

Minutes of December 18, 2025 Commissioners Regular Meeting

1. **Call to order:** 6:31 pm
2. **Establishment of a quorum:** Commissioner Anaya, Commissioner Booth and Commissioner Rankins were in attendance. Commissioner Mayberry and Commissioner Berumen were absent due to illness.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of November 20, 2025 meeting.

Motion to approve the consent agenda made by Commissioner Anya and seconded by Commissioner Booth. 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 37, Assistance 33, Brush Fire 11, Car Fire 4, Water Leaks 3, Gas leaks 13, Medical 306, MVA 59, Structure Fires 1; Inspections 88.

Structure Fires

1. **12901 Bob Hope Dr. - Ben Narbuth Elementary (District 432)**
 - 07:58: Dispatch received a report of a fire alarm activation with smoke inside the school. School was evacuated.
 - 7:59: Horizon Fire Station 1 and 2, along with Socorro and Clint Fire Departments were dispatched.
 - 08:01: TR401 and CH401 enroute.
 - 08:07: CH401 on scene, reported no fire or smoke showing, condition 1 fire.
 - 08:14: TR402 advised the alarm activation originated from the fire alarm panel and was determined to be a system malfunction. No smoke or fire was present. CH401 canceled Socorro Fire Department response.
 - 08:20 – All units cleared scene.

Structure Fires out of District

1. 10225 Celedon Cir. (District 709)
2. 3901 State Jail Rd. (District 501)
3. 3762 Judy Marie Ln. (District 502)

Search and Rescue

1. 6900 Hueco Tanks Rd.

- 14:03: Dispatch received a call reporting a 29-year-old-male hiker who had fallen and sustained injuries to his legs.
- 14:04: Montana Vista Department was dispatched. Fire STAR was requested. P501 enroute.
- 14:06: CH501 requested activation of County Search and Rescue (SAR).
- 14:08: SAR401 enroute.
- 14:12: Additional Search and Rescue Members responded to incident.
- 14:19: CH501 on scene at the entrance of Hueco State Park.
- 14:29: Hasty Team deployed to make contact with patient.
- 14:38: Hasty Team made patient contact. Patient was unable to apply pressure on right ankle.
- 14:49: Anchor Team 1 and 2 began ascending the mountain to assist with extraction operations.
- 14:56: Patient was packaged. Hasty Team advised to cancel Fire STAR.
- 15:34: Patient transferred to the Anchor Teams.
- 15:51: Anchor Teams initiated operations to bring the patient down the mountain.
- 16:15: Patient off the mountain and brought to ground level.
- 16:41: Life Ambulance obtained patient refusal.
- 16:52: All units cleared scene.

No questions from the Board. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. 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 spoke about key accounts that saw increases or decreases over the average for the two month period of the budget. She also spoke about the audit process. Commissioner Booth asked

for the budget with monthly expense totals that will help with tracking and determine if spending is on track and to help identify budget pitfalls early on. Motion to approve the financial report made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried unanimously.

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 November:**
 - Station 1: 276
 - Station 2: 179
 - ESD No.1 HQ: 0
 - Total calls for the month: 455
- **Calls for the year 2025:** 4,719
- **Stipend:** \$33,980.15
- **Hours:** 3,020.40
- **Fire Marshal Office:** DFM Joe Hernandez is back from Community College. We have a meeting set up for January 8th to discuss the Ordinance and Interlocal with the ESD's and the County. This is a working group meeting and other entities, including El Paso Fire will be present at the meeting. Fire Marshals division completed their Tazer training.
- **Training:** Members attended an RTI (Responding to the Interface) course taught by the International Association of Fire Fighters. This course was a train the trainer, future courses in 2026 will be scheduled to spread the knowledge. The class is designed for fire departments that have wildfires that transition to the urban interface.
- **Fleet:** Attached you will find the weekly update of what has been repaired and what has had preventative maintenance done. The ladder testing is being performed this week, and we did have two ladders that were placed out of service as one needed some parts to be repaired and the other will be a complete replacement as the ladder had a hole in it from where it was rubbing. The two new units, FM and Rescue should be here next month. The Fleet repair truck has no current eta. The new Type III is expected to be ready in March.
- **Personnel:** We will be hiring more volunteers in the coming days and they are expected to start sometime in January. We have over 40 applicants that have submitted interest.
- **Response:** Nothing more to report
- **Special Operations:** The C*SAR team is at full capacity on the LEO (Law Enforcement Officer) side of the house. We will be putting out an announcement for other County FD's to join in February. I was able to set up an account with TAKware. This is a free software that will allow Command to see where all the members are when on an incident. This is done through a tablet or phone. We are jumping on board with TX DPS to facilitate this project. This will be used on both the team AHRT and C*SAR. AHRT (All Hazards Response Team) is at five members as we had one FF

drop as she is starting school full-time. We will be placing an announcement in February to recruit three more to get us at the eight that was approved. I have a meeting with Lt Morales to discuss the operational objectives I would like to set for the team.

- **HQ:** Banes is still here but they are making progress every day. The biggest hurdle is the storage room with the extinguishment system. They are on their final test and hope to have that project completed by end of week to allow for the storage shelves to be installed.
- **Misc.:** We are working with UMC to get our paramedic students an opportunity to do their clinicals in the ER, ICU, and L&D. The MOU was sent to legal for review and approval.

Chief spoke about some additional training and software that will be utilized for the department. Commissioner Rankins asked about having a cost analysis for six months of what we have saved from having a mechanic versus us paying a third party. Commissioner Anaya asked about the UMC agreement and having some extension opportunities. Commissioner Booth stated that he went into the shop and was impressed with the cleanliness and organization of the equipment. Motion to approve the Chief’s report made by Commissioner Anaya 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 Fire Marshal Franco)

| | J | F | M | A | M | J | J | A | S | O | N | D | 2025 |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|------|
| Construction | 36 | 23 | 43 | 23 | 20 | 10 | 24 | 22 | 25 | 28 | 36 | 00 | 290 |

Total for 11/2024: **314** Total for 11/2023: **406** Total for 11/2022: **291**

- **Annual Fire Safety Inspections**
 - **40** = FMO Annual Fire Safety Inspections for November 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
 - Dairy Queen = 0% - Plan Review
 - Vista Market=80%
 - Horizon Funeral Home = 80%
 - Nusenda CU – Eastlake = 0%
 - Horizon Municipal Bld. = 90%

- Verizon Eastlake = 20%
- The Hospital of Providence = 10%
- Shopping Centers and Warehouses
- High Pile Combustible Storage Racking Systems
- Assorted Fire Protection Systems

New Business Open to the ESD: Orange Cow (Eastlake) Signature Nails (12650 Pellicano); High Desert Oral (12780 Rojas); Green Dental Clinic (13700 Horizon); Panera Cafe (Eastlake); A Toda Mar (Eastlake); Love Pho (Eastlake).

- **Personnel:**

- The (2) two Part-time DFM employees began their 6th month with FMO. Both are doing well.
- DFM Hernandez has passed his TCOLE exam to be licensed as a peace officer. His final day of training was December 12th, and he has since returned to our office.

- **Training:**

- FMO Weekly Meetings.
- All DFM's are completing their required CE training for Medical & Structural Fire online in Vector Solutions program.
- FMO Peace Officers have completed and qualified as Taser Instructors through our Axon distributor.

- **Miscellaneous Activities & Information:**

- FMO Weekly Meetings.
- All DFM's are completing their required CE training for Medical & Structural Fire online in Vector Solutions program.
- FMO Peace Officers have completed and qualified as Taser Instructors through our Axon distributor.

- **Future Events:**

- Christmas and New Year Holidays

Fire Marshal spoke about the clean agent room at HQ and what was still pending. No other questions from the Commissioners. Motion to approve the Fire marshal report made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried unanimously.

10. **Discussion and take action on storing other entities assets on ESD 1 property:** Chief Menendez stated that Commissioner Berumen expressed concern about storing other departments equipment and would like only items stored at HQ with some type of agreement that we are not responsible for damage to the items stored. Motion to table made by Commissioner Booth and second by Commissioner Anaya.

11. **Discussion and take action on Vehicle jack system:** Chief Menendez stated that the jacks that were previously purchased are not wide enough to be used on all of our vehicles due to their wheel size. Chief is proposing to trade up the jacks we have for the larger

ones for a cost difference of \$24,634.51 to come from account 9503.01. Motion to approve made by Commissioner Booth and seconded by Commissioner Booth. Motion carried unanimously.

12. **Discussion and take action on the purchase of Self-Contained Breathing Apparatus (SCBA's) for new Brush truck:** Chief Menendez presented a quote for \$53,119.75 for SCBA's for the new brush truck. The funding will come from account 9503.01. Motion to approve made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried unanimously.
13. **Discussion and take action on Training Props:** Chief is requesting item to be deleted. Motion to delete made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried unanimously.
14. **Discussion and take action on HQ drafting pit equipment for pump testing:** Chief presented a quote for \$11,133.10 to be purchased from account 9503.01 for equipment to be used on the pump pit. Motion to approve made by Commissioner Booth and second by Commissioner Anaya. Motion carried unanimously.
15. **Discussion and take action on a landscape change order for the Headquarters Building:** Chief Menendez presented a quote to landscape additional areas at the headquarters building to help make the area look complete and to keep down the dirt near the building entrances. The Chief is recommending Option 1 for a cost of \$140,465.25 to come from the Construction Contingency. Motion to approve made by Commissioner Booth and second by Commissioner Anaya. Motion carried unanimously.
16. **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 Anaya. Motion carried unanimously.

Executive Session: The Board retired into executive session at 7:28pm.

17. **Discussion of legal matters.** – No action taken
18. **Discussion of ESD Headquarters Construction project:** No action taken

Return to Regular Session – The Board returned back to regular session at 8:04pm.

19. **Discussion and take action on legal matters:** Motion to proceed as discussed in Executive session made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried unanimously.
20. **Discussion and take action of ESD Headquarters Construction project:** Motion to proceed as discussed in Executive session made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried unanimously.
21. **For the Good of the District:** Chief Menendez stated that there will be another EVOC

course in January for additional personnel. The training calendar can be provided for Board access upon request. He also reminded the board of the Holiday closures for December.

22. **Set date and time for next meeting in January:** January 22, 2026 at 6:30 pm and a Special meeting on January 15th at 6:00pm at Station #1.
23. **Adjourn** – Motion made by Commissioner Booth. Meeting adjourned at 8:09 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant II