

THE MINUTES OF THE REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 HELD, 11 JULY 2012, AT THE FABENS FIRE DEPARTMENT.

1. CALL MEETING TO ORDER.

The meeting was called to order by President Carlos Sandoval at 7:00 p.m.

2. ESTABLISHMENT OF QUORUM

Present were: President Sandoval, Vice President Bill Adler, Treasurer Nick Sierra, and Commissioner Jerry Knotts, therefore, an establishment of quorum. Also Present was ESD #2's Attorney Richard Contreras, and District Administrator Becky Terrazas.

3. DISCUSSION AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR 11 JULY 2012 MEETING.

The notice of the meeting was timely posted at the County Clerk's office on 06 July 2012.

4. DISCUSS AND TAKE APPROVE THE MINUTES OF THE SPECIAL 25 JUNE MEETING HELD IN CLINT.

The minutes of the Special Meeting held 25 June 2012 was unanimously approved on a motion made by Bill Adler and seconded by Nick Sierra. Motion carried.

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

A sign in sheet was provided for individuals who wanted to speak on certain agenda items.

6. (requested by Bill Adler) DISCUSS AND TAKE ACTION ON HAVING THE AUTHOR IDENTIFIED ON EVERY ITEM FOR ALL FUTURE AGENDAS.

Approved on a motion made by Carlos Sandoval and seconded by Nick Sierra. Motion carried.

7. (requested by Carlos Sandoval) DISCUSS AND APPROVE TO CONTRACT WITH LAWRENCE FINANCIAL CONSULTING LLC, REPRESENTED BY TOM LAWRENCE, AS THE FINANCIAL ADVISOR.

On a motion made by Carlos Sandoval and seconded by Bill Adler the contract agreement with Lawrence financial Consulting LLC. Copy of the agreement is attached hereto and becomes part of the minutes.

8. DISCUSS AND APPROVE THE CONSIDERATION OF A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 REGARDING A LOAN.

Held the action until Item #12 of the agenda has been discussed.

After discussing item #12, a motion was made by Carlos Sandoval and seconded by Bill Adler to approve a resolution for a \$1,360,000 loan agreement at a rate of 2.33% with 3 sub-loans, Montana Vista's Chassis 10 years, San Elizario's pumper 10 years and Socorro's building addition 5 years. Motion carried.

9. POSTPONED 6/25/12 -SIGN THE 09 APRIL 2012 APPROVED LEASE AGREEMENT WITH OSHKOSH CAPITAL FOR THE PURCHASE OF ONE PIERCE COMMERCIAL CHASSIS HDR, NON WALK IN. FOR \$297,292.

Motion to delete was made by Bill Adler and seconded by Nick Sierra. Motion carried.

10. DISCUSS AND TAKE ACTION ON TOM LAWRENCE'S RECOMMENDATION ON THE FINANCING SOLUTION TO THE SOCORRO AND SAN ELIZARIO PROJECTS.

Item deleted.

11. **Postponed 3/14/2012-05/09/2012-6/25/12-7/03 (requested by Robert Cerecerez, Socorro)**
DISCUSS AND TAKE ACTION ON AWARDDING THE FINANCIAL PROPOSAL FOR THE ADDITION AT THE SOCORRO FIRE STATION.
Item deleted.
12. **SAN ELIZARIO (discussed 5/09/12) REVIEW SEALED PROPOSALS RECEIVED AND AWARD IT TO THE LOWEST RATE FOR A 2012 ROSENBAUER PUMPER FOR \$561,500.**
Chief Trevizo rejected all of the 3 bids received.
13. **(requested by Wendy Younger)DISCUSS AND TAKE ACTION ON THE LIFE AMBULANCE CONSORTIUM AGREEMENT.**
The agreement was unanimously approved on a motion made by Bill Adler and seconded by Nick Sierra.
14. **(requested by Wendy Younger) WENDY YOUNGER, THE DISTRICT'S EMS COORDINATOR AND LIASON TO THE TXDSHS, WILL PRESENT TO THE BOARD THE FRO'S RENEWAL WITH A LIST OF PERSONEL. (UPDATE ONLY, NO ACTION NECESSARY)**
Information only, will continue at the August meeting.
15. **(requested by Bill Adler) DISCUSS AND TAKE ACTION ON THE West Valley Fire Department's 3rd annual Angel Fund Carnival and Car Show scheduled for September 8th and 9th.**
Capt. Lerma made a presentation on the Angel Fund Carnival. All proceeds will go towards traveling expenses for cancer patients. Approval was made by Carlos Sandoval and seconded by Nick Sierra.
Motion carried.
16. **(requested by Chief Adler) DISCUSS AND APPROVE AN EASEMENT ACCESS TO THE EL PASO ELECTRIC COMPANY ON A PORTION OF TRACT 23-A-2, AURELIO DELGADO SURVEY NO. 173, EL PASO COUNTY, TX.**
Motion was made by Nick Sierra to approve the easement access requested by the El Paso Electric Company, seconded by Carlos Sandoval. Motion carried.
17. **(requested by Carlos Sandoval – postponed 6/25) DISCUSS AND TAKE ACTION ON THE FINALIZATION OF THE SAN ELIZARIO AUDIT PRESENTED BY JOANN NUGENT, CPA.**
Postponed until the August meeting, motion was made by Nick Sierra and seconded by Bill Adler. Motion carried.
- 17-B **(requested by Carlos Sandoval 7/03) DISCUSS AND TAKE ACTION ON SETTING A DEFINITE DATE FOR RAY TREVIZO, SAN ELIZARIO'S CHIEF, TO PROVIDE THE REQUESTED INFORMATION.**
Postponed until the August meeting, motion was made by Nick Sierra and seconded by Bill Adler
18. **(requested by Carlos Sandoval and Bill Adler.) DISCUSS AND APPROVE THE PURCHASE OF PROPERTY AND THE LEASING OF A DISTRICT OFFICE.**
The lease for the ESD#2 office was approved with a 1 year lease and 1 year option at a flat lease at no additional cost and rent credit. With a security deposit of 1 month rent on August 1st.
Property was approved to purchase until the appraisal. On a motion made by Carlos Sandoval and seconded by Jerry Knotts. Voting unanimous.
19. **(requested by Bill Adler) DISCUSS AND TAKE ACTION ON QUALIFICATIONS AND JOB DESCRIPTION FOR AN ASSISTANT FOR THE DISTRICT ADMINISTRATOR AND FIRE MARSHALL'S OFFICE.**
Motion was made to publish with the West Tx Courier and call the Tx Workforce Commission.
Applications received will be reviewed at the August meeting.

Motion made by Nick Sierra and seconded by Jerry Knotts, motion carried.

20. **(postponed 5/09/12 and 6/25/12) DISCUSS AND TAKE ACTION ON THE FINALIZATION OF THE POLICIES AND PROCEDURES MANUAL AFTER THE 4 PAGE MODIFICATION, PRESENTED BY CPA JOANN NUGENT.**
Postponed until the August meeting. On a motion made by Nick Sierra and seconded by Bill Adler.
21. **(POSTPONED 6/25/12) DISCUSS AND APPROVE THE REFINANCING OF THE LONG TERM LEASES.**
Postponed until the August meeting. On a motion made by Nick Sierra and seconded by Bill Adler.
22. **(postponed 4/9/2012, 05/09/2012 and 6/25/12) DISCUSS AND APPROVE THE CHANGES IN THE ANNUAL \$25,000.00 SERVICE CONTRACT WITH THE, CLINT FD, FABENS FD, MONTANA VISTA FD, SAN ELIZARIO FD, SOCORRO FD, AND WEST VALLEY FD.**
The Service Contract was approved as amended on a motion made by Nick Sierra and seconded Jerry Knotts, motion carried.
23. **(POSTPONED 6/25/12 requested by Carlos Sandoval) DISUSS AND TAKE ACTION ON REQUESTING THE DISTRICT'S ATTORNEY TO MAKE A PRESENTATION AS SOON AS POSSIBLE AND GIVE GUIDANCE OF THE OPEN MEETINGS ACT, TO BETTER PAST PRACTICES, AND PREVENT VIOLATIONS IN THE FUTURE.**
Deleted on a motion made by Carlos Sandoval and seconded by Bill Adler. motion carried.
24. **(requested by Carlos Sandoval) OPEN SEALED PROPOSALS RECEIVED FOR HEALTH INSURANCE FOR THE 2 FULL TIME INSPECTION DEPARTMENT EMPLOYEES. (requested by Carlos Sandoval**
Postponed on a motion made by Nick Sierra and seconded by Jerry Knotts. Motion carried.
25. **DISCUSS AND TAKE ACTION ON THE 2012-2013 DRAFT BUDGET. PRESENTED BY BECKY TERRAZAS.**
Postponed. Motion made by Bill Adler and seconded by Nick Sierra. Motion carried.
26. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION IDENTIFYING DEPARTMENTS WHO ARE PROVIDING ASSISTANTS TO NON ESD COMMUNITIES. ASCERTAIN NUMBER OF CALLS AND % OF OVERALL CALLS, IS THE ESD BEING REIMBURSED IF SERVICES ARE BEING PROVIDED.**
No action.
27. **DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS: REPORT ON THE BANK BALANCES:**
- | | | |
|------------------------|--------------------|-------------------------------|
| A. MONEY MARKET | NOW ACCOUNT | INSPECTION DEPARTMENT. |
| \$1,943,316.63 | \$175,206.22 | \$97,734.50 |
- B. APPROVAL FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUESTS FOR REIMBURSEMENT.**
Monthly bills and reimbursement request were unanimously approved for payment on a motion made by Nick Sierra. A spreadsheet and disbursements are attached hereto and become part of the minutes.
- C. DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCES, CONSOLIDITIONS OVER \$2,000.0 (notarized and itemized affidavit of cost must be presented 775.073.**

- 28. POSTPONED 6/25/12 -(requested by President Sandoval - Vice President Adler) DISCUSS AND TAKE ACTION ON POLICY AND PROCEDURE FOR DISPOSING OF COUNTY PROPERTY ie. SURPLUS EQUIPMENT, FURNITURE, COMPUTERS ETC.
Postponed**
- 29. (requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON RESTRUCTURING ALL PURCHASES.
Postponed.**
- 30. POSTPONED 6/25/12 - (requested by Carlos Sandoval) DISCUSS AND APPROVE THE BIDDING PROCESS
District will use the Policies and Procedures recently approved and the Health and Safety Code 775.**
- 30-B (requested by Bill Adler) DISCUSS AND TAKE ACTION ON ADDING TO THE ESD'S BIDDING PROCESS CHECKLIST, A PERFORMANCE BOND TO ALL BIDS SUBMITTED TO THE ESD.
Add a performance bond requirement to be signed after contract is signed. Motion was made by Nick Sierra and seconded by Jerry Knotts. Motion carried.**
- 31. DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE WEDNESDAY 08 AUGUST 2012 AT 7:00 P.M. IN MONTANA VISTA**
- 32. ADJOURNMENT
Adjournment was made by Jerry Knotts, and seconded by Nick Sierra. Motion carried.**

Carlos Sandoval, President