

## Minutes of May 22, 2025 Commissioners Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Mayberry, Commissioner Rankins, Commissioner Berumen and Commissioner Anaya.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
  - A. Review and approve minutes of April 24, 2025 and April 28, 2025 meetings.
  - B. Review and approval of purchase of Tech Gen USAR Gear for Fire Marshal. - \$7,266.94 from account 9100.02
  - C. Review and approval of purchase of Technical Globe Boots - \$4,556.00 from account 9100.02
  - D. Review and approval of purchase of Leather Helmet fronts - \$2,371.09 from account 9100.02
  - E. Review and approval of purchase of Community Awareness items - \$12,442.70 from account 5350.02
  - F. Review and approval of purchase of ESO Scheduling Software - \$9,015.00 from account 6500.01
  - G. Review and approval of purchase of radio straps - \$9,587.30 from account 9000.02

Motion to approve item A-G 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 Irlanda Heredia – HPD Dispatch)
  - Call numbers for May 2025 consist of the following: Alarm 52, Assistance 30, Brush Fire 11, Car Fire 5, Water Leaks 4, Gas leaks 9, Medical 295, MVA 52, Structure Fires 3; Inspections 107.

### Structure Fires

1. **214 LeCompte St. (District 435)**
  - **15:40** – Dispatch received a call reporting a bathroom fire in a mobile home.
  - **Fire Department Response** – Horizon Station 1 and 2, along with Socorro and Clint Fire Departments, responded.

- **15:48** – P403 arrived on scene and reported nothing was showing, no smoke or flames, indicated a condition 1 fire.
- **15:51** – P403 reported fire had been extinguished and requested cancellation of other responding units.
- **16:07** – P403 initiated ventilation of the structure to remove smoke.
- **16:18** – P403 cleared the scene and advised the fire had been extinguished before units arrived.

## **2. 12161 Eastlake Blvd. (District 413)**

- **08:31** – Dispatch received a call reporting an odor of possible electrical fire at the Starbucks. Caller reported no flames just smoke but was no longer visible.
- **Fire Departments Response** – Horizon Fire Station 1 and 2, along with Clint Fire responded.
- **08:38** – P402 on scene and reported nothing showing, no smoke or flames, indicated a condition 1 fire.
- **08:39** – P402 requested to cancel all other responding units.
- **08:45** – P402 cleared scene, confirmed was a faulty coffee machine.

## **3. 1496 Coronel Dr. (District 425)**

- **21:38** – Dispatch received call reporting odor of smoke coming from the vents.
- **Fire Department Response** – Horizon Fire Station 1 and 2, along with Socorro Fire responded.
- **21:40** – P402 and P403 enroute.
- **21:49** – RT402 arrived on scene and reported nothing showing, no smoke or flames.
- **21:51** – RT402 requested thermal imaging for investigation.
- **21:57** – P403 advised incident was reference burnt food. All areas checked okay with the thermal imaging. All units cleared the scene.

## **Fires out of District**

### **1. 3700 Hueco Station Plant Rd., Hudspeth County**

- **19:24** – Dispatch received a call from Horizon Fire requesting to open up a call card for an industrial plant fire. Assistance was requested from Montana Vista, Clint, and Socorro Fire Departments.
- **19:24** – Units B403, B402, and TK401 were enroute.
- **19:51** – B403 arrived on scene and reported a mega industrial plant and observed fire inside of the vents on delta side.
- **20:37** – Water on fire.
- **20:40** – Fire knockdown.
- **22:00** – Fire under control.
- **22:40** – All units cleared the scene.

### **2. 773 Lupe Anna Ln (District 711)**

### **3. 12768 Veta Rica Ave (District 501)**

### **4. 100 Horizon Blvd (District 709)**

## Search and Rescue

### 1. 14600 Jim Bridger Rd (District 505)

- 00:59 – El Paso Sheriff’s Dispatch send call requesting Horizon Fire for drone assistance to locate a missing 48-year-old female, endangered.
- 01:08 – Everbridge page sent activating search and rescue.
- 01:11 – RT401 enroute followed by Montana Vista Fire units.
- 01:43 – RT401 on scene.
- 02:20 – RT501 advised to close call stating will be a police matter. All county fire units cleared scene.

Commissioner Berumen asked about the length of time before water was on the fire. Chief Ames spoke about the fire response details. Commissioner Mayberry asked about the district numbers that are in the report and Chief Ames explained. 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 about the budget process and the meeting she had with the officers. The budgets are due to her by June 6<sup>th</sup> from department heads. The ESD operations are due to Chief Ames on 5/29 and the preliminary budgets will be reviewed at the June BOC meeting. Administrator Ames also presented a budget reallocation in the amount of \$9,587.30 from account 5705.01 to 9000.02. Commissioner Mayberry asked if Administrator Ames had stressed that for the next year there will be minimal budget reallocations. This was discussed with the staff. Commissioner Berumen thanked the staff for going above and beyond to meet the needs of the department and holding meetings on the weekend. Motion to approve 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 Menendez)
- **Calls for the month of April:** Station 1:267; Station 2:191; Total calls:458
  - **Calls for the year 2025:** 1,704
  - **Stipend:** \$ 32,602.35
  - **Hours:** 2,752.87
  - **Fire Marshal Office:** Interviews were held for a Deputy Fire Marshal. Two part time Deputy Fire Marshals were chosen and would fill two part time positions. Division received training on the Axon body cams and the FM office will using them from this point forward. Deputy Fire Marshal will be graduating from Community College this July. Another Deputy Fire Marshal will be starting the academy in July.

- **Training:** I will be attending the Fire Service Chief Executive Office program the first week of June. Engineer Alva is working on becoming an instructor for ACLS, and PALS.
- **Fleet:** RP 401 is getting the packing on the pump repaired. Misc. items are being repaired and currently we have no units out of service.
- **Personnel:** We had two volunteers resign from the department this past week. We hired two FF's from El Paso to fill the vacancies in the Fire Marshal Office. We are sorting through applications for the Logistics Coordinator.
- **Response:** Crews responded to the El Paso County / Hudspeth county line for a fire in a pump station. Crew along with Hudspeth County were able to control the fire. We rostered a crew of 4 for an all-hazards deployment that ended with them not deploying. Crews responded to a 43-acre brush fire in El Paso. Two brush trucks and a tanker rolled from our department along with myself.
- **Special Operations:** Drone call out to assist S.O. in Red Sands for a crime scene ariel view for a DOS that occurred.
- **HQ:** Nothing new to report, getting closer to the end.
- **Misc.:** Held our first annual P.I.O luncheon in which we invited the regional P.I.O's for the area. There was lots of great information that was shared, and we hope to have another meet towards the end of the year.

Commissioner Berumen spoke about power outages in the areas and was thinking of how we can help in the Community. Motion to approve the Chief's report made by Commissioner Anaya and seconded by Commissioner Berumen. 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 Mike Franco)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	23	43	23	00	00	00	00	00	00	00	00	125

Total for 04/2024: **135** Total for 43/2023: **157** Total for 04/2022: **109**

- **Annual Fire Safety Inspections**
  - **51** = FMO Annual Fire Safety Inspections for April 2025, as per ESO Inspection Report
  - **00** = SWO decals were applied at: N/A
- **New Building Construction**
  - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
    - ESD HQ= 80%
    - Chilaquiles Buen Dia = 85%
    - Basilico Restaurant = 80%
    - Vista Market=40%

- Freddy's = 60%
- Panera = 40%
- Discount Tires = 15%
- Shopping Centers and Warehouses
- High Pile Combustible Storage Racking Systems
- Assorted Fire Protection Systems

*New Business Open to the ESD:* Ace Hardware Store (Darrington); Circle K (Pellicano); Just A Closet Self Storage (Windermere); Alborada Party Hall (Horizon); Next Level Barbershop (Eastlake); Great Clips (Darrington); Hitting Horizon Baseball Facility (381 Darrington); NHSA Horizon (287 Darrington); New Horizon Home School & Academy.

- **Personnel**
  - We are still short-staffed. (1) FTE vacancy pending within the FMO due to FM Retirement.
  - We have Job Posted for DFM via Indeed and have received 5 applications so far, 3 have met requirements.
  - DFM Hiller is 'top' student and representing ESD #1 well.
  - DFM Hernandez has begun the process of obtaining documents, evaluations, and test required for EPCC LETA.
- **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**
  - None to report
- **Future Events:**
  - SK8 4KIDS event at Corky Park on June 7th
  - Movies in the Park - location of event has not been reported.
  - La Familia Del Paso Event May 31st on Darrington

Commissioners did not have any questions. Motion to approve the Fire Marshal report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.

10. **Discussion and take action on an All Hazard Response Team (AHRT) MOU with El Paso County Sheriff's office:** Chief Menendez addressed questions that were asked in a previous BOC meeting. Question was asked about training time and how people would be paid. The chief is looking at Comp time for this and he is looking for 6-8 people for the team. Commissioner Mayberry asked about the cost of uniforms. Chief Menendez stated that he has estimated the cost to be about \$1,800.00, which will come from the Special Operations Team budget. The board spoke about the possible impacts on the department for joining another team. Commissioner Mayberry is concerned about using money in our districts and not other districts. The question was asked about the Sheriff's department using money in their budget to compensate our people. The Chief spoke about the benefit to the County. Commissioner Rankins suggestion is to try it for a year and see what the

cost is to the department at the end of the year. Motion to approve by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

11. **Discussion and take action on a Texas Tech MOU:** Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
12. **Discussion and take action on the Strategic Business Plan:** Commissioner Booth spoke about the Strategic Planning committee and placing Capital projects into our long-term plan. The committee analyzed costs and moved them around and put them in finance and cash purchases to analyze the positive and negative effect on the budget. The committee came to the realization that we are not in a position to make any long-term commitments for next year to save money for future projects. Chief Menendez spoke about the station #1 1 renovation to be \$100,000 and to pay cash for the brush truck for \$800,000 to replace B-401. He spoke about how the changes would also increase our revenues. We need to move forward with the idea of looking at every expense as to how it will affect our long-term expenses. Commissioner Booth spoke about the reserve percentage and what it looks like in the next few years. Administrator Ames spoke about needing three months in reserve and six months of Operating budget is best proactive. The Board thanked the Committee members for their hard work on this project. This item was for information only. Move to delete made by Commissioner Booth and seconded by Commissioner Rankins and that we should review the Capital Plan in February 2026. Motion carried.
13. **Discussion and take action on creating a Training Engineer position:** Chief Menendez spoke about our lack of Medical training for our personnel to keep them up to date and to industry standards. The Chief is recommending we move Engineer Alva to a full-time 40-hour position to help with training and certifications to be given to the staff and reduce out overtime for crews coming outside their shifts. We will have available funds this year from unused payroll funds. Next Fiscal year the position will be permanently budgeted in the Administration budget. The board is asking that the position be published internal to allow other qualified applicants to apply. Motion to create the position made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
14. **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:** Administrator Ames reported about the progress of the move and scheduling. There will be Technology proposed purchase at next month's meeting. The report was information only.
15. **Discussion and take action on Professional IT Services for Headquarters transfer of services:** Administrator Ames presented a request to allocate \$8,000.00 to come from account 6500.01 to pay for transferring and setting it up in the new building. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
16. **Discussion and take action on Headquarters Weight Equipment:** Chief Menendez presented a quote to purchase weight equipment for the new building in the amount of \$48,308.92 from account 9505.01 and some of the items will be utilized for the new annual physical requirements. Motion made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
17. **Discussion and take action on purchase of additional card reader control boxes and**

**reader panels:** Administrator Ames presented a quote to replace additional card readers at Station #1 in the amount of \$13,115.20 from account 7700.01. Motion made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

18. **Discussion and take on the purchase of a Fire Marshal vehicle and accessories:** Chief Menendez presented a quote to purchase a Ford explorer to replace one of the Ford Focus in the amount of \$69,307.00 from account 9500.03. This will be a 4x4 vehicle to use on construction sites. The Ford Focus will be used for the front office. There is also a quote for graphics in the amount of \$1,145.00 from account 9500.03. Motion to approve a total cost of \$70,452.00 for the vehicle and graphics made by Commissioner Berumen and seconded by Commissioner Anaya. 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 Anaya and seconded by Commissioner Berumen. Motion carried.

**Executive Session:** None

20. **For the Good of the District:** 4<sup>th</sup> of July will be a mandatory staffing event this year. We will be hosting a CPR class on 5/27 at 1:00pm. Captain Franco spoke about a meeting with Judge Samaniego, and it appears it will be the same rules as last year. Darrington will be closed for a few days while they install some new pipes. Deputy Kovach will be holding a Fire academy with an estimated 18 members with a \$500 nonrefundable cost. Booth spoke about HB 2965 and how it closes the gaps for some Fire Departments.
21. **Set date and time for next meeting in June:** June 17, 2025 at 6:30 pm due to Staff attending the GFOA conference.
22. **Adjourn** – Motion made by Commissioner Booth. Meeting adjourned at 8:46pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant II