



El Paso County
Emergency Services - District #2



P.O. Box 683
Clint, Texas 79836
Phone (915) 851-0304 • Fax (915) 851-9000

MINUTES OF A REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 WAS HELD AT THE

**MONTANA VISTA FIRE DEPARTMENT
13978 MONTANA AVE.
EL PASO, TX 79938**

WEDNESDAY, 14TH OF AUGUST 2013

1. CALL MEETING TO ORDER.

Meeting was called to order by Annette Gonzalez at 7:04 P.M.

PLEDGE OF ALLEGIANCE

2. ESTABLISHMENT OF QUORUM

Present was President William Adler, Vice President Pamela Padilla and Secretary Mario Murillo, establishing a quorum. Absent was Treasure Elvia Schuller and Treasurer Jerry Knotts. Also present was the Districts' Attorney Richard Contreras and Districts' CPA Joanne Nugent.

3. PUBLIC COMMENTS, MUST NOTIFY THE BOARD TO SPEAK ON CERTAIN AGENDA ITEMS. (5 minutes) sign-in sheet provided

NOTICE TO THE PUBLIC: All matters listed under the Consent agenda below will be considered by the Board of Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Commissioner requests specific items to be removed from the Consent agenda. If an item or items are removed from the Consent agenda they will be placed upon the regular agenda for discussion and action prior to the time the board votes on the motion to approve and adopt the Consent agenda.

CONSENT AGENDA

4. DISCUSS AND APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON THE 10TH OF JULY 2013 AND SPECIAL MEETING ON THE 8TH OF JULY 2013.

A motion to approve by William Adler and seconded by Mario Murillo. Motion carried.



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5. DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY ANNETTE M. GONZALEZ.

A. REPORT ON THE BANK BALANCES.

MONEY MARKET, OPERATING NOW ACCOUNT, INSPECTION ACCOUNT

- **BANK RECONCILIATIONS**
- **CHECK REGISTERS ATTACHED**
- **DEPARTMENT PROFIT & LOSS**

B. APPROVE FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUEST FOR REIMBURSEMENT.

Clint Fire Department: A motion to remove \$409.63 from American Airlines bill for Lucia Lopez's airline ticket to Chicago, IL for the Fire Chief Convention by William Adler and seconded by Pamela Padilla.

Fabens Fire Department: A motion to remove Verizon Wireless in the amount of \$626.77 until proper documentation is submitted that includes a list of individuals assigned to each cell phone number and WIFI tablet service by William Adler and seconded by Pamela Padilla.

A motion to approve consent agenda by William Adler and seconded by Mario Murillo. Motion carried.

6.

EXECUTIVE SESSION

THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 IS NOW ENTERING INTO A CLOSED MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE §551.071 TO CONSULT WITH THE DISTRICT ATTORNEY CONCERNING ALL MATTERS IDENTIFIED IN THE AGENDA WHERE THE BOARD MEMBERS SEEK THE ADVISE OF THEIR ATTORNEY AS PRIVILEGED COMMUNICATIONS. THE DATE IS: 14TH OF AUGUST 2013 TIME: 9:26 PM

A. (Requested by Chief Esparza) DISCUSS REPORT GIVEN BY CHIEF ESPARZA REGARDING MONTANA VISTA FIRE DEPARTMENT.



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- B. (Requested by Chief Esparza) DISCUSS REPORT FROM CHIEF ESPARZA ON DISTRICT ADMINISTRATIVE ASSISTANTS.**
- C. (Requested by Commissioner Schuller) DISCUSS PERSONNEL MATTERS IN ACCORDANCE WITH TEXAS GOVERNMENT CODE §551.074.**
- D. (Requested by Commissioner Schuller) DISCUSS A MERIT INCREASE FOR ROGELIO ESPARZA.**

THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 BOARD HAS COMPLETED ITS CLOSED MEETING. THE DATE IS: 14TH OF AUGUST 2013 TIME IS: 11:15 PM

THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 BOARD HAS RECONVENED INTO REGULAR SESSION.

- A. (Requested by Chief Esparza) DISCUSS AND TAKE ACTION ON REPORT GIVEN BY CHIEF ESPARZA REGARDING MONTANA VISTA FIRE DEPARTMENT.**
A motion to delete by William Adler and seconded by Pamela Padilla.
Motion carried.
- B. (Requested by Chief Esparza) DISCUSS AND TAKE ACTION ON REPORT FROM CHIEF ESPARZA ON DISTRICT ADMINISTRATIVE ASSISTANTS.**
A motion for District Administrator pursuant to instruction provided to her under executive session by Pamela Padilla and seconded by Mario Murillo.
Motion carried.
- C. (Requested by Commissioner Schuller) DISCUSS AND CONSIDER PERSONNEL MATTERS IN ACCORDANCE WITH TEXAS GOVERNMENT CODE §551.074.**
A motion to delete by William Adler and seconded by Pamela Padilla.
Motion carried.
- D. (Requested by Commissioner Schuller) DISCUSS AND TAKE ACTION ON A MERIT INCREASE FOR ROGELIO ESPARZA.**



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A motion to postpone by Pamela Padilla and seconded by William Adler.
Motion carried.

- 7. Postponed on July 08, 2013 by Commissioner Schuller (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON THE FY 2014 BUDGET FOR ESD #2.**

A motion to postpone by William Adler and seconded by Pamela Padilla. Motion carried.

- 8. Postponed on July 08, 2013 by Commissioner Schuller (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON LEASING MORE OFFICE SPACE AT A COST OF \$2,500 A MONTH TO BE USED FOR A BOARDROOM, WITH A MINIMUM 5 YEAR LEASE.**

A motion to approve by Pamela Padilla and seconded by William Adler. Motion carried.

- 9. (Request by Assistant Chief Cerecerez) DISCUSS AND TAKE ACTION ON GIVING EACH ADMINISTRATIVE ASSISTANT AFTER 1 YEAR OF SERVICE A COST OF LIVING INCREASE.**

A motion to delete by Pamela Padilla and seconded by Mario Murillo. Motion carried.

- 10. (Request by Assistant Chief Cerecerez) DISCUSS AND TAKE ACTION ON GIVING EACH ADMINISTRATIVE ASSISTANT PART TIME HEALTH INSURANCE BENEFITS AFTER 1 YEAR OF SERVICE.**

A motion to postpone by William Adler and seconded by Pamela Padilla. Motion carried.

- 11. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE DISTRICT NOT ALLOWING MEMBERS TO KEEP ANY ASSIGNED CELL OR LAND LINE NUMBERS THAT WERE ISSUED TO THEM BY THE INDIVIDUAL FIRE DEPARTMENTS.**

No action taken.

- 12. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE ADMINISTRATIVE ASSISTANT'S HAVING CELL PHONES ISSUED BY THE INDIVIDUAL DEPARTMENTS.**

A motion to disapprove Administrative Assistant's having cell phones issued by the individual departments by Mario Murillo and seconded by Pamela Padilla. Motion carried.



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13. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON EQUIPMENT THAT WAS BOUGHT BY MONTANA VISTA FIRE DEPARTMENT AND IS NOW IN POSSESSION OF THE EL PASO SHERIFF'S DEPARTMENT.

A motion to instruct the district attorney to contact the El Paso County Sheriff's Department and make arrangements for property transfer of equipment by Pamela Padilla and seconded by William Adler. Motion carried.

14. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE CONTRACT SIGNED BY CHIEF ESPARZA WITH INTEGRATED HUMAN CAPITAL FOR TEMP SERVICES.

A motion to approve by Pamela Padilla and seconded by William Adler. Motion carried.

15. (Request by Annette Gonzalez) DISCUSS AND TAKE ACTION ON WHEN SICK LEAVE HOURS WILL BE RESET EACH YEAR FOR ALL STAFF EMPLOYEES.

A motion to approve sick leave to be reset based on employee's anniversary date by William Adler and seconded by Pamela Padilla. Motion carried.

16. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON WHICH FIRE DEPARTMENT WILL BE RESPONSIBLE TO PAY \$2,600 FOR A TRUCK THAT WAS LEFT AT A WELDING SHOP. THE TRUCK IS CURRENTLY UNDER CLINT FIRE DEPARTMENT AND WAS SUPPOSED TO BE TRANSFERRED TO SAN ELIZARIO FIRE DEPARTMENT.

A motion to approve San Elizario Fire Department to take responsible to reimburse the El Paso County ESD#2 in the amount of \$2,600 by William Adler and seconded by Mario Murillo. Motion carried.

17. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON CONTRACTING WITH CLOCKSPOT FOR TIME CARD MANAGEMENT AT A COST OF \$60.00 PER MONTH.

A motion to approve by William Adler and seconded by Mario Murillo. Motion carried.

18. (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON MONTANA VISTA FIRE DEPARTMENT REVISED MANAGEMENT RESPONSE TO THE 2012 FISCAL YEAR AUDIT FINDINGS.



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A motion to postpone by William Adler and seconded by Mario Murillo. Motion carried.

19. (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON THE COUNTY OF EL PASO AUDIT FININGS.

A motion to approve with necessary corrections by William Adler and seconded by Pamela Padilla. Motion carried.

20. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE 2014 SERVICE CONTRACTS BETWEEN ALL DEPARTMENTS AND THE DISTRICT FOR SERVICES.

A motion to postpone for one (1) month by William Adler and seconded by Pamela Padilla. Motion carried.

21. (Request by Commissioner Murillo) DISCUSS AND TAKE ACTION ON FIRE DEPARTMENT OFFICERS VEHICLE ASSIGNMENTS.

For informational purposes only.

22. (Request by Commissioner Murillo) DISCUSS AND TAKE ACTION ON PROCESS/DOCUMENTATION OF ISSUE AND USE OF GSA PER DIEM RATE BY INDIVIDUAL FIRE DEPARTMENT MEMBERS.

For informational purposes only.

23. (Request by Annette Gonzalez) DISCUSS AND TAKE ACTION ON ADOPTING THE 2013 TAX YEAR AT \$0.1000 PER ONE THOUSAND DOLLARS OF ASSESSED PROPERTY VALUE. THE M&O RATE AT \$0.023841 AND THE DEBT RATE AT \$0.076159.

A motion to approve \$0.1000 per one hundred dollars of assessed property value with the M&O rate at \$0.023841 and the debt rate at \$0.076159 by William Adler and seconded by Mario Murillo. Motion carried.

24. (Request by Captain Lerma) DISCUSS AND TAKE ACTION ON ALLOWING THE WEST VALLEY FIRE DEPARTMENT TO HOLD THEIR ANNUAL ANGEL FUND RAISER, SEPTEMBER 28TH FROM 10:00 A.M. TO 10:00 P.M.

A motion to approve by Pamela Padilla and seconded by Mario Murillo. Motion carried.

25. (Request by Richard Contreras) DISCUSS AND TAKE ACTION ON MAPS OF THE DISTRICT PRESENTED BY RICHARD CONTRERAS.



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For informational purposes only.

26. (Request by Chief Lopez) DISCUSS AND TAKE ACTION ON THE DISTRICT COMMUNICATING WITH DEPARTMENT CHIEF'S REGARDING CHANGES ON POLICIES AND PROCEDURES.

For informational purposes only.

27. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON PURCHASING WASP INVENTORY CONTROL SOFTWARE FOR THE DISTRICT OFFICE.

A motion to approve by William Adler and seconded by Pamela Padilla. Motion carried.

28. (Request by Annette Gonzalez) DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON 11TH OF SEPTEMBER 2013 AT THE _____ AT 7:00 P.M.

A motion to schedule next meeting on September 18, 2013 at 7:00 PM, location to be determined by William Adler and seconded by Pamela Padilla. Motion carried.

29. ADJOURNMENT

Annette M. Gonzalez
District Administrator

Notice: Prior to the adjournment of the meeting, the Board may retire into executive session in accordance with Texas Government Code to discuss Section 551.071 Consultation with Attorney, Section 551.072 Deliberation regarding real property, Section 551.073 Deliberation regarding prospective gift, Section 551.074 Personnel matters.

I, the undersigned authority, hereby certify that the above notice of the meeting of the board of Commissioners of El Paso County Emergency Services District No. 2 is



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a correct copy of the notice that I posted and I did post this notice at least seventy-two (72) hours preceding the scheduled meeting at the County Clerk's office.

Dated this the 14TH OF AUGUST 2013

By: _____

Annette M. Gonzalez

District Administrator

