

Minutes of March 27, 2025 Commissioners Meeting

1. **Call to order:** 6:32 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:** Matthew Gardea, a candidate for Town of Horizon Council addressed the board with information on his political platform.
5. **Consent Agenda:**
 - A. Review and approve minutes of February 27, 2025, meetings.
 - B. Review and approve surplus items for ESD.

Commissioner Mayberry would like to make sure the dollar amounts for the items approved during the consent agenda are added to the minutes. Motion to approve items A-B made by Commissioner Rankins 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 Heredia – HPD Dispatch)
 - Call numbers for November 2024 consist of the following: Alarm 42, Assistance 21, Brush Fire 12, Car Fire 0, Water Leaks 6, Gas leaks 11, Medical 282, MVA 63, Structure Fires 5; Inspections 97.

Structure Fires

1. **12589 Barbaro Way**
 - **05:03** – Dispatch received a call reporting a shed on fire.
 - **Fire Department Response** – Horizon, Clint, and Montana Vista Fire Departments dispatched.
 - **05:04** – TR402 enroute.
 - **05:10** – A deputy made initial contact, reported the fire had been extinguished, and advised responding units to stand down.
 - **05:12** – Clint and Montana Vista Fire units cancelled enroute.
 - **05:14** – TR402 arrived on scene and confirmed the fire was extinguished by the homeowner, with the fire originating from burning pallets.
 - **05:17** – All units cleared the scene.

2. Flanagan Pl/Kingsgate Ct

- **20:54** – Dispatch received a call reporting heavy smoke at the rear of a house.
- **Fire Departments Response** – Horizon Fire Stations 1 and 2, along with Socorro Fire were dispatched.
- **20:26** – RT405 enroute.
- **20:40** – RT405 advised to cancel additional responding departments, as no flames or smoke were visible. CH402 arrived on scene.
- **20:54** – Horizon Fire units conducted a search of the area but were unable to locate any signs of fire or smoke. All units cleared the scene.

3. 13853 Paseo De La Luna Ave

- **14:18** - Dispatch received a call reporting a stove fire.
- **Fire Departments Response** – Horizon Fire Station 1 and 2, along with Socorro and Clint Fire were dispatched.
- **14:19** – TR402 and P403 enroute.
- **14:22** – P403 on scene.
- **14:24** – P403 requested to cancel additional responding departments, as there was no fire.
- **14:28** – All units cleared the scene.

4. 1213 Zapata St

- **04:53** – Dispatch received a call reporting a fire in the laundry room inside the house, coming from the dryer.
- **Fire Department Response** – Horizon Fire Station 1 and 2, along with Socorro and Clint fire were dispatched.
- **04:55** – RT405 and TR402 enroute.
- **05:05** – Deputy arrived on scene and reported smoke coming through front door.
- **05:06** – Q701 on scene and assumed command.
- **05:15** – Q701 reported fire out.
- **05:25** – Fire marshal was requested.
- **05:54** – Horizon Fire units cleared scene.
- **07:23** – El Paso Fire Marshal on scene.
- **08:45** – Q701 cleared, home turned over to owner

5. 236 Saltford Pl

- **22:33** – Dispatch received a call reporting an outlet burning with an odor of smoke.
- **Fire Department Response** – Horizon Fire Station 1 and 2, along with Socorro and Clint were dispatched.
- **22:34** – RT405 enroute.
- **22:39** – RT405 on scene.
- **22:42** – RT405 reported there was not fire will be an electric surge.
- **22:46** – RT405 reported fire was contained and requested additional responding units to cancel.
- **23:00** – All units cleared.

Search and Rescue

No search and rescue.

Fires out of District

1. 12705 Montana Ave at Desert Oasis Mobile Park (Montana Vista)
2. 604 Maxine (Socorro)
3. 10432 Kasey Way (Socorro)

Commissioner Mayberry asked if item #4 was in Horizon or in another district.

Commissioner Berumen asked about they are dispatched. Commissioner Mayberry asked the Chief about a specific call and why ESD #2 took command of a call in our district. Chief Ames explained the call. Motion to approve, made by Commissioner Anaya and seconded by Commissioner Berumen. 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 presented budget reallocations with an explanation for each. The budget reallocations equaled \$16,453.85. Motion to approve the budget reallocations made by Commissioner Booth and seconded by Commissioner Rankins. 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 Assist. Chief Ames)
 - **Calls for the month of February:** Station 1: 270; Station 2: 170; Total calls: 440
 - **Calls for the year 2025:** 883
 - **Stipend:** \$21,509.71
 - **Hours:** 1,695.57
 - **Fire Marshal Office:** Deputy Fire Marshal Garrett is nearing his graduation. The date has been set for July 17, 2025, at 1800 hours. I am planning on sending one more as the. Next class will start in June. The purpose of this is to prepare to assume all investigations for our district. Starting May, Fire Marshal Guillen will have selected four staff members to be part of the investigations. Then on October 1, 2025, it is my intent that ESD 1 Fire Marshal office assume full investigations as determined by the progress and training obtained between now and then.
 - **Training:** Member attended training in Downtown El Paso. The training was based on high rise operations among other stations to include aerial placement and FDC connections.
 - **Fleet:** Chief 402 has been completed and the old Chief 402 was renamed and is now FM 406. The Tahoe that was being used by them will be stripped and sold at auction once made surplus.
 - **Personnel:** We had one member resign due to personal issues and another placed on Admin leave pending an investigation.
 - **Response:** Nothing more to report.
 - **Special Operations:** We have two members currently on deployment with TIFMAS. Prior to these two going out we had another two out for two weeks. As of now there is no word on their return, and it appears it will be another two-week deployment. Thus far the first two members that went out had 6 fires. The two that are out now have had two fires.

- **HQ:** Banes continues to make progress and is asking for appliances. Katherine has been working on the moving company and has received a quote. Thursday the 27th we walked the grounds and looked at items that still needed to be ordered and will start working on that list.
- **Misc.:** The strategic Planning committee met this past Wednesday and reviewed documents that would be used for the ESD’s Strategic Plan determination. Commissioner Mayberry and I attended the Horizon city Town Hall meeting. Items presented were about what is coming to the Horizon area and the construction on Horizon.

Commissioner Berumen asked about the old Chief 402 and wanted to make sure it was updated on the asset list. Motion to approve the Chief’s report made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

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 Frank Guillen)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	23	00	00	00	00	00	00	00	00	00	00	36

Total for 02/2024: **70** Total for 02/2023: **92** Total for 02/2022: **47**

- **Annual Fire Safety Inspections**
 - **73** = FMO Annual Fire Safety Inspections for February 2025, as per Emergency Reporting
 - **02** = SWO decals were applied at: **Dollar General** (801 Darrington) and **Subway** (19021 Darrington) due to non-payment of their Operational Permits
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - ESD HQ= 70%
 - Chilaquiles Buen Dia = 70%
 - O’Sullivan Apts = 50%
 - Vista Market=30%
 - Freddy’s = 30%
 - Panera = 20%
 - Discount Tires = 00%
 - Shopping Centers and Warehouses
 - High Pile Combustible Storage Racking Systems
 - Assorted Fire Protection Systems

New Business Open to the ESD: Be Better Health Care Clinic (14476 Horizon); Albertson’s BDA (Eastlake); Let’s Golf (Eastlake); Cinemark (GWW); Desert Behavioral Health (Peyton);

Global Coffee (Eastlake); Reliable Tax Svcs. T.I. Offices (Madero); Arby's (13476 Eastlake); The Residence Inn (GWW); The Retreat at Eastlake Building #2 & #9; etc.

- **Personnel**
 - We are still short-staffed. (1) PT vacancy pending within the FMO.
 - DFM Hiller is 'top' student and representing ESD #1 well.
 - I, FM Guillen, have decided to 'officially' retire as your ESD Fire Marshal, effective 04/19/2025 (*end of pay cycle*).
- **Training**
 - FMO Weekly Meetings.
 - DFM's certified as EMT's are completing their Medical CE's. Online office work via Target Solutions.
 - FMO personnel are completing their CE requirements for TCFP. Online office work via Target Solutions.
 - FMO Peace Officers are completing their TCOLE CE's. Online office work via TCOLE. Due date: 08/2025
- **Miscellaneous Activities & Information**
 - FMO is assisting with the Strategic Planning Committee. Met several times and continue meeting.
- **Future Events:**
 - IDEA Festival / Event
 - Buen Pastor Kermes / Event

Fire Marshal Guillen spoke about his decision to retire and recommends Mike Franco for the Fire Marshal position. Commissioner Berumen spoke about the Fire Marshal office and their excellent performance. Commissioner Mayberry asked where Freddy's is going to be and also that there was no mention of the High Desert Oral Surgical Center. Commissioner Mayberry would like to thank Frank for his service to our District. Commissioner Rankins spoke about FM Guillen and his service to the District. Commissioner Booth also thanked him for his service and the phenomenal job he has done. Motion to approve the Fire Marshal report made by Commissioner Anaya and seconded by Commissioner Anaya. Motion carried.

10. **Discussion and take action on Policy and the purchase of department issued weapons for Peace Officers:** Chief Ames is asking for the item to be deleted. Motion to delete item made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
11. **Discussion and take action on a Travel Policy for Operations:** Assistant Chief Ames spoke about the Per Diem policy and that this is to help with billing for TIFMAS. There was a discussion about advancing seven days of funds to the employees who do not have the means to front the money. Motion to approve the per Diem policy with recommended changes and also allow Administrator Ames to use the Petty Cash account to pay members for urgent deployments made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
12. **Discussion and take action on a Strategic Business plan:** Commissioner Booth spoke about the project turned into more work and discussion than originally planned. The committee has been working on all the forms and refining them. We are now refining the Capital projects form in order to put dollars to the project for both one time funding and reoccurring costs. The committee is working on revenue projections for the next 10 years.

Commissioner Rankins spoke about the meeting with Town of Horizon and what we learned at the meeting about growth both in Horizon proper and in the surrounding areas. The committee has also learned about how to improve our documentation of District finances and statistics, and this will definitely help lay a great foundation for our future planning. After discussion amongst the board there will be a Strategic Planning Board meeting on April 28th at 4:30pm to review the final plan. This item was informational only.

13. **Discussion and take action on an all Hazard Response Team (AHRT) MOU with El Paso County Sheriff's office:** Chief Menendez spoke about the AHRT MOU and that the attorney has reviewed and approved the MOU content. The Chief is still having discussions with Dr. Berumen about some of the medications. Chief Menendez spoke about the specifics of the MOU and what our obligations would be. The members' gear is provided by the team and the salaries of our employees will be covered by the District. Commissioner Berumen asked if this is voluntary and if there would be any incentives for this team, Chief stated it is voluntary and there will be no incentives. Commissioner Rankins asked how we will engage in training with SO members and would we have to attend 50% of the training. Chief Menendez also spoke about possible compensation time. Commissioner Rankins is asking for more information on the logistics of the training and a possible cost contribution from SO for pay differential. Motion to table made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.
14. **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 appliance cost of \$58,477.06 that will come from the construction contingency. She also spoke about some other minor changes like changing the sink in the Maintenance building to a utility sink; we moved a fire Sprinkler line in the Commissioners room and adding a natural gas line on the back porch. Also as we continue to get closer to completion there will be more purchases of equipment requested. Motion to approve the appliance purchase from contingency and to table the moving service until more quotes are obtained made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
15. **Discussion and take action on the purchase of Peace Officer Duty belts and accessories:** Motion to delete made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
16. **Discussion and take action on FDIC Training:** Chief presented travel requests to send four people to the FDIC conference for a total estimated cost of \$21,476.08 to come from accounts 7000.02 and 6900.02. This will give the attendees a new perspective on training and give them ideas on how to improve training in our department. Motion to approve made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
17. **Discussion and take action on the purchase of Wildland boots:** Chief presented a quote for \$5,563.00 for Wildland boots to come from accounts 9502.01 and 9450.02. The Chief is hoping that some of this money will be reimbursed by the money we receive from deployments. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
18. **Discussion and take on the purchase of Knox Box Safes:** Chief presented a quote for two wall knox box safes for the headquarters building the amount of \$5,695.00 to come from account 9503.01. Motion to approve made by Commissioner Rankins and seconded by

Commissioner Booth. 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 Rankins and seconded by Commissioner Booth. Motion carried.

Executive Session: Commissioners retired into executive session at 8:44pm

20. **Discussion and take action on Fire Marshal office Citizen Complaints:** No action taken

Return from Executive Session: Commissioners returned to regular session at 9:24pm

21. **Discussion and take action on Fire Marshal office Citizen Complaints:** Commissioner Berumen made a motion to proceed with HR's recommendation for Customer Service training. Motion was seconded by Commissioner Anaya. Motion carried.

22. **For the Good of the District:** Chief spoke about onboarding two new ESD employees this week and spoke about the surplus vehicle and moving C-402 to the Fire Marshal's office. Deputy Chief Kovach spoke about the Wilderness gear he has recently received and put into service. Assistant Chief Ames stated that we have started an EMT-B class with Border Patrol at our facility. We started some of our ESD Operations staff on Monday. Fire Marshal Guillen thanked the Board and district for the past 12 years.

23. **Set date and time for next meeting in April :** April 24, 2025, at 6:30pm

24. **Adjourn** – Motion made by Commissioner Booth. Meeting adjourned at 9:30pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Ramos, Administrative Assistant II