 - Call numbers for September 2025 consist of the following: Alarm 25, Assistance 37, Brush Fire 11, Car Fire 1, Water Leaks 10, Gas leaks 12, Medical 294, MVA 59, Structure Fires 2; Inspections 117.

Structure Fires

1. **13732 Paseo Central Ave. (District 433)**
 - 06:03 – Dispatch received a call in reference to a backyard fire spreading.
 - 06:04 – P403 was dispatched reference a brush fire. A second call was received reporting the porch was on fire. Call was upgraded to a structure fire.
 - 06:05 – Fire Departments dispatched: Horizon Fire Station 1 and 2, along with Clint and Socorro Fire Departments. Additional calls were received reporting a house on fire.
 - 06:06 – P403 enroute.
 - 06:12 – P403 arrived on scene and reported slight white smoke visible. The incident was reported as a condition 1 fire.
 - 06:13 – TR402 and Q401 arrived on scene.

- 06:14 – 360 was completed. The fire was reported in the charlie delta corner in the back porch.
- 06:17 – Water on fire.
- 06:22 – Utilities were secured, and a fire marshal was requested.
- 06:26 – Incident command reported the fire was knocked down and checking for extensions.
- 06:33 – Fire under control.
- 06:46 – Incident command reported the fire was knockdown and hot spots were checked. All crews were out of structure.
- 07:39 – El Paso Fire Marshal Investigator arrived on scene.
- 09:19 – All units cleared the scene.

2. 14621 Valentin Dr. (District 406)

- 08:01 – Dispatch received a call reporting burnt odor coming from the floor and the floor felt hot. Caller also reported hearing the floor lifting and what appeared to be the sound of gas.
- 08:02 – Fire departments dispatched: Horizon Fire Station 1 and 2, along with Socorro and Clint Fire.
- 08:03 – P403 enroute.
- 08:08 – P403 arrived on scene and reported no visible fire or smoke.
- 08:14 – P403 requested to cancel additional responding units, advised P403 and RP401 will be able to handle.
- 08:23 – All units cleared the scene. Incident was caused by a water line break.

Structure Fires out of District

1. Montana Vista

- 13999 Montana Ave, Space 48
- 14797 Van Ln
- 6921 Stack Pole Rd.
- 6766 Tunisia St.

2. Socorro Fire

- 120 N. Nevarez Rd: Nevarez Palms Apartments
- 624 Poona Rd.

Search and Rescue

1. 14504 Orchid Dr. (District 454)

- 21:21 – Horizon City Police Department received a call reference a missing adult.
- 21:40 – Search and rescue team was requested by Horizon City Police reference assistance to locate missing adult.
- 21:41 –TR401 enroute.

- 21:42 – Horizon Police advised to cancel search and rescue request. The missing person was located.

Commissioners had no questions. Motion to approve report made by Commissioner Booth and seconded by Commissioner Rankins. Motion Carried unanimously.

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 stated that the FY 25' audit has begun and SBNG has been in the office doing walkthrough's. She discussed how the front office has been covering the vacant Fire Marshal Admin Assistant. We have posted the position internally and if no one applies we will then post it in Indeed. Report was for information only, no action taken.
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 October:**
 - a. Station 1: 264
 - b. Station 2: 153
 - c. ESD No.1 HQ: -
 - d. Total calls: 417
 - e. **Calls for the year 2025:** 4,264
 - **Stipend:** \$ 36,468.93
 - **Hours:** 3,082.30
 - **Fire Marshal Office:** Deputy Fire Marshal Joe Hernandez will be completing the law enforcement academy and graduating in December.
 - **Training:** There has been abundance of training this month to include extrication, and Wildland firefighting. The training division is introducing a training calendar for all personnel to keep track of all the opportunities for continuing education and professional development.
 - **Fleet:** We have had some minor issues with the larger apparatus. The lead fire mechanic has started to work on the units. PS Trax which is where we document all the issues is being tracked by the mechanic. Weekly reports will be submitted to me to track the progress and issues as they come in.
 - **Personnel:** We lost one member from the ESD. We are doing an internal announcement before we go external.
 - **Response:** Nothing additional to report
 - **Special Operations:** Rope Rescue training will be starting in a few days. This training is 2 weeks in duration.
 - **HQ:** We continue to work on items that are in need of completion, repair or adjusting. The storage room with the special fire protection system is being worked on. They have removed the false ceiling and added a permanent hard ceiling. Expected completion is in the next few days.

- **Misc.:** Christmas party is on December 13, invitations to go out very soon. Christmas parade for Horizon is also on the 13th of December. We will also be doing our 2nd annual tree lighting on November 24 at Station 2 at 1630 hours. I was invited to speak at the South West Fire Conference here in El Paso in January. I was also asked to teach a course in February for the conference that takes place in Fort Davis. The topic to be taught is on Leadership.

Commissioners had no comments. Motion to approve the Chief’s report made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried unanimously.

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 Moreno)

	J	F	M	A	M	J	J	A	S	O	N	D	2025
Construction	36	23	43	23	20	10	24	22	25	28	00	00	254

Total for 10/2024: **290** Total for 010/2023: **375** Total for 10/2022: **272**

- **Annual Fire Safety Inspections**

- **49** = FMO Annual Fire Safety Inspections for October 2025, as per ESO Inspection Report
- **00** = SWO decals were applied at:

- **New Building Construction**

- FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - ESD HQ= 99% TCO
 - High Desert Oral = 90%
 - Vista Market=75%
 - Horizon Funeral Home = 75%
 - Verizon Eastlake = 10%
 - Orange Cow Burger = 100%
 - Shopping Centers and Warehouses
 - High Pile Combustible Storage Racking Systems
 - Assorted Fire Protection Systems

New Business Open to the ESD: Cognitive Behavioral (13650 Eastlake); Club Pilates (13647 Eastlake); Green Dental Clinic (13700 Horizon); Panera Cafe (Eastlake); Love Pho (Eastlake); Super Auto Plus/Gardea Furniture (Horizon).

- **Personnel:**

- The (2) two Part-time DFM employees began their 5th month with FMO. Both are doing well.

- DFM Hernandez has begun his final phase of training at EPCC LETA. His graduation date has been moved up to December 11th. His final day of training is December 12th.
- **Training:**
 - FMO Weekly Meetings.
 - All DFM's certified as EMT's are completing their Medical CE's online in Vector Solutions program.
 - FM Mike Franco and DFM Garret Hiller attended the Texas Fire Marshal Association Conference at the end of October. Some of the topics presented: Lithium-Ion batteries, BDA Radio Systems, Human Trafficking, & FSS in college dorms.
 - FMO Peace Officer have completed and qualified with Red Dot Optics on our weapons. We are hosting Taser training here at our new facility on December 4th and 5th.
- **Miscellaneous Activities & Information:**
 - FMO is continuing with our transition to new facility, but we are functioning at 100% with inspections, plan review, plan intake, and construction site inspections.
- **Future Events:**
 - Christmas Party and Christmas Parade on December 13th.

Commissioners had no questions. Motion to approve the Fire marshal report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried unanimously.

10. **Discussion and take action on a the Department organizational chart:** Commissioner Mayberry has requested that this item be tabled. Motion to table made by Commissioner Anaya and seconded by Commissioner Berumen. Motion passed unanimously.
11. **Discussion and take action on the sale of property and building at 14159 Nunda:** This item was moved to Executive session.
12. **Discussion and take action on the approval of four Fire Fighter Positions:** Chief Menendez presented a plan to hire four fire fighters, one for shifts A-C and the additional will be placed where needed and these positions were budgeted. Commissioners had a question about the overtime cost for the last year, but those numbers are not available at this time. Commissioners asked about volunteer staff members and how they are used for shifts. Chief also spoke about TIFMAS deployments, and these additional staff will also assist with backfill during these deployments. Motion to approve the four additional fire fighter positions made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried unanimously.
13. **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:** Administrator Ames spoke about the punch list items that are being completed and change orders for small items that need to be corrected for operations. Report was for information only. No action taken.

14. **Discussion and take action on the purchase of Brush truck equipment:** Chief Menendez presented a quote for equipment for the new brush truck that will be delivered in March. The equipment totals \$11,457.87 to be purchased from account 9503.01. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried unanimously.
15. **Discussion and take action on the purchase of a mechanics truck:** Chief Menendez spoke about the three different quotes for the mechanics truck and equipment. The recommended quotes for the truck, box and accessories totaled \$143,261.64 to come from account 9504.01. Chief spoke about the use of the truck and the proposed items to be mounted on it. This truck will be purchased in cash that was budgeted. Commissioner Berumen asked about the recent invoices for vehicle repair and the cost savings we will have from having our own mechanic, this will be determined in the coming months. Motion to approve the purchase made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried unanimously.
16. **Discussion and take action on the purchase of Fire Fighter gear:** Chief Menendez presented a quote to purchase 20 sets of gear for a cost of \$92,590.00 to come from account 9503.01. The order time for this gear is 3 months and will be for anticipated hires in the coming months. Commissioner Mayberry stated that in the future he would like to see two sets of gear for each person. Motion to approve the purchase made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried unanimously.
17. **Discussion and take action on Hydrostatic testing for SCBA bottles:** Chief Menendez stated that all of our SCBA bottles are five years old and need to be tested as per regulation. The cost to have the bottles tested is \$16,171.00 to come from account 7850.02. Motion to approve made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried unanimously.
18. **Discussion and take action on travel requests for Safe-D conference:** Administrator Ames presented travel requests to send nine people to the SAFE-D Conference. The projected cost is \$19,411.91 to come from accounts 6900.01 and 7000.01. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried unanimously.
19. **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:** Motion to delete made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried unanimously.

Executive Session: The Board retired into executive session at 7:25pm.

20. **Discussion of legal matters.** – No action taken

Return to Regular Session – The Board returned back to regular session at 8:03pm.

21. **Discussion and take action on legal matters:** No action taken

Item 11: Motion to approve appraisal on land and Building at 14159 Nunda and approved plan as discussed in Executive session. Motion made by Commissioner Rankins and seconded by

Commissioner Booth. Motion carried unanimously.

22. **For the Good of the District:** Chief Menendez stated that the department Holiday part will be December 13 at 6:00pm and the Horizon Christmas parade will also be the same day at 10:00am. We will be having our Station 2 tree lighting ceremony on November 24th from 4:30-6:00 pm.

23. **Set date and time for next meeting in December:** Due to the Christmas Holiday the next meeting will be scheduled for December 18, 2025, at 6:30pm

24. **Adjourn** – Motion made by Commissioner Booth. Meeting adjourned at 8:07 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant II