

MINUTES OF THE SPECIAL MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2, HELD MONDAY 25 JUNE 2012 AT THE CLINT FIRE DEPARTMENT.

1. CALL MEETING TO ORDER.

The El Paso County ESD #2 Special Meeting was called to order by Vice President Bill Adler at 7:04 P.M.

2. ADMINISTER THE OATH OF OFFICE TO THE NEWLY APPOINTED COMMISSIONERS.

The District Administrator administered the Oath of Office to the newly appointed Commissioner Jerry Knotts.

3. ESTABLISHMENT OF QUORUM.

Present was: President Carlos Sandoval, Vice President Bill Adler, Treasurer Nick Sierra, and Commissioner Jerry Knotts, therefore a quorum was established. Also present was District Administrator Becky Terrazas and Attorney Richard Contreras.

CLOSED SESSION

The El Paso County ESD#2 is now entering into a closed meeting on this the 25th day of June 2012. at The El Paso ESD #2 reconvened into regular session at

4. (requested by President Carlos Sandoval)

A. DISCUSS AND TAKE ACTION TO TERMINATE CONTRACT WITH TERESA GARCIA, CURRENT AND PENDING.

On a motion made by Carlos Sandoval and seconded by Bill Adler, Teresa Garcia was terminated. Motion carried. Becky will send her an email and inform her of the same.

B. DISCUSS AND TAKE ACTION TO PURSUE LEGAL ACTION TO RECOUP MONIES PAID TO TERESA GARCIA AS AN ATTORNEY AT LAW FOR THE DISTRICT.

5. (requested by Vice President Bill Adler) Place TERESA GARCIA ON ADMINISTRATIVE LEAVE, WITHOUT PAY, UNTIL REINSTATEMENT FROM THE BAR ASSOCIATION.

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

6. (requested by Vice President Bill Adler) CONSIDER AND TAKE ACTION ON SECURING THE LEGAL SERVICES OF RICHARD CONTRERAS AS INTERIUM DISTRICT'S ATTORNEY

On a motion made by Nick Sierra to engage into contract with Attorney Richard Contreras for legal services at annual salary of \$60,000 to be paid \$2,307.69 on the 15th and the end of the month.

7. DISCUSS AND TAKE ACTION ON THE RESIGNATION OF COMMISSIONER ROBERT OSTRENGA.

Motion was made by Bill Adler to accept Robert Ostrenga's resignation, seconded by Nick Sierra. Voting was unanimous.

8. DISCUSSION AND TAKE ACTION ON POSTING OF NOTICE FOR THE SPECIAL 20 JUNE 2012 MEETING.

The agenda was timely posted on 21 June 2012 at 9:53 A.M.

9. DISCUSS AND TAKE APPROVE THE MINUTES OF THE REGULAR 09 MAY 2012 MEETING AND THE SPECIAL MEETING OF 17 MAY 2012.

The meeting of the 09 May and 17 May was unanimously approved as written on a motion made by Nick Sierra and seconded by Bill Adler.

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

A. MEET WITH KATHER GONZALEZ A SAM'S REPRESENTATIVE TO DISCUSS SAM'S MEMBERSHIP.

Information only.

11. 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.

On a motion made by Nick Sierra and seconded by Jerry Knotts to wait until we hear from a financial advisor. Motion married.

12. (postponed 5/09/12) DISCUSS AND TAKE ACTION ON THE POLICIES AND PROCEDURES MANUAL PRESENTED BY CPA JOANN NUGENT.

Page 9 – Signature Authority - The Policy did not refer to the Health and Safety Code 775 regarding check signature authority. The language will be inserted, whereas excluding the District Administrator, Rebecca Terrazas as a signature. The District Administrator, Rebecca Terrazas, has Board approval to have access to all banking business ie, inquires, access to bank balances, account detail, transaction detail, and requesting signature cards. Motion was made by Bill Adler and seconded by Nick Sierra. Motion carried

Page 10 – Investment Policy- insert to approve in July Financial Advisor.

Page 13 – Preferred Vendors to be discussed in July.

Motion by Nick Sierra to approve the Policies and Procedures presented by Joann Nugent CPA with all the changes was approved, seconded by Bill Adler. Motion carried.

13. DISCUSS AND TAKE ACTION ON CEASING THE PRACTICE OF PRE-SIGNED BLANK DISTRICT CHECKS.

On a motion made by Bill Adler and seconded by Nick Sierra the practice of pre-signed blank checks will cease. Motion carried.

14. DISCUSS AND TAKE ACTION ON THE SAN ELIZARIO AUDIT PRESENTED BY CPA JOANN NUGENT.

Kathy Lopez the administrative assistant in San Elizario will bring in the needed information, credit card statements and the bank statements to the District Administrator.

15. DISCUSS AND APPROVE THE REFINANCING OF THE LONG TERM LEASES.

Postponed on a motion made by Nick Sierra and seconded by Bill Adler. Motion carried.

16. (requested by Carlos Sandoval) COMMENCE AUDITS OF ALL 6 CORPORATE ACCOUNTS, SINCE ALL CORPORATE ACCOUNTS ARE FUNDED WITH TAX PAYERS DOLLARS.

On a motion made by Bill Adler to implement a policy to submit a uniform accounting for general expenses of the corporate account, bank statement, ledger and receipts, to be turned in to the district within 60 days after the end of the Fiscal Year. Motion seconded by Nick Sierra. Motion carried.

17. (postponed 4/9/2012, 05/09/2012) **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.**

Postpone to incorporate the changes to the new corporate account, of item #16, on a motion made by Bill Adler and seconded by Nick Sierra, voting unanimous.

18. (requested by Carlos Sandoval) **DISCUS AND APPROVE TO CREATE A POLICY STIPULATING THE DUTIES, RESPONSIBILITIES, AND AUTHORITY, OF THE, PRESIDENT, VICE PRESIDENT SECRETARY, AND TREASURER, DUE TO THE FACT OF AN ABSENCE OF SUCH POLICY, CURRENT POLICY IS BASED ON PAST PRACTICE AND PRECEDENTS.**

Postpone on a motion made by Bill Adler and seconded by Nick Sierra.

19. (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.**

Postpone on a motion made by Nick Sierra and seconded by Bill Adler. Voting unanimous.

20. **Postponed 3/14/2012- 05/09/2012) (requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON GOING OUT FOR BID FOR HEALTH INSURANCE FOR THE 2 FULL TIME INSPECTION DEPARTMENT EMPLOYEES..**

Becky will request sealed bids to be delivered for the next meeting with minimal coverage, RX, \$5,000 or \$10,000 life, \$500/\$5,000 deductible.

21. **DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS: REPORT ON THE BANK BALANCES:**

A. MONEY MARKET	NOW ACCOUNT	INSPECTION DEPARTMENT.
\$2,227,401.58	94,787.01	\$97,848.39

B. APPROVAL FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUESTS FOR REIMBURSEMENT.

The monthly bills were presented for payment and were approved on a motion made by Nick Sierra and seconded by Jerry Knotts. Motion carried. President Sandoval suggested that we look into consolidating all district cell phones. A financial spreadsheet and disbursement of all payments is attached hereto and becomes part of the minutes.

22. **DISCUSS AND APPROVE:**

A. MONTANA VISTA SEEKS APPROVAL TO SELL 1 - 2005 CHEV PICK UP VIN #7597, AND 1 - 2001 CHEVY PICK UP VIN #9488.

Request was approved on a motion made by Bill Adler and seconded by Nick Sierra. Voting was unanimous.

B. (requested by Teresa Garcia) DISCUSS AND TAKE ACTION ON THE RETRIVAL OF A 2001 CHEVY PICK UP VIN #9488 TITLE.

Becky will go to the DMV and ask for the lost title.

C. WEST VALLEY - (requested by Chief Adler) **DISCUSS AND APPROVE AN INTERNAL TRANSFER OF A 2005 SILVERADO VIN #7597 FOR THE AMOUNT OF \$7826.00 AND A 2001 CHEVY PICK UP VIN # 9488.**

The internal transfer of both vehicles to West Valley was unanimously approved on a motion made by Nick Sierra and seconded by Jerry Knotts. The \$7826.00 will be reimbursed to Robert Ostrenga .

D. **CLINT:** (postponed 05/09/12) **SEEKS APPROVAL TO SELL A 2004 DODGE PICK UP (R2)**
Motion was to delete by Bill Adler, seconded by Nick Sierra, voting was unanimous.

23. **DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATION OVER \$2000.00. (notarized and itemized statement of cost must be presented. 775.073**

- A. **LIST:** Clint – Jose Melendez \$2711.25, Advance Rescue \$ 10769.00

Fabens – DACO \$20,695, GT United \$5,069.65

Montana Vista – GE Fleet \$3675.04, Viva Chevrolet \$6543.07, Verizon \$3395.40 2 months, EMT'S \$2600.00

Socorro – Calderella's \$3412.56

23 - B. **WEST VALLEY: (requested by Chief Adler) 6 SETS PLUS ONE PANT ONLY OF BUNKER GEAR APPROXIMATE COST \$9,000.00**

23 – C. (Requested by Chief Trevizo) **14 PAIRS OF BOOT FROM DACO FOR \$3,360. AND 14 SETS OF BUNKER FROM DACO FOR \$35,152.60.**

23– D. **FABENS (requested by Chief Martinez) approval for \$33,155.00 for painting the stations by Quality Works. And \$6,875.00 for heating and cooling by Wolf Air. AT THE TORNILLO STATION**

23 -E. **FABENS :** (postponed 05/09/2012) **REQUEST APPROVAL TO PUT UP A FENCE AROUND THE TORNILLO STATION UPON THE CONSENT OF THE UNIVERSITY OF TEXAS SYSTEM. COST \$14,000.00**

23 – F. **CLINT:** (requested by Chief Lopez) **REQUEST APPROVAL TO PURCHASE 14 PAIRS OF BOOTS BY DACO \$3,360.00 AND 14 SETS OF BUNKER GEAR FROM DACO \$35,152**

23– G. **SANELIZARIO: (discussed 5/09/2012) REVIEW PROPOSALS RECEIVED AND AWARD PROPOSAL FOR A 2012 ROSENBAUER PUMPER FOR \$561,500.**

Agenda items # 23-B through 23-G were consolidated and motion was made to approve the purchases by Nick Sierra and seconded by Bill Adler.

CLOSED SESSION ALONG WITH ITEM #4

24. (requested by Attorney Garcia) **DISCUSS AND TAKE ACTION REGARDING THE COUNTEROFFER ON THE FABENS PROPERTY PURCHASE. UPDATE TO BE PROVIDED BY CARLOS AGUILAR.**

- 25.. (requested by President Sandoval) **DISCUSS AND APPROVE THE PAYMENT TO ATTORNEY JOHN CARLTON INVOICE FOR \$1,237.50.**

Approved along with Item #21-B

26. (requested by President Sandoval) **DISCUSS AND REVIEW CURRENT POLICY OF PAYING BILLS AND REIMBURSEMENT REQUESTS.**

Delete on a motion made by Bill Adler and seconded by Jerry Knotts. Voting was unanimous.

27. (requested by Nick Sierra) **DISCUSS AND TAKE ACTION ON WRITING A POLICY OR GUIDELINES FOR PROPERLY DISPLAYING THE AMERICAN FLAG.**

Delete on a motion made by Bill Adler and seconded by Jerry Knotts. Voting was unanimous.

28. **Postponed 3/14/2012-05/09/2012 (requested by Robert Cerecerez, Socorro) DISCUSS AND TAKE ACTION ON AWARDING THE FINANCIAL PROPOSAL FOR THE ADDITION AT THE SOCORRO FIRE STATION.**

Postpone until the 3 July special meeting in Socorro, Richard Contreras will contact a Financial Advisor.

29. (requested by Commissioner Sierra) **SEEKING EXPLANATION AND OR JUSTIFICATION ON THE FOLLOWING:**

1. **FENCED IN STATIONS WHERE THE PUBLIC CANNOT DRIVE IN TO SEEK INFORMATION AND/ OR MEDICAL HELP.**
2. **NON CERTIFIED ECA'S MAKING CALLS.**
3. **DISTRICT VEHICLES WITH NON EXEMPT PLATES OR MARKINGS.**
4. **NON CERTIFIED FIRE FIGHTERS.**
5. **PARKING AND STORING DISTRICT VEHICLES ON RIGHT OF WAY AND RESIDENCE DRIVEWAYS WITHOUT PROTECTION FROM THE WEATHER.**

No action.

30. (requested by Chief Adler) **MEET WITH RTC REPRESENTATIVE ON RADIOS.**

Information only.

31. (requested by Chief Adler) **DISCUSS AND APPROVE BLS MEDICAL EQUIPMENT ON ALL FIRE MARSHALL'S VEHICLES.**

Approved on a motion made by Nick Sierra and seconded by Jerry Knotts. Motion carried.

32. (requested by Chief Adler) **DISCUSS AND TAKE ACTION ON RAISING THE WEEKLY HOURS FOR WVFD ADMINISTRATIVE ASSISTANT BEVERLY ROBINSON FROM 20 TO 30 HOURS.**

Delete on a motion made by Nick Sierra and seconded by Bill Adler.

33. (requested by Carlos Sandoval) **DISCUSS AND APPROVE INCREASING WEEKLY HOURS FOR THE ADMINISTRATIVE ASSISTANTS TO 35 HOURS PER WEEK.**

Approved to become effective 02 July 2012 on a motion made by Bill Adler and seconded by Nick Sierra. Motion carried.

06/25/12

34. (requested by Vice President Adler)DISCUSS AND TAKE ACTION ON A COUNTY WIDE ACCOUNTAILITY PROGRAM – (FIRE/MEDICAL OPERATION.

Delete on a motion made by Bill Adler and seconded by Nick Sierra. Motion carried.

35. (requested by President Sandoval - Vice President Adler) DISCUSS AND TAKE ACTION ON POLICY AND PROCEDURE FOR DISPOSING OF COUNTY PROPERTY e.i. SURPLUS EQUIPMENT, FURNITURE, COMPUTERS ETC.

Postponed on a motion made by Carlos Sandoval seconded by Bill Adler. motion carried.

- **36. (requested by Vice President Adler) DISCUSS AND TAKE ACTION ON ESTABLISHING A POLICY ON DISPOSING OF ESD2 VEHICLES.**

Items #36 and 40 to adopt Chapter 11 of the SOG's to include the addendums. Motion made by Nick sierra and seconded by Bill Adler.

37. REPORT ON THE MAY RAC MEETING AND GRANT INFORMATION.

Nil

38. DISCUSS AND TAKE ACTION ON PENSION BOARD BY CHAIRMAN ROLAND GLIDDEN. REPORT ON THE FOLLOWING: 502's, 503's, 504's, RETIREMENT.

Montana Vista turned in a 502 for Stacy Kimberly, Fabens a 504 for Eusevio Villa and Clint a 504 for Alex Miranda. A Retirement for Robert Ostrenga.

- **40. Postponed 3/14/2012-05/09/2012 (requested by Bill Adler) DISCUSS AND TAKE ACTION ON UPDATING, AND SUGGESTED ADDENDUMS ON THE DISTRICT'S S.O.P.'s.**

Refer to item #36

41. DISCUSS AND TAKE ACTION ON THE DISTRICT ATTORNEY'S COMMENTS.

Delete.

42. (requested by Attorney Garcia)DISCUSS AND TAKE ACTION ON THE RETRIVAL OF A 2001 CHEVY PICK UP VIN #9488 TITLE.

Delete.

43. (requested by Attorney Terri Garcia) DISCUSS AND APPROVE THE BIDDING PROCESS.

Postpone on a motion made by Nick Sierra and seconded by Bill Adler. Motion carried.

44. TAKE PLACE WEDNESDAY 11 JULY 2012 AT 7:00 P.M. IN FABENS

45. ADJOURNMENT

CARLOS SANDOVAL, PRESIDENT

Notice: Prior to the adjournment of the meeting, the Board may retire into executive session in accordance with Texas Statue 552 SUBCHAPTER C to discuss personnel matters and/or litigation.