

## Minutes of the November 21, 2024 Commissioners Meeting

1. **Call to order:** 6:31 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 October 24, 2024 meeting.
  - B. Review and approve the purchase of Wildland Boots. - \$3,690.00 from account 9503.01.
  - C. Review and approve purchase of Microblaze and Class A Foam. - \$16,632.00 from account 8100.02.
  - D. Review and approve the replacement of Security Camera Network Video Recording (NVR) for Station 1&2.
  - E. Review and approve \$2,000 payment towards Spring First Responder Baseball night.
  - F. Review and approve purchase of mounting hardware for MCT's for new QRV's - \$2,600.92 from account 9000.02.

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

Commissioner Mayberry asked if the NVR replacement was going to be compatible with the new system for the Headquarters. Administrator Ames explained why we need to replace the system and that it will be the same NVR's as the Headquarters. Motion to approve item D in the amount of \$28,377.04 from account 7700.01 made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried. Commissioner Mayberry asked why we were paying for a portion of the spring employee retention event? Chief Menendez explained that the number of ESD employees is about the same as the number of HFD employees, so the ESD needs to contribute funding to the Employee Retention events. Motion to approve the \$2,000 from account 5900.01 made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

6. **Review and approve communications report on monthly calls as reported by Horizon**

**City dispatch:** (Report was given by Elva Ramos – HPD Dispatch Supervisor)

- Call numbers for September 2024 consist of the following: Alarm 35, Assistance 29, Brush Fire 12, Car Fire 2, Water Leaks 8, Gas leaks 11, Medical 269, MVA 47, Structure Fires 1; Inspections 145.

### **Structure Fires**

#### **1. 244 Hunstanton**

- Dispatch received a call in reference to a stove smoking at 2:25.
- TR402 enroute 2:27.
- Horizon and Socorro Fire Departments responded.
- TR402 on scene 2:32.
- At 2:36, TR402 reported the source of the smoke was coming from stove was due to food left on stove top. Additional responding units were requested to stand down.
- All units cleared at 2:39.

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

1. S Ascencion/Temprance (Clint)
2. 14912 Loera (Clint)
3. 14813 Las Colonias (Clint)
4. 10233 Kendrick (Socorro)
5. North Loop/Horizon (Socorro)
6. Carbajal/Bovee (Socorro)

Board had no questions or comments. Motion to approve, made by Commissioner Rankins and seconded by Commissioner Booth. 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 the audit progress and that she had a meeting with SBNG and another firm to discuss the positive arbitrage on our ESD Headquarters loan. Administrator Ames reviewed the engagement letter with a firm that can calculate the arbitrage amount. Motion to approve the letter of engagement in the amount of \$3,500.00 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 October:** Station 1:248; Station 2:158; Total calls: 406
  - **Calls for the year 2024:** 4,086
  - **Stipend:** \$ 34,553.6
  - **Hours:** 4,016.15
  - **Fire Marshal Office:** We conducted interviews and hired a part time employee. He will start in the coming weeks. He works for El Paso Fire and brings the certs necessary to start right away. We still have an opening for another part timer.

- **Training:** We will be sending two FF's to the Texas EMS conference this weekend. We held some extrication training for all three shifts and turns out they had an actual incident in which the skills they reviewed were utilized.
- **Fleet.** All trucks are operational, we have some minor warranty issues that are being addressed. The two new pickups are at the dealership, and they are getting upfitted with the camper shell and bumper. They should be here sometime late December to early January.
- **Personnel:** We hired 5 personnel on the volunteer side and one resigned two days later. We held a test for the full-time positions to complete "C" shift. Eight personnel appeared to take the test. The test results have not been posted yet, they go out on Friday. If you would like to know the results come see me after the meeting. We did have a debrief that occurred with the Chaplain that involved one of the incidents listed below. No further action was necessary.
- **Response:** We did have two significant MVA's, both involving extrication and fatalities. Crews responded to a car fire and while pushing the car off the roadway they struck a car. The owner of the other vehicle was notified, and no further action was taken. A police report was created just in case and for documentation. Nothing else to report.
- **Special Operations:** Drone call outs continue, we had one this month.
- **HQ:** Banes is making great progress, they are still waiting on some steal. Weekly meetings continue and will be changing in the near future to daily. They have asked us for appliances; to assure they meet the required power needs and dimensions.
- **Misc.:** We will have our first annual Christmas Lighting at Station 2. Every year it will change locations. It will be on November 25, from 4:30 to 6:30. We have invited Santa and Sparky to attend. December 7 is the Horizon city Christmas parade; it is scheduled to start at 1000 am. The route has changed and will be going down Eastlake to Kenazo and end at Horizon Blvd. Santa will be with us on the Tiller. We will be the very last of the parade. December 14 is the annual Christmas Dinner. If you have not RSVP'd please do so as soon as possible.

Motion to approve the Chief's 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	25	22			290

Total for 10/2023: 375 Total for 10/2022: 272

- **Annual Fire Safety Inspections**

- **79** = FMO Annual Fire Safety Inspections for October 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= 45%
    - Several Tenant Improvements
    - Buffalo Wild Wings = 0%
    - Panera Café = 0%
    - Hospitals of Providence = 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: Julio's Cafe (13464 Eastlake); Albertson's = TCO – Full Use; The Shell Shopping Strips (561 Darrington; 13640 Doncaster & 13681 Eastlake); McDonald's (13651 Eastlake); Several Mobile Food Units; etc.
- **Personnel**
  - FMO interviewed (1) DFM applicants via Indeed.
  - We are still short-staffed. Fire Arson Class upcoming and DFM Hiller attending the Law Enforcement Officer (LEO) Academy starting January 2025 through June 2025.
- **Training**
  - FMO Weekly Meetings.
- **Miscellaneous Activities & Information**
  - Nothing to report.
- **Future Events:**
- (2) DFM's are taking virtual classes for the New Mexico Fire Training Academy – Arson Course.
- DFM Hiller is preparing for the next LETA at EPCC in January 2025.
- Several community events:

Commissioner Berumen asked about the Christmas parade and who leads the safety aspect of the event. Chief Menendez spoke about the process and how the safety meetings are run for participants. The Chief spoke about making an Emergency plan for next year's floats prior to the parade. Motion to approve 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 spoke about getting quotes for appliances and that we will be working on the size of the TV's for offices for rough ins. Chief presented a quote for metal paneling for the interior of the Apparatus Storage building to help protect the insulation on the walls. He is asking for an allowance of \$5,000 for the cost of this project to come from the construction account. Motion made to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

- 11. Discussion and take action on a contract between Pearsall Emergency Medicine Associates, PA and El Paso County ESD #1 for online Medical Control:** Motion to table made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
- 12. Discussion and take action on Policy and the purchase of department issued weapons for Peace Officers:** Chief Menendez is asking for this item to be tabled so he may continue to review the policy with Commissioner Rankins. Motion to table made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.
- 13. 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.
- 14. Discussion and take action on a Training/Certification Sponsorship request for DFM G. Hiller:** Chief Menendez presented a Sponsorship request for DFM Hiller to attend Peace Officer school in the amount of \$4,400.00 with a start date of January 2025 and an estimated completion of July 2025. Motion to approve was made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
- 15. Discussion and take action RIT Under Fire – Chief Training:** Chief Menendez presented travel requests for himself and Assist. Chief Ames to travel to the RIT Under Fire training for an estimated cost of \$10,032.98 to come from account 6900.02 & 7000.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 16. Discussion and take action on RIT Under Fire – Operations Training:** Chief Menendez presented a travel request for LT. Torres and LT Cease to attend RIT under Fire training for an estimated cost of \$9,317.98 to come from account 6900.02 & 7000.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 17. Discussion and take action on striping for two new Quick Response Vehicles purchased in the previous Fiscal Year:** Chief Menendez stated that the two vehicles approved last budget will be arriving in the next few months and this quote is to get them striped in the amount of \$2,790.00 to come from account 7950.02. Motion to approve made by Commissioner Rankins and seconded by Commissioner Booth, Motion carried.
- 18. Discussion and take action on Surplus property:** Motion to approve surplus property made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
- 19. 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 Berumen and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION - The Board of Commissioner moved into executive session at 7:47 pm. No action was taken during the executive session, and they returned to regular session at 8:04 pm.

- 20. Discussion and take action on Training Land purchase:** No action taken.

## Regular Session

- 21. Discussion and take action on Training Land Purchase:** Motion to approve offer price and Letter of Intent pending legal review, made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 22. For the Good of the District:** Chief Menendez recapped the event dates for December.
- 23. Set date and time for next meeting in December:** December 19, 2024, due to the Christmas Holiday.
- 24. Adjourn –** Motion made by Commissioner Booth. Meeting adjourned at 8:07pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant