

MINUTES OF THE REGULAR EL PASO COUNTY EMERGENCY SERVICES DISTRICT #2 MEETING HELD AT THE AT THE FABENS FIRE DEPARTMENT. 11 JANURAY 2012

1. **CALL MEETING TO ORDER.**
Meeting was called to order by President Carlos Sandoval at 7:04 p.m.
2. **ESTABLISHMENT OF QUORUM.**
Present were: President Sandoval, Vice President Adler, Treasurer Nick Sierra and Secretary Henry Magallanes and Commissioner Ray Trevizo., which constituted a quorum. Also present was District's Attorney Teresa Garcia and Administrative Assistant Becky Terrazas.
3. **DISCUSS AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR MEETING FOR 11 JANUARY 2012.**
The notice was timely posted at the El Paso County Clerk's office on 6 January 2012 at 2:04 p.m.
4. **DISCUSS AND TAKE ACTION ON THE MINUTES OF THE SPECIAL 15 NOVEMBER 2011 MEETING AND THE REGULAR MEETING HELD 14 DECEMBER 2011 AT THE CLINT FIRE DEPARTMENT.**
The minutes of the November 11th and December 14th were unanimously approved on a motion made by Nick Sierra and seconded by Ray Trevizo.
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.
6. **PRESENTATION BY THE FABENS FIRE AND RESCUE TO RETIRED CHIEF OF 22 YEARS NICK SIERRA.**
The Fabens Fire Chief Martinez presented an award for his 22 years as Chief of the FVRR.
7. **DISCUSS AND TAKE ACTION ON CHIEF MAGALLANES'S RETIREMENT FROM THE SOCORRO F.D.**
A letter of Retirement as Chief and Secretary of the Board of ESD#2 was received by the Board, to commence.
6. **DISCUSS AND APPROVE THE CORRECTION IN THE RMO RESOLUTION #2011-04**
The correction made to the RMO resolution was to delete the name of the person, it should only stipulate the position. Approved on a motion made by Bill Adler and seconded by Nick Sierra.
8. **DISCUSS AND TAKE ACTION ON THE ADMINISTRATIVE ASSISTANT'S JOB DESCRIPTION, DUTIES, SUPERVISOR, AND EMPLOYER (DISTRICT OR FIRE DEPARTMENT CHIEF.)**
The AA's will be ESD #2 employees, but working under the direction of the chief's at the end of the month. The Chief's will decide how much of the administration aspect he wants them to do. The AA'a will go to Becky for direction district wise. Becky will work in conjunction with CPA Sammy Johnson, but it will ultimately lay on Becky's shoulders when it comes over to the table of the Board.
9. **DISCUSS, REVIEW AND SET A SPECIAL MEETING TO INTERVIEW THE APPLICANTS FOR THE ADMINISTRATIVE ASSISTANT POSITIONS**
A Special meeting was called for 17 January 2012 at 7:00 p.m. to be held in Socorro for the Interview and hire of the applicants. Approved on a motion made by Nick Sierra and seconded by Ray Trevizo. Motion carried.
10. **(postponed by Bill Adler ON 14 December until the Final Audit is presented). DISCUSS AND TAKE ACTION ON THE FINAL AUDIT OF EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2, "GENERAL OPERATING EXPENDITURES AND PROCEDURES", DONE BY COUNTY AUDITOR EDWARD DION.**
The board will take corrective action on setting a time line for a full Audit for the San Elizario's Fire Department. Motioned by Bill Adler and seconded by Nick Sierra. Motion carried.
11. **(postponed by Carlos Sandoval on 14 December until the final audit is presented) DISCUSS AND TAKE ACTION TO HIRE A CPA TO REVIEW THE RECOMMENDATIONS OF THE COUNTY AUDITOR AND SET POLICIES AND PROCEDURES AND GUIDELINES FOR CORRECTIVE CTION.**
Joann Nugent from the CPA firm SBNC P.C. she will be contracted by the board to review the recommendations of the county auditor and make and will set the policies and guideline for the district to take corrective action.
12. **DISCUSS AND TAKE ACTION ON A PROPOSAL FROM SAMMY JOHNSON FOR MONTHLY ACCOUNTING FOR EACH FIRE DEPARTMENT.**
Information only.

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.**
 \$2,408,653.43 \$1,77,483.02 \$125,475.15
- B.) **APPROVAL FOR PAYMENT OF THE MONTHLY BILLS, REQUESTS FOR REIMBURSEMENT.**
 The Monthly bills and request for reimbursements are attached hereto on the spreadsheet.
 All of the bills were approved for payment on a motion made by Nick Sierra and seconded by Ray Trevizo. motion carried.
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**
 Montana Vista – fuel \$3,453.64 , Emergency reporting \$2,268.00
 West Valley – Design Const. \$9,788.00, Emergency Reporting \$2,268.00, Granger \$2,090.38, Mike Pietsch \$2,666.00.
 San Elizario – Advanced rescue system \$46,393.80, Electric \$2,181.79, Valero \$2,424.99, Daco \$6625.50
 Clint – Daco \$7,326.89, Gloria Ontiveros \$2,077.21
- B **REFINANCE LONG TERM DEBTS.**
 It was unanimously approved to look into refinancing long term debt leases, on a motion made by Bill Adler and seconded by Ray Trevizo. Motion carried.
15. **DISCUSS AND TAKE ACTION ON AUTHORIZING ROGELIO ESPARZA’S SIGNATURE FOR DEBIT CARD PURPOSES ONLY..**
 Unanimously approved on a motion by Bill Adler and seconded by Ray Trevizo. Motion carried..
16. **DISCUSS AND TAKE ACTION ON BIDS RECEIVED FOR**
- A. **SOCORRO - ARIEAL TRUCK – DON PYLE REPRESENTING GOVERNMENTAL CAPITAL CORP. WILL BE PRESENT TO EXPLAIN AND ANSWER QUESTIONS REGARDING HIS BID.**
 Information only, proposal is attached hereto and becomes part of the district.
 --The proposal from Leasing 2 was approved to finance the loan for the Socorro ladder truck. Motion was made by Bill Adler and seconded by Nick Sierra. Motion carried.
- B. **MONTANA VISTA - MEDIUM RESCUE TRUCK WITH GENERATOR, LIGHT TOWER , ELECTRIC REELS AND ELECTRIC EXHAUST FANS. .**
- C. **WEST VALLEY – ANNUAL SCBA FLOW TESTS, REPAIR/UPGRADES TO EXISTING BURN BUILDING, AND REPAINTING ON THE INTERIOR OF THE VINTON STATION.**
 Unanimously approved. Motion carried

ITEM #17 CLOSED SESSION AT 7:07
RECONVENED AT 7:30 p.M.

17. **DISCUSS AND TAKE ACTION ON THE FINDINGS OF 2 MEDICAL CLAIMS SUSTAINED IN THE COURSE OF THEIR DUTY.**
 .After discussion in closed session a motion was made to deny the claim of Eusebio Villa requesting for out of pocket expenses in the amount of \$1,400 to be paid by District. The First report of injury was sent to the workers’ comp insurance carrier TML.
18. **(REQUESTED BY CARLOS SANDOVAL) DISCUSS AND TAKE ACTION ON AN ACQUISITION OF PROPERTY FOR THE DISTRICT OFFICE AND FIRE PREVENTION DIVISION..**
 Real Estate Broker, Carlos Aguilar, will be retained to look for property for the district. A Property committee of four, Rogelio Esparza, Robert Cerecerez, Henry Magallanes and Carlos Sandoval was created, to make decisions on what properties are to be negotiated and brought to the Board.
 Motion to approve was made by Bill Adler and seconded by Ray Trevizo. Motion carried.
19. **REPORT ON THE DECEMBER 2011 RAC MEETING, BY WENDY YOUNGER.**
 Nil.
20. **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.**
 Nil

- b. **APPOINTMENT OF THE PENSION BOARD OFFICERS..**
Appointment were as follows: President – Roland Glidden, Vice President, Patricia Cruz, Secretary Rebecca Terrazas, Trustee Boyd Smith, Trustee Elidoro Figueroa, and Trustee Eusebio Villa. Motion was made by Nick Sierra and seconded by Ray Trevizo. Motion carried.
21. **DISCUSS AND TAKE ACTION ON THE FOLLOWING:**
A.) **REPORT OF THE INSPECTION DEPARTMENT BY INSPECTOR ROGELIO ESPARZA.**
B.) **DISCUSS AND TAKE ACTION ON ADOPTING THE RULES AND REGULATIONS IN REGARDS TO FIREWORKS FROM THE STATE FIRE MARSHALS OFFICE AS PER THE NEW CHAPTER 775.**
Motion to adopt the Rules and regulation was made by Bill Adler and seconded by Carlos Sandoval. Motion carried.
C.) **.DISCUSS AND TAKE ACTION ON THE CHANGING OF THE NAME FROM FIRE INSPECTOR TO FIRE MARSHAL..**
Motion to change the name to Fire Marshall was unanimously approved on a motion made by Carlos Sandoval and seconded by Ray Trevizo
D.) **DISCUSS AND TAKE ACTION ON GETTING AN M.O.U. WITH THE COUNTY OF EL PASO AND ALL THE MUNICIPALITY’S THAT THE DISTRICT COVERS IN REGARDS TO CODE ENFORCEMENT.**
Motion to approve was made by Bill Adler and seconded by Nick Sierra. Motion carried.
22. **DISCUSS AND TAKE ACTION ON 911 REPORT.**
Bill met with interested entities and the plan is going forward.
23. **TRAINING**
Nil
24. **COMMENTS BY DISTRICTS’ ATTORNEY TERRI GARCIA.**
NIL
25. **(requested by Attorney Teresa Garcia) DICUSS AND TAKE ACTION ON SETTING A SPECIAL MEETING WEDNESDAY THE 1ST OF FEBRUARY 2012 TO REVIEW DRFT ON THE POLICIES & PROCEDURES FOR THE DISTRICT AND THE HEALTH & SAFETY CODE. PRESENTED BY ATTORNEY TERESA GARCIA.**
26. **(postponed by Carlos Sandoval on 14 December 2011) DISCUSS AND TAKE ACTION TO DIRECT THE ATTORNEY TO CEASE THE REVIEW OF THE POLICIES AND PROCEEDURES.**
Pending the outcome of the special meeting of February 1st.
27. **DISCUSS AND TAKE ACTION ON NEXT MEETING DATE AND LOCATION, WEDNESDAY 08 FEBRUARY 2012 AT THE MONTANA VISTA FIRE DEPARTMENT AT 7:00 P.M.**
28. **ADJOURNMENT**
There being no further business the meeting was unanimoualy adjourned on a motion made by Bill Adler and seconded by Nick Sierra.

PRESIDENT CARLOS SANDOVAL