

Minutes of July 24, 2025 Commissioners Regular Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Mayberry, and Commissioner Anaya were present. Commissioner Berumen and Commissioner Rankins were excused due to work events.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - A. Review and approve minutes of June 17, 2025 meetings.
 - B. Review and approve surplus equipment request.
 - C. Review and approve the rental of the sound and stage equipment for the National Night Out Event. - **\$3,300.00 from account 5350.02**
 - D. Review and approve the rental of jumping ballons for National Night Out Event. - **\$4,250.00 from account 5350.02**
 - E. Review and approve the cost of services to move SCBA equipment to the Headquarters building. - **\$3,500.00 from account 7950.02.**

Motion to approve item A-E was made by Commissioner Anaya 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 Anthony Dominguez – HPD Dispatch)
 - Call numbers for June 2025 consist of the following: Alarm 34, Assistance 46, Brush Fire 8, Car Fire 4, Water Leaks 18, Gas leaks 9, Medical 287, MVA 56, Structure Fires 4; Inspections 183.

Structure Fires

1. **532 Kingsgate Ct.** (District 413)
 - **12:30** – CH403 contacted Dispatch via radio to report CH403 was investigating smoke in the area of Kingsgate and to confirm whether any structure fire calls had been received. Dispatch had not received calls reporting a structure fire at that time.

- **12:31** – CH403 on scene and reported a shed fire at 532 Kingsgate. The fire was classified as a Condition 1. CH403 established "Kingsgate Command and initiated fire tac by using a garden hose.
- **12:33** – Dispatch began receiving calls reporting a structure fire in the same vicinity. One caller reported a playground on fire.
- **12:34** – Fire departments dispatched - Horizon Fire Stations 1 and 2, Socorro Fire, and Clint Fire Department.
- **12:36** – CH403 reported they were able to control fire with garden hose.
- **12:37** – Additional Horizon Fire units arrived on scene.
- **12:38** – CH403 advised Horizon Fire Department was able to handle and to cancel the additional responding fire departments.
- **12:43** – Fire extinguished. Investigation initiated.
- **12:55** – CH403 reported an electrical malfunction to the playground set caused the fire. All units cleared.

2. 14573 Desierto Lindo Ave (District 450)

- **00:14** – Dispatch received a call reporting caller's 17-year-old son sustained a laceration while attempting to kill ants using acetone and setting it on fire. While attempting to extinguish the fire, the son broke a mirror, resulting in the laceration. Reporting party advised there was no active fire, only smoke present inside the residence.
- **00:16** – Call initially dispatched as a medical call.
- **00:17** – RT403 enroute.
- **00:18** – Dispatch upgraded the call to a structure fire based on updated information from the reporting party, who confirmed the presence of smoke inside the residence, but no visible flames.
- **00:19** – Fire departments dispatched: Horizon Fire Station 2, along with Clint and Socorro Fire Departments.
- **00:20** – Additional fire units enroute.
- **00:24** – RT405 on scene and reported a single-story residential structure with no visible fire. Assumed investigative strategy and advised of a condition 1 fire.
- **00:25** – A 360 was completed. No active fire or visible smoke was found, only a light haze inside the structure. Command requested to keep TR402 enroute and canceled all other responding fire departments.
- **00:51** – TR402 requested a fire investigator. The call was to the El Paso Fire Department.
- **01:48** – Fire Marshal arrived on scene.
- **02:34** – All units cleared. Fire Marshal released the residence back to the homeowner.

3. 164 Lago De Oro Dr. (District 454)

- **01:20** – Dispatch received a call reporting a room on fire.
- **01:21** – Fire departments dispatched: Horizon Fire Stations 1 and 2, along with Clint and Socorro Fire Departments.
01:21 – TR401 enroute.
- **01:26** – TR401 on scene and reported a two-story residential structure with no visible fire or smoke from the Alpha side. Offensive strategy initiated and reported as a condition 1 fire.
- **01:28** – Fire under control. TR401 reported fire extinguished by the homeowner prior to arrival. All additional responding units were canceled.
- **02:10** – All units cleared the scene.

4. 13071 Beccles St (District 436)

- **02:47** – Dispatch received a call reporting a smoke detector activation, with smoke and a burning odor inside the residence but no visible flames
- **02:48** – Fire departments dispatched: Horizon Fire Stations 1 and 2, along with Clint and Socorro Fire Departments.
- **02:49** – TR402 enroute.
- **02:55** – TR402 on scene and reported a single-story, small residential structure with no visible smoke or fire from the Alpha side. An offensive investigation strategy was initiated, and accountability was established on the Alpha side.
- **03:06** – TR402 advised to cancel all other responding fire units.
- **03:13** – All units cleared the scene. The source was determined to be an overheated power strip, which was disconnected and removed from the residence.

Structure Fires out of District

1. 3881 Krag St. (Montana Vista)
2. 10191 Armstrong Dr. (Socorro)

Search and Rescue

- No search and rescue for the month of June.

Commissioner Mayberry asked a question about one of the fires presented. Dispatch clarified the information presented. Motion to approve made by Commissioner Booth and seconded by Commissioner Anya. 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 the 3rd Quarter financial report and the updated Property Tax Collection reports provided by CAD. She also presented a Legislative update on HB 1522, SB 2965, SB 2778, SB 1173, and HB 4464. These legislative updates will be incorporated into our SOP’s and presented in the September meeting.

3rd Quarter Financial Report - 04/01/25 to 06/30/25			
	<i>2nd Quarter 04/01/25 to 06/30/25</i>	<i>Percentage</i>	<i>2nd Quarter 04/01/24 to 06/30/24</i>
ESD Income			
Budgeted Tax Collection	\$6,785,638.19		
Actual Collection	\$6,831,426.85	100.70%	100.20%
<i>Difference</i>	<i>-\$45,788.66</i>		
Expense			
ESD Admin Budgeted Amount	\$16,568,053.56		
ESD Budget Spent	\$9,316,392.62	56.20%	34.70%
<i>Remain ESD Budget</i>	<i>\$7,251,660.94</i>		
ESD Ops Budgeted Amount	\$1,632,993.10		

ESD Ops Budget Spent	\$735,975.97	45.10%	50.70%
Remain HFD Budget	\$897,017.13		
Total Budgeted Amount	\$18,201,046.66		
Total Operating Spent	\$10,136,287.00	66.50%	36.40%
Total Operating Available	\$8,064,759.66		
FM Income	\$415,810.50		\$360,056.40
	Inc.	\$55,754.10	13.41%
Expense			
Budgeted Amount	\$409,938.61		
FM Budget Spent	\$144,386.99	35.20%	40.70%
Remaining Budget \$\$	\$265,551.62		
ESD Reserve Balance:	\$3,667,854.00		

Sales Tax Collection:			
Budgeted Amount	\$6,305,056.00		
Collection to date	\$6,056,799.73	96.10%	118.00%
Difference	\$248,256.27		
Interest Earned:	\$601,882.53		

Motion to approve made by Commissioner Anaya 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 Chief Menendez)
 - **Calls for the month of June :** Station 1: 259, Station 2:163, Total calls: 422
 - **Calls for the year 2025:** 2,585
 - **Stipend:** \$23,878.68
 - **Hours:** 1,963.90
 - **Fire Marshal Office:** FMO has started to purchase their duty gear. Deputy Fire Marshal Hernandez has started the Peace Officer Academy at EPCC. Deputy Fire Marshal Hiller is back and is now a certified peace officer. The new FMO vehicle is expected to be in within the next two to three months. We are moving forward with investigations division and expect to start in October. Some of the DFM's will be attending cause and origin school in the coming months.
 - **Training:** We sent one member to the municipal fire school in college station. The current paramedic program is finishing up and we expect to have eight complete the course. The next paramedic class is expected to start in September; we will have eight in the class. The fire academy we are holding continues on track. We have 10 in the program.

- **Fleet:** P402 was involved in a MVA on the fourth of July. The insurance adjusters are still working the estimate. I expect that truck to be out of service for two to three months. RP401 is getting some major work done on the pump. R405 had some work done along with Brush 403.
- **Personnel:** We lost three volunteers due to personal issues.
- **Response:** Nothing more to report, than what was mentioned in the comms report. The fourth of July was average as we did not see a major spike in calls.
- **Special Operations:** We had some drone call outs and a possible lost person in the Hueco Tanks area. Crews were cancelled as the state parks personnel were able to locate the missing climbers.
- **HQ:** The cage has been built for drone storage. Paint, carpet and doors have been installed. Katherine is working on I.T. items (Spectrum). Cabinets are pending and are waiting on the A/c to be turned on.
- **Misc.:** We sent out four crew members to Kerrville to assist with the floods. They did a 15-day deployment and another four were sent out this past Sunday. It is expected they will be there for 7 days with a potential of 14 days. I was deployed for 11 days under the El Paso Fire Department for water rescue.

Chief Menendez spoke further about the water rescue training for our employees and some of El Paso Fire staff. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. 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 Franco)

	J	F	M	A	M	J	J	A	S	O	N	D	2024
Construction	36	23	43	23	20	10	00	00	00	00	00	00	155

Total for 06/2024: **173** Total for 06/2023: **226** Total for 06/2022: **174**

- **Annual Fire Safety Inspections**
 - **104** = FMO Annual Fire Safety Inspections for June 2025, as per ESO Inspection Report
 - **02** = SWO: Verbal SWO issued to Mobile Food Units in our jurisdiction
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - ESD HQ= 85%
 - Chilaquiles Buen Dia = 85%
 - Basilico Restaurant = 100%
 - Vista Market=45%
 - Freddy’s = 95%
 - Panera = 80% (Shell) 45% (T.I.)
 - Discount Tires = 30%

- Orange Cow Burger = 40%
- Shopping Centers and Warehouses
- High Pile Combustible Storage Racking Systems
- Assorted Fire Protection Systems

New Business Open to the ESD: Twisted Sugar (13640 Doncaster); Saint Lux Barber Studio (Eastlake); EPCU Urgent Care Clinic (13647 Eastlake); Drunken Crab (12261 Eastlake); Next Level Barbershop (Eastlake); Great Clips (Darrington); Koro Taekwondo (14476 Horizon).

Personnel

- The (2) two Part-time DFM employees are completing their second month with FMO. Both are doing well.
- DFM Hiller was the valedictorian of his class. His graduation was on July 14th and has returned to duty on July 21st.
- DFM Hernandez has begun training at EPCC LETA. He is now one month into his training.

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.
- All FMO Peace Officers have completed their required TCOLE CE's for this cycle.

Miscellaneous Activities & Information

- Several Firework Stands were vending in our jurisdiction during July 4th. Only one issue with illegal fireworks was noted.

Future Events:

- Veterans Day Event at Corky Park – November 8th.
- Movies in the Park – Corky Park -- Started on Friday June 6th and will continue every two weeks until July 25th.

Commissioners Mayberry asked FM Franco to share the information about G. Hiller's graduation from the police academy. FM Franco also spoke about some additional buildings in our district. Motion to approve the Fire Marshal report made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.

10. Discussion and take action on Employee Insurance Renewal for 10/01/25:

Administrator presented the Health Insurance renewal that would take effect October 1st. The renewal reflects a 6.5% increase from last year but is still the best value for the ESD. Motion to approve the Health Insurance renewal made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

11. Discussion and take action on Horizon Police Department Dispatch:

Chief Menendez presented the proposed Dispatch amendment to cost of services for FY' 25. Chief spoke about some changes that will be proposed for next year's renewal. The contract will

increase to \$213,501.90. The Chief spoke about the potential of moving dispatch to the 911 center in the future. Commissioner Booth asked how involved we are with developing the cost for services. Commissioner Booth would like us to be involved in this process. Chief spoke about future ideas for our department in regard to dispatching services. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

12. **Discussion and take action on adding Fabiola Torres to the Petty Cash Account as a signer:** Administrator Ames is asking for Fabiola Torres to be added as a signer to the Petty Cash account. Motion to add Fabiola Torres to the Petty Cash account made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.
13. **Discussion and take action on adding Fabiola Torres as a Positive Pay Authorizer for WestStar Bank:** Administrator Ames is asking for Fabiola Torres to be added as an authorizer to the Positive Pay system for all accounts. Motion to add Fabiola Torres to the Positive Pay system for all accounts made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
14. **Discussion and take action on approval of the Wellness-Fitness Initiative Policy and Program:** Chief Menendez spoke about this new policy that was created by Employee Health Pat Mayberry. This policy would be applicable to the entire paid and volunteer department with the exception of the front office staff. The purpose of this policy is to focus on employee health and to be used for those returning back from injury as a way to measure their fitness for duty. The first year will be an introductory period so that it helps staff have a year of preparedness to become compliant health wise with the policy. Chief reviewed the changes made to the policy and how the policy will be implemented. Commissioner Mayberry asked how we will apply this policy to rookies and how we prepare them for the physical requirements. Chief Menendez spoke about the possible process for this group. Motion to approve with a one-year introductory period starting 11/1/25 made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried
15. **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 to the building. We are 49 days away from completion. She spoke about the internet connection and also changes that will need to be addressed. The report was for information only. No action taken.
16. **Discussion and take action on the purchase of equipment for ESD Headquarters building:** Administrator Ames presented the following requested purchases for the Headquarters building:
 - 16A: Building equipment from Uline in the amount of \$3,145.00 from account 9505.01
 - 16B: Outdoor furniture form Barco Products in the amount of \$13,225.00 from account 9505.01.
 - 16C: Lockers.com for personnel lockers in the amount of \$2,972.50 from account 9505.01
 - 16D: Pallet shelving for Logistics Warehouse in the amount of \$5,045.65 from account 9505.01
 - 16E: Global Industrial Supplies for indoor trashcans in the amount of \$1,499.25 from account 9505.01.
 - 16F: Purchase of building towel and soap dispenser, compressor and trash dolly in the

amount of \$9,786.47 from account 9505.01.

16G: Grainger and Uline Open PO for building equipment in the amount of \$10,000.00 for each company from account 9505.01

Motion to approve all items made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

17. **Discussion and take action on the purchase of a Quick Response Vehicle and accessories:** Chief Menendez presented a quote to purchase a new Quick Response Vehicle for a cost of \$111,661.00 to be purchased from account 9503.01 as well as a mobile and handheld radio quote for \$58,403.29. The lighting package quote was not received in time for this meeting but will be presented at the next meeting. There was a discussion of the use of the truck in the department. Motion to approve made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.
18. **Discussion and take action on the purchase of a Fire skid and electric hose reel:** Chief Menendez presented a quote to purchase a mounted hose reel and skid for one of the Polaris' in the amount of \$12,840.00 from account 9503.01. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried
19. **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:** Chief Menendez presented a quote for SCBA masks in the amount of \$23,201.00 to come from account 9100.02. Commissioner Mayberry is asking how the crews will be held accountable for the masks when they are assigned to the vehicles. Chief Menendez spoke about the truck checks every shift to make sure they are on the trucks and in good condition. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

Executive Session: No executive session.

20. **For the Good of the District:** Chief Menendez reviewed a TIFMAS summary of the number of deployments the department has been on and that we have billed \$80,000.00 thus far for the deployments. Chief spoke about the impact we are making with our deployments. Assist. Chief Ames spoke about the possible extension of the current deployment until August 30th. Fire Marshal Franco spoke about an online investigation training that he is looking at for the upcoming months. Commissioner Booth thanked the staff for their hard work in the past few months.
21. **Set date and time for next meeting in August:** August 28, 2025 at 6:30pm
22. **Adjourn** – Motion made by Commissioner Booth. Meeting adjourned at 8:32pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant II