

Minutes of September 25, 2025 Commissioners Regular Meeting

1. **Call to order:** 6:35 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Anaya, and Commissioner Rankins were present. Commissioner Booth and Commissioner Berumen were excused due to work obligations.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Consent Agenda:**
 - a. Review and approve minutes of August 28, 2025 meeting.
 - b. Review and approve surplus equipment.
 - c. Review and Approve purchase of lockers for Fire Marshal storage for HQ building.
 - d. Review and approve purchase of artwork for HQ building.

Commissioners Rankins requested that item D be pulled for discussion. Motion to approve items A-C was made by Commissioner Anaya and seconded by Commissioner Rankins. Commissioner Rankins asked that a specific picture be swapped out for something more indigenous to this area. Motion to approve item D with the requested change 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 Chief Menendez as dispatch representative was having computer issues)
 - Call numbers for September 2025 consist of the following: Alarm 39, Assistance 40, Brush Fire 12, Car Fire 1, Water Leaks 7, Gas leaks 10, Medical 279, MVA 48, Structure Fires 2; Inspections 189.

Structure Fires

1. **500 Ansley Rd (District 423)**
 - 00:53 – Dispatch received a call of a fire by Mountain Shadow Lake.
 - 00:53 – Horizon Fire Station 1 was initially dispatched reference brush fire.
 - 00:54 – TR401 and B403 enroute.
 - 00:54 – Dispatch received a second call reporting possible building on fire by Ansley and Ascencion.

- 00:56 – An additional call was received advising of a house fire and the fire spreading. TR401 was updated on additional calls reporting the structure fire.
- 00:58 – Horizon Fire Station 2, along with Clint and Montana Vista Fire Departments were dispatched.
- 00:59 – TR402 and P501 enroute.
- 01:25 – P501 on scene.
- 01:38 – B403 on scene reported a fully engulfed single-story residence, condition 1 fire and assumed command.
- 01:42 – B403 requested a fire marshal investigator and Socorro Fire for tanker response.
- 02:01 – P403 and TK401 enroute.
- 02:02 – Water on fire.
- 02:28 – B403 requested an Everbridge page to be sent to county fire departments for manpower.
- 03:04 – Fire was knocked down on the Charlie and Bravo side and fire personnel was hitting hot spots.
- 03:08 – Fire under control.
- 04:08 – El Paso Fire Marshal Investigator on scene.
- 04:22 – B403 reported fire out and hitting hot spots.

2. 930 Brudenal PI (District 414)

- 03:12 – Initial comments on the call card reported an alarm going off. A second call was received advising of a house fire.
- 03:12 – Horizon Fire Station 1 and 2, along with Socorro and Clint Fire Departments were dispatched.
- 03:13 – An additional call reported the garage was on fire and five people were inside residence.
- 03:14 – P701 enroute.
- 03:17 – CH401 and P403 enroute. The house was evacuated.
- 03:27 – P701 on scene
- 03:29 – Montana Vista Fire Department RT505 enroute.
- 03:31 – P701 requested an Everbridge page to be sent for manpower.
- 03:39 – Ysleta Del Sur Pueblo Fire Department enroute.
- 03:41 – CH401/P403 on scene.
- 03:44 – RT505 on scene.
- 04:03 – RT506 enroute.
- 04:10 – P701 requested El Paso Fire Department for assistance.
- 04:18 – CH401 assumed command.
- 04:20 – RT506 on scene.
- 04:22 – El Paso Fire Department P29 enroute.
- 04:30 – P29 on scene.
- 04:28- CH401 requested fire marshal investigator.
- 04:50 – FM482 and FM486 enroute.
- 05:15 – Fire under control.
- 05:16 – El Paso Fire Marshal Investigator on scene.
- 05:17 – FM482 and FM484 on scene.

- 06:42 – FM485 on scene.
- 07:41 – FM481 on scene. P403 and UT402 cleared scene.
- 08:31 – CH401 cleared scene.
- 11:52 – FM485 and FM481 cleared scene. El Paso Fire Marshal Investigator remained on scene.

Structure Fires out of District

1. S Acencion St/Temperance (District 207)
2. 3584 Yanagisako Ave (District 502)
3. 14553 Cassidy Dr (District 505)
4. 3742 Gwendolyn Dr. (District 502)
5. 13669 Gateway West Blvd (District 712)
6. 10180 Texas Madrone Dr (District 711)
7. 715 Delhi Dr (District 711)

Search and Rescue

1. 16700 Montana Ave (District 503)

- 13:36 –Reporting party was transferred to El Paso Sheriff’s Dispatch and advised his vehicle had broken down the night before and was lost in the desert.
- 14:04 – Call was transferred to County Fire dispatch for drone assistance.
- 14:08 – Montana Fire Department dispatched.
- 14:10 – P501 and B501 enroute.
- 14:11 – Everbridge page was sent for Search and Rescue Activation.
- 14:12 – SAR401 and CH401 enroute.
- 14:27 – P501 and B501 on scene.
- 14:42 – UT402 made their way to the patient’s location.
- 14:43 - Drone was in the air.
- 14:50 – Patient refused emergency medical services.
- 14:56 – Patient was retrieved and was being escorted back.
- 15:02 – Drone on the ground.
- 15:04 – Patient released to responsible party.
- 15:17 – All units cleared.

Commissioners had no questions. Motion to approve report made by Commissioner Anaya 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 budget year closeout. No action taken – information only.
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 August:

- Station 1: 265
- Station 2: 169
- ESD No.1 HQ: 2
- Total calls: **436**
- **Calls for the year 2025:** 3,445
- **Stipend:** \$37,845.93
- **Hours:** 3,144.93
- **Fire Marshal Office:** Deputy Fire Marshal continues in the Peace Officer Academy. There have been no reported issues. Captain Franco and I have been in discussion with Chandler Mills about the County adopting a fire code and the potential to hire a Fire Marshal and Deputy Fire Marshal. A committee has been formed with two Commissioners from ESD 1 and two from ESD 2, along with the Fire Chief from ESD 2, and myself, Captain Franco and I met Chandler yesterday and we had good discussion about their proposal and what we are suggesting.
- **Training:** The training division is working on a training calendar for everyone to see so that CE's can be attended by all divisions. Everyone has met their TCFP hours, and we will be paying the annual renewal.
- **Fleet:** Next month the Type II Wildland Urban Interface truck will be ready, no exact date as of yet. Preventative maintenance continues, nothing major to report. P402 is still in the shop being repaired no timeline as of yet.
- **Personnel:** We had three applicants submitted for the mechanic's position. One interviewed and was hired, he is expected to start at the end of October. We have had two more volunteers resign because of schedule conflicts with work.
- **Response:** Nothing more to report
- **Special Operations:** Seven members tried out for the A.H.R.T team and six passed the physical requirement. The physical requirement is the same requirement that the SWAT team does. Next, we will set up training dates with the Sheriff's office SWAT team and start getting gear from the Sheriff's office to start response. This will take a few months.
- **HQ:** We have the keys and did the punch list. Furniture is being installed, and the imperfections are being addressed. There was nothing major to report from the punch list. We are preparing for the move to occur on October 10 –13, and doors to open on the 14th. Katherine has been working diligently to get the I.T. items up and running and there has been some great progress.
- **Misc.:** National Night out will be on October 7, and the ribbon cutting ceremony will occur on October 31st at 11am.

Commissioners Rankins asked who is a part of the committee for the Fire Marshal discussion with ESD 1 was – Chief stated it was Commissioner Berumen and Booth. Mayberry asked about delivery date for new pumper and if there would be a walk through at the factory. Chief Menendez would like the new mechanic to go for the build review. Commissioner Mayberry asked that one Commissioner go as well. Motion to approve report made by Commissioner Rankins 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	2025
Construction	36	23	43	23	20	10	24	22	00	00	00	00	201

Total for 08/2024: **243** Total for 08/2023: **250** Total for 08/2022: **230**

- **Annual Fire Safety Inspections**

- **146** = FMO Annual Fire Safety Inspections for August 2025, as per ESO Inspection Report
- **07** = SWO decals were applied at: Union Draft House; Walgreens; Bob Hope Truck Repair; Fire Fox Global; El Chato MFU; Robeline Apartments; Boosted Garage

- **New Building Construction**

- FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - ESD HQ= 98% TCO
 - High Desert Oral = 65%
 - Chilaquiles Buen Dia = 90%
 - Love Pho = 99%
 - Vista Market=60%
 - Freddy’s = 100%
 - Panera = 95% (Shell) 95% (T.I.)
 - Discount Tires = 50%
 - Orange Cow Burger = 85%
 - Shopping Centers and Warehouses
 - High Pile Combustible Storage Racking Systems
 - Assorted Fire Protection Systems

New Business Open to the ESD: KinderCare (13007 Emerald Pass); Basilico (12900 Eastlake); Signature Nails (12650 Pellicano); Twisted Sugar (Doncaster); Amazing Donuts (Emerald Pass).

- **Personnel:**

- The (2) two Part-time DFM employees have begun their 4th month with FMO. Both are doing well.
- DFM Hernandez has begun his 3rd phase of training at EPCC LETA.

- **Training:**

- FMO Weekly Meetings.
- DFM’s certified as EMT’s are completing their Medical CE’s by in person training with Eng. Alva & Target Solutions.
- FMO personnel have completed their CE requirements for TCFP. All will renew structural certification on October 31st.

- All FMO Peace Officers have started TCOLE CE training for new cycle which began August 1st.
- **Miscellaneous Activities & Information:**
 - FM402 was taken in for transmission issues. Vehicle is a 2016 with only a little over 45,000 miles.
- **Future Events:**
 - Veterans Day Event at Corky Park – November 8th.
 - September 11th Ceremony & National Night Out on October 7th.

Commissioners Mayberry asked where the new Discount Tire would be. Commissioner Rankins asked about the SWO and Captain Franco explained the situation with the current SWO. Motion to approve the Fire Marshal report made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

10. Discussion and take action on the approval of the TCDRS Retirement plan for 2026:

Administrator Ames presented the proposed TCDRS plan to begin in January 20226. The ESD will make a one-time payment of \$51,718.00 that will go towards the unfunded balance. The rates for the year will remain the same. Motion to approve the plan and allow Administrator Ames to sign the plan as the Districts Plan Administrator made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

11. Discussion and take action on the adoption of the FY 26 holiday schedule:

Chief Menendez proposed that the board approve all holidays as well as two additional days of 12/26/25 and 1/2/26 to reward the employees for their hard work this year for the district. These two additional days would be days off for 40-hour employees only. Operations personnel will be paid two times their rate for the additional two days as per policy. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

12. Discussion and take action on Purchasing 200.004 SOP:

Administrator Ames presented the current policy, legislative change and proposed amendment to the SOP. Motion to approve as presented made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

13. Discussion and take action on Purchasing 200.005 SOP:

Administrator Ames presented the current policy, legislative change and proposed amendment to the SOP. Motion to approve as presented made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

14. Discussion and take action on Request for Purchase order (RPO) 200.006 SOP:

Administrator Ames presented the current policy, legislative change and proposed amendment to the SOP. Motion to approve with requested changes made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

15. Discussion and take action on Purchasing Procedures 200.0061 SOP:

Administrator Ames presented the current policy, legislative change and proposed amendment to the SOP. Motion to approve with requested changes made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

Commissioners discussed some language change to the policy. Motion to approve with recommended changes and to allow the President to sign the Resolution made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

16. **Discussion and take action on Tuition Reimbursement 200.011 SOP:** Administrator Ames presented the current policy, and proposed amendment to the SOP. Commissioner requested the same language clarification be put into this SOP as mentioned in the previous SOP's. Motion to approve with recommended language change made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
17. **Discussion and Travel 200.012 SOP:** Administrator Ames presented the current policy, and proposed amendment to the SOP. Commissioner Rankins requested some additional language for clarification be put into this SOP as mentioned in the previous SOP's. Motion to approve with recommended language change made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
18. **Discussion and take action on Purchasing Requirement 200.0027 SOP:** Administrator Ames is requesting that this SOP be deleted, as it is duplicated in other SOP's. Motion to delete the SOP made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
19. **Discussion and take action on Cost of Living Allowance (COLA) 200.0071 SOP:** Chief Menendez presented the amended SOP to the board with additional language based on the needs of the District. And to approve the 3% COLA and level raising as discussed and approved in the budget. Motion to approve made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
20. **Discussion and take action on the Horizon Fire Volunteer and El Paso County ESD #1 contract:** Chief Menendez presented the revised contract with changes to the budgetary language. Additional grammatical changes were also discussed. Motion to approve the contract with recommended changes made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
21. **Discussion and take action on ESD Headquarters Construction project on approval of change orders and associated fees, project status, project requests, and approval and change of architecture design/plans:** Updates and progress was given on the building. Report was informational only and no action was taken.
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 Anaya. Motion carried.

Executive Session: The Board retired into executive session at 8:38pm.

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

Return to Regular Session – The Board returned back to regular session as 9:01pm.

24. **Discussion and take action on Personnel matters:** No action was taken.
25. **For the Good of the District:** Chief Menendez spoke about the next Chief Consortium meeting will be at the HQ building. National Night Out will be October 7th at 5:30pm; October 20th will be the County Commissioners' meeting to discuss the topic of a County Fire Marshal.
26. **Set date and time for next meeting in October:** Due to the relocation of Administration to the new building the next meeting will be scheduled for October 30, 2025, at 6:30pm
27. **Adjourn** – Motion made by Commissioner Anaya. Meeting adjourned at 9:04pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant II