

Minutes of June 17, 2025 Commissioners Special Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Mayberry, Commissioner Rankins, and Commissioner Anaya. Commissioner Berumen was absent due to work.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of May 22, 2025 meetings.
 - B. Review and approve the purchase smoke detectors for community events.
 - C. Review and approve the purchase of replacement thermal imagers

Motion to approve item A-C was made by Commissioner Anaya 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 Anthony Dominguez – HPD Dispatch)
 - Call numbers for June 2025 consist of the following: Alarm 35, Assistance 32, Brush Fire 11, Car Fire 2, Water Leaks 13, Gas leaks 14, Medical 303, MVA 63, Structure Fires 6; Inspections 143.

Structure Fires

1. **622 Cobre Pl.** (District 406)
 - 12:19 – Dispatch received a report of a shed fire. Caller reported visible flames and smoke. Additional calls were received advising of the same incident.
 - 12:21 – Horizon Fire Stations 1 and 2, along with Clint and Socorro Fire Departments, were dispatched.
 - 12:22 – TR401 and CH402 enroute to the scene.
 - 12:26 – TR401 arrived on scene and reported a fully involved shed fire located on the Bravo and Charlie sides. Fire was a Condition 1.
 - 12:27 – Water on fire. Q401 reported electrical lines in the backyard were catching fire.
 - 12:29 – Fire knockdown.

- 12:31 – TR401 advised occupants were being evacuated from the residence.
- 12:32 – CH402 assumed command and advised an offensive strategy. A 360-degree assessment was completed; fire was contained to the shed.
- 12:40 – Hitting hot spots.
- 12:49 – CH402 requested El Paso Fire Marshal.
- 13:16 – ESD 1 Fire Marshal on scene.
- 13:57 – El Paso Fire Marshal on scene.
- 14:12 – Fire under control.
- 14:24 – Command transferred from CH402 to FM481.
- 16:38 – All units cleared the scene. El Paso Fire Marshal remained on scene.

2. 13079 Amherst Dr (District 437)

- 14:41 – Dispatch received a report of a mobile home on fire. Horizon Fire Station 1 and 2, along with Socorro and Clint fire were dispatched.
- 12:42 – RT403, CH402, TR402 enroute. Caller advised female and infant had exited the mobile home.
- 14:44 – RT403 still enroute, advised had visual of heavy black smoke in the area.
- 14:46 – Reporting party advised fire was spreading to another trailer home.
- 14:49 – Q401 on scene.
- 14:50 – RT405 on scene reported a fully engulfed mobile home, exposures to bravo and delta side, condition 1 fire.
- 14:55 - El Paso Sheriff's units evacuated houses located behind the structure fire.
- 14:58 - CH402 requested an investigator. Water on fire.
- 15:05 – Fire under control.
- 15:10 – Life Ambulance was requested for sick party and burn victim.
- 15:14 – Fire knocked down and hitting hot spots.
- 16:33 – El Paso Fire Marshal on scene.

3. 12737 Kingsbury Ave (District 414)

- 03:35 – Dispatch received report of a stove on fire.
- 03:36 – Horizon Fire Station 1 and 2, along with Socorro and Clint were dispatched.
- 03:37 – TR401 enroute.
- 03:43 – P402 on scene, reported no visible fire or smoke. Initiated 360 and investigative mode. Fire was a Condition 1.
- 03:45 – P402 requested to cancel any responding units. There was no fire, no emergency.
- 03:52 – P402 advised hazards were inside stove only. All units cleared scene.

4. 128 Darwin Rd (District 422)

- 17:20 – Dispatch received a report of smoke coming from a house.
- 17:21 – Horizon Fire Station 1 and 2, along with Clint and Socorro Fire were dispatched.
- 17:22 – Female in background advised something was burning inside the microwave. Caller requested to cancel.
- 17:28 – TR402 on scene.
- 17:29 – Residence checked okay. All units cleared

5. 351 Bill Burnett Dr. (413)

- 20:05 – Dispatch received a report of smoke coming from the FedEx Freight computer room.
- 20:05 – Horizon Fire Station 1 and 2, along with Socorro Fire were dispatched.
- 20:07 – P402 enroute.
- 20:12 – P402 on scene, reported a medium commercial building with nothing showing and initiating offensive strategy.
- 20:17 – P402 reported light faint of smoke in the electrical room. Thermal imager did not pick up anything.
- 21:01 – CH403 advised there was a short coming from a camera box. System was shut down. All units cleared scene.

6. Granville/Hulett (District 407)

- 13:00 – Dispatch received a report of a mobile home on fire, partially engulfed. Horizon Fire Station 1 and 2, along with Clint and Socorro Fire were dispatched.
- 13:02 – TR401 enroute.
- 13:08 – CH401 along with P401 were in the area attempting to locate.
- 13:09 – P403 and CH401 on scene.
- 13:11 – CH401 reported a single wide home with smoke showing from the interior, an offensive strategy, and condition 1 fire.
- 13:13 – TR401 located bathroom ceiling on fire. Water on fire.
- 13:16 – Fire knocked down.
- 13:18 – P403 reported fire underneath the trailer.
- 13:40 – All crews exited the structure.
- 13:44 – Fire knocked down, under control.
- 13:56 – CH401 reported fire was out, debris was being removed from interior and exterior.
- 14:47 – All units cleared scene.

Structure Fires out of District

1. 15128 Design Ct (Montana Vista)
2. 10092 Hueco Junction Rd (Socorro)
3. 9521 North Loop Dr: Sunset Funeral Home (El Paso)

Search and Rescue

1. 6900 Hueco Tanks Rd: Hueco State Park

- 19:29 – Caller requested search and rescue for a 50-year-old female with a broken ankle. Montana Vista Fire was dispatched.
- 19:37 – Everbridge page sent activating County Search and Rescue.
- 19:47 – TK401 enroute.
- 19:56 – RT501 advised to stand down Search and Rescue. Patient was located and Life Ambulance made contact.

- 20:53 – RT501 reported patient refusal was obtained by Life Ambulance. All units cleared.

Commissioner had no questions. Motion to approve the communication report made by Commissioner Booth and seconded by Commissioner Rankins. 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 department heads turning in their budgets on time and that the info will be reviewed in a later budget item. Administrator Ames presented budget reallocations. Motion to approve budget reallocations in the amount of \$10,632.98 made by Commissioner Rankins and seconded by Commissioner Booth. 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 May:** Station 1: 283; Station 2:176; Total calls: 459
 - **Calls for the year 2025:** 2,163
 - **Stipend:** \$ 30,560.23
 - **Hours:** 2,608.55
 - **Fire Marshal Office:** Two parttime DFM have started and are working with other DFM's as they learn the job. The new vehicle in last month's meeting was ordered and will be here in October, November.
 - **Training:** We have instituted a new program to get more members to come to training. The first training with this process brought in a large number of FF's. During this training they did tunnel entry under the golf course using the street drains.
 - **Fleet:** Brush 402 was taken to the shop for preventative maintenance and some other minor issues. Pumper 403 is in the shop getting an alignment and new tires. There are other work orders with minor fixes that are waiting on parts.
 - **Personnel:** Lt Dominguez from the HFD side transferred to the FM office. Engineer Alva was the only member who applied for the 40-hour medical position and has since started and is doing an exceptional job. We hired a Logistics person, and he will be relocating in the next few weeks and will be starting on the 30th of this month. The panel was very excited about the quality of applicants and who scored the highest was the best choice for us. We did have one firefighter injury during Saturday training. Heat exhaustion was determined to be the issue.
 - **Response:** Crews responded to Dell city for mutual aid call. Four FF's suffered 1st degree burns as the wildland fire changed direction on them. This caused a reaction for mutual aid by the Emergency Management Coordinator of Hudspeth who reached out to us along with the TDEM Chief. We sent the tanker, Brush truck, and support unit with two Polaris'. A total of eight personnel responded. We were cancelled as we approached Dell city as the fire changed directions and entered a valley that was not accessible by the crews. There was no longer a threat to the city.
 - **Special Operations:** DC Kovach and I are teaching a Swift water class this week.
 - **HQ:** Nothing new to report

- **Misc.:** 4th of July is around the corner. We will be bringing in all personnel on MOT starting from 1800 until midnight.

Chief Menendez spoke further about the incident in Mutual aid call in Dell City. No questions from the Commissioners. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. 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 Assistant Fire Marshal Anastacio Moreno)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	23	43	23	20	00	00	00	00	00	00	00	145

Total for 05/2024: **157** Total for 05/2023: **195** Total for 05/2022: **131**

- **Annual Fire Safety Inspections**
 - **115** = FMO Annual Fire Safety Inspections for May 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 = 65%
 - Panera = 70% (Shell) 40% (T.I.)
 - Discount Tires = 20%
 - Shopping Centers and Warehouses
 - High Pile Combustible Storage Racking Systems
 - Assorted Fire Protection Systems

New Business Open to the ESD: Elotelandia (12261 Eastlake); Circle K (Pellicano); EPCU Urgent Care Clinic (13647 Eastlake); Alborada Party Hall (Horizon); Next Level Barbershop (Eastlake); Great Clips (Darrington); Hitting Horizon Baseball Facility (381 Darrington); Koro Taekwondo (14476 Horizon).

Personnel

- We have hired (2) two Part-time DFM employees for FMO. Both are from El Paso Fire.
- DFM Hiller is still ‘top’ student. Last reported test result DFM Hiller earned 100% on his exam.

- DFM Hernandez has submitted all required paperwork to EPCC LETA. He is scheduled to start class on June 23rd.

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:

- ** Harmony School 1730 Joe Battle Car Show June 28th.
- ** Movies in the Park – Corky Park -- Started on Friday June 6th and will continue every two weeks until July 25th.
- ** Project Vida Block Party on June 21st located at 1525 Oxbow.

Commissioners had questions about the Quickbooks report. Motion to approve the Fire Marshal report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.

- 10. Discussion and take action on Fiscal Year 25-26 Preliminary Budget:** Administrator Ames reviewed the highlights of the Administration, Operations and Fire Marshal budget, to include the increases and decreases with brief explanations for each. She reviewed the proposed property and sales tax revenue and unused funds from the current year. She spoke about the projected reserve amounts for next year and the percentage of reserves to Operating budget. Commissioners had questions about the budget, and they were answered by the Administrator and Fire Chief. Commissioner Rankins asked why we were voting on a proposed budget and Administrator Ames and Melissa from County Budget spoke as to the reason. Motion to approve the proposed FY 26 budget made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
- 11. Discussion and take action on approval of the Budget Calendar:** Administrator Ames presented the budget calendar and the required meeting dates. Motion to approve pending final review by the attorney made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
- 12. Discussion and take action on medical grade oxygen contract:** Chief Menendez presented the proposed Oxygen contract which has a base contract price and a 5% increase each year. Motion to approve pending final review by legal made by Commissioner Booth and seconded by Commissioner Anaya.
- 13. Discussion and take action on the creation of an ESD Administrative Assistant II position:** Chief Menendez presented the job description for a new Administrative Assistant II position that will primarily work at the front desk and assist the Administration office. There was a lot of discussion about the new position and the ratio between administration and operations. The need for another administration position was discussed based on the total number of employees and volunteer staff. Motion to approve the Administrative

Assistant II position made by Commissioner Booth and seconded by Commissioner Anaya. 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:** Administration Ames spoke about updates that have been witnessed by the weekly site visits. The report was for information only. No action taken.
15. **Discussion and take action on the purchase of a Quick Response Vehicle and accessories:** Motion to delete made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
16. **Discussion and take action on the purchase of a Brush truck and accessories:** Chief Menendez presented a quote for the Brush truck in the amount of \$715,038.00 from account 9501.01 to be funded with cash in Fiscal Year 26. This truck will be used for day-to-day operations and can also be used during deployments. Chief Menendez spoke about what makes this truck different than other brush trucks. This truck has a larger pump and tank to be utilized for multipurpose. There was a discussion by the Chiefs and board about the usage of the truck and that this truck is not as expensive as with other pumpers. Motion to approve the purchase of a Type II brush truck in the amount of \$715,038.00 from account 9501.01 to be paid for in Fiscal Year 26 made by commissioner Rankins and seconded by Commissioner Booth. Motion carried.
17. **Discussion and take action on RIT Chief Training:** Chief Menendez presented a travel request to send Deputy Chief Kovach to a Rapid Intervention training that Chief and Assistant Chief went to last year and they found it to be very beneficial to the department and Operations. This class also provides leadership training which is Chief Menendez's focus for the upcoming year. Motion to approve an estimated cost of \$5,617.77 to come from accounts 6900.02 and 7000.02 made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
18. **Discussion and take on the purchase of Technology equipment for the Headquarters building:** Administrator Ames presented a quote from Dell to purchase technology equipment for new staff, for the conference rooms at the Headquarters and additional screens for staff in the amount of \$25,277.60 from account 9501.01. Motion to approve purchase made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
19. **Discussion and take action expenses for National Night Out:** Chief Menendez requested that \$10,000.00 be allocated for purchasing and renting items for the National Night Out event in October from account 5350.02. Commissioner Rankins asked if we could also do some recruitment at this event to help with our Volunteer numbers. Motion to approve the funding made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
20. **Discussion and take action on the purchase of furniture for the Headquarters Building:** Administrator Ames presented a quote for conference room credenzas for the Headquarters building in the amount of \$8,585.57 to come from account 9505.01. Motion to approve made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

21. **Discussion and take action on travel requests for Texas A&M fire officer development course:** Chief Menendez presented a travel request to send four members to this leadership training course for an estimated cost of \$10,632.68 to come from account 6900.02 and 7000.02 to help further the Chief's leadership push for the next year. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

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

Executive Session: Board retired to executive session at 8:41pm.

23. **Discussion and take action on Personnel matters:** No action was taken

Regular Session: Board returned from Executive session at 8:52pm

24. **Discussion and take action on Personnel matters:** Motion made by Commissioner Booth to take action as discussed in executive session. The motion was seconded by Commissioner Rankins. Motion carried.

25. **For the Good of the District:** Fourth of July will be a mandatory event for all crews. Deputy Chief Kovach will be starting a fire academy for our volunteers next month. Four members from staff will attend the GFOA conference from June 26- July 2.

26. **Set date and time for next meeting in July:** July 24th at 6:30pm

27. **Adjourn** – Motion made by Commissioner Booth. Meeting adjourned at 8:56pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant II