

MINUTES OF THE REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2, HELD WEDNESDAY **FEBRUARY 08, 2012** AT 7:00 P.M. AT THE MONTANA VISTA FIRE DEPARTMENT

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1. CALL MEETING TO ORDER,

Meeting was called to order by President Sandoval at 7:08 P.M.

2. ESTABLISHMENT OF QUORUM.

Present were: President Sandoval, Vice President Bill Adler, Treasurer Nick Sierra and Secretary Ray Trevizo. Therefore establishing a quorum. Also present was District's Attorney Teresa Garcia and the Administrative Assistant Becky Terrazas

3. DISCUSS AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR MEETING FOR 08 FEBRUARY 2012..

The meeting notice was timely posted at the El Paso County Clerk's office on 03 February 2012 at 4:14 p.m.

4. DISCUSS AND TAKE ACTION ON THE MINUTES OF THE REGULAR MEETING HELD 11 JANUARY 2012 AND AT THE FABENS FIRE DEPARTMENT, AND THE SPECIAL MEETING HELD 17 JANUARY 2012 AT THE SOCORRO FIRE DEPARTMENT.

On a motion made by Nick Sierra and seconded by Bill Adler the minutes were approved as written. Motion carried.

5. PUBLIC COMMENTS, MUST NOTIFY THE BOARD TO SPEAK ON CERTAIN AGENDA ITEMS. ( 5 MINUTES)

A sign-in sheet is attached hereto and becomes part of the minutes.

**EXECUTIVE SESSION 7:15 P.M.**

**On a motion made by Bill Adler and seconded by Nick Sierra the Board went into Executive Session first for Item #20 and then item #10.**

20. COMMENTS BY DISTRICT'S ATTORNEY TERRI GARCIA.

Motion was made by Nick Sierra to schedule an Emergency meeting and have Wendy Younger inform the Chiefs. Meeting will take place at the Socorro Fire Department on 10 February 2012 at 7:00 P.M. Seconded by Bill Adler, Motion carried. Becky will have the notice faxed over to the County clerk tonight to have them post it tomorrow morning.

10. DISCUSS AND TAKE ACTION ON THE STATUS OF THE ACQUISITION OF PROPERTY FOR THE DISTRICT'S MAIN OFFICE AND THE INSPECTION DEPARTMENT.

A motion was made by Bill Adler to give authorization to Carlos Aguilar, Real Estate Broker, to proceed with a letter of intent to the PSB for the potential purchase of a parcel of 16 acres a portion of tract 12 blk 26 Socorro Grant. Seconded by Nick Sierra. Motion carried. A Second motion was made by Bill Adler to allow Carlos Aguilar, Real Estat Broker, to enter and agreement for an estimate of that property. Seconded by Nick Sierra. Motion carried.

6. MEET WITH YURI OROZCO, REGARDING THE CITIZEN CORPS ROGRAM AND THE CONCEPT OF FIRE CORP. Information only.

7. DISCUSS AND TAKE ACTION ON THE EXECUTION OF THE MASTER LEASE AGREEMENT WITH LEASING 2, FOR SOCORRO'S ARIEL ROSENBAUER

On a motion made by Nick Sierra and seconded by Ray Trevizo the lease agreement with Leasing 2 was unanimously approved.

8. DISCUSS AND TAKE ACTION ON AN UPDATE OF THE SAN ELIZARIO FIRE DEPARTMENT'S AUDIT BEING PERFORMED BY CPA JOANN NUGENT FROM THE SBNG FIRM.

Audit is still in progress.

9. DISCUSS AND TAKE ACTION ON THE COUNTY AUDITORS RECOMMENDATIONS FOR GUIDELINES AND CORRECTIVE ACTIONS BEING PERFORMED BY CPA JOANN NUGENT.

A draft of the policies and guidelines were given to the board to be reviewed.

11. DISCUSS AND TAKE ACTION ON A TEMPORARY DISTRICT OFFICE AND TRANSFERING \$30,000 FROM EACH DEPARTMENT TO FUND THE DISTRICT'S EXPENSES.

On a motion by Bill Adler and seconded by Nick Sierra it was approved to pursue a lease for 1 year +. Becky will contract with Carlos Aguilar to negotiate the lease. Motion carried.

Becky will continue to deduct district expenses from each departments expenses.

12. DISCUSS AND TAKE ACTION ON HIRING AN ATTORNEY SPECIALIZING IN ESD'S (PRESENTERS FROM THE SAFE-D'S SAN ANTONIO CONFERENCE IN 2011 ) REGARDING THE CITY OF SOCORRO'S. INTENT TO TAKE OVER OF THE SOCORRO FIRE DEPARTMENT.

A motion made by Bill Adler seconded by Nick Sierra to hire an Attorney from the SAFE-D organization specializing in ESD's was unanimously approved.

13. DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS.  
REPORT ON THE BANK ACCOUNT BALANCES:

A.) MONEY MARKET, NOW ACCOUNT AND THE CODE ENFORCEMENT ACCOUNT.  
\$3,442,215.80                      \$221,706.50                      \$117,574.71

B.) APPROVAL FOR PAYMENT OF THE MONTHLY BILLS, REQUESTS FOR REIMBURSEMENT.

Checks and balances, and spreadsheet is attached hereto and become part of the minutes.

All request for reimbursements and accounts payable were unanimously approved on a motion made by Bill Adler and seconded by Nick Sierra.

14. DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATION OVER \$2,000.00 (a notarized and itemized statement of cost must be presented. 775.073)

A. SINGLE ITEM PURCHASES OVER \$2,000.00

SOCORRO - \$2268.00 Emergency reporting

CLINT - \$2268.00 Emergency Reporting, \$2077.21 Gloria Ontiveros, \$4283.30 PMI

WEST VALLEY - \$2585.00 Las Palmas Life Care, \$2704.48 Wright Express.

CLINT - \$2813.61 Verizon, \$2500.00 El Paso Fence Co., \$2322.75 RG Screen Printing, \$2491.23 Uniforms of Texas.

MONTANA VISTA - \$3214.84 GE Fleet Services, \$2274.01 IRS.

B. STATUS ON REFINANCING 27 LEASES

Mr. Kaus, will proceed to look into the 7 leases that are not financed with Southside Bank, for refinancing.

- C. FABENS: 1<sup>ST</sup> OPTION - GOING OUT FOR BIDS ON CONSTRUCTION FOR OFFICES.  
.2<sup>ND</sup> OPTION- RETAIN A REAL ESTATE BROKER TO LOOK INTO PROPERTY FOR OFFICES.

A motion made by Bill Adler to purchase property at 229 W. Main in Fabens, thru Carlos Aguilar, Real Estate Broker, was seconded by Nick Sierra. Voting was unanimous.

15. REPORT ON THE JANUARY 2012 RAC MEETING, BY WENDY YOUNGER.

Nil

16. DISCUSS AND TAKE ACTION ON PENSION BOARD BY CHAIRMAN ROLAND GLIDDEN. REPORT ON THE FOLLOWING:

a. 502's, 503's and 504's AND RETIREMENTS SUBMITTED.

None. The 2 retirements forms for Nick Sierra and Christina Sierra were submitted.

Motion to approve the retirements was made by Bill Adler and seconded by Ray Trevizo. Motion carried

17. DISCUSS AND TAKE ACTION ON THE FOLLOWING:

A NEW PERMIT FEES ON ITEMS COVERED ON THE IFC (INTERNATIONAL FIRE CODE).

A fee schedule was presented to the board and on a motion made by Bill Adler and seconded by Nick Sierra with changes, the fire building permit and "j" the word "triple" to be changed to penalty fee. Approved items from A to O. Motion carried.

B.) THE PURCHASE, BY FIRE MARSHAL ESPARZA, TO BUY EXTENDO BEDS FOR THE TWO NEW UNITS.

This item was deleted by Rogelio Esparza.

- C.) DISCUSS AND TAKE ACTION ON PURCHASING HEALTH INSURANCE FOR INSPECTION EMPLOYEES.

This item was postponed for 1 month.

18. DISCUSS AND TAKE ACTION ON 911 REPORT.

Reported upcoming information for the next months meeting.

19. TRAINING

Recruitment and Retention the 11<sup>th</sup> of February in Socorro at 1:00 p.m.

20. COMMENTS BY DISTRICTS' ATTORNEY TERRI GARCIA.  
Done in EXECUTIVE SESSION

21. DISCUSS AND TAKE ACTION ON NEXT MEETING DATE AND LOCATION, WEDNESDAY 14 MARCH 2012 AT  
THE SAN ELIZARIO FIRE DEPARTMENT AT 7:00 P.M.  
Approved on a motion by Nick Sierra and seconded by Ray Trevizo. Motion carried.

22. ADJOURNMENT

There being no further business the meeting was unanimously adjourned on a motion made by Carlos Sandoval and seconded by Nick Sierra. Motion carried.

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PRESIDENT CARLOS SANDOVAL