

**MINUTES OF THE REGULAR EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2  
MEETING HELD AT THE WEST VALLEY FIRE DEPARTMENT,  
WEDNESDAY 14 NOVEMBER 2012.**

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**1. CALL MEETING TO ORDER**

President Carlos Sandoval called the meeting to order at 7:07 P.M.

**PLEDGE OF ALIGIANCE** – Pledge of Aligiance was led by Bill Adler.

**2. ESTABLISHMENT OF QUORUM**

Present were: President Carlos Sandoval, Vice President Bill Adler, Commissioner Jerry Knotts and Commissioner Pamela Padilla. Also ESD #2's attorney, Richard Contreras and District Administrator Rebecca Terrazas were present.

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

The sign in sheet is attached hereto and is attached hereto and become part of the minutes.

**CONSENT AGENDA**

**4. DISCUSS AND APPROVE THE MINUTES OF THE SPECIAL MEETING HELD 04 OCTOBER 2012 HELD IN WEST VALLEY AND THE REGULAR MEETING HELD 10 OCTOBER 2012 IN SOCORRO AND THE SPECIAL MEETING HELD IN WEST VALLEY ON 22 OCTOBER 2012**

**5. DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS.**

**A. REPORT ON THE BANK BALANCES.**

<b>MONEY MARKET,</b>	<b>OPERATING NOW ACCOUNT,</b>	<b>INSPECTION</b>
<b>\$1,857,419.79</b>	<b>\$214,878.56</b>	<b>\$218,147.08</b>

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

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**C. DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATIONS OVER \$2,000, (an affidavit of cost must be presented 775.073.)**

**1. FABENS – REQUESTING APPROVAL TO GO OUT FOR BID TO PURCHASE AN ALL TERRAIN VEHICLE, POLARIS RZR 4900, PURCHASE \$19,000.00 PLUS RIDER PROTECTIVE GEAR AND ACCESSORIES, EMERGENCY LIGHTING, MEDICAL BAGS AND PATIENT CARE EQUIPMENT.**

**D. WEST VALLEY REQUEST APPROVAL FOR PURCHASE OF 10 COMPLETE SETS OF BUNKER GEAR FROM QUEST FOR \$14,770.11**

**E. POSTPONED 10/10 (REQUESTED BY Rebecca Terrazas) DISCUSS AND CONSIDER A 5% COST OF LIVING SALARY INCREASE, FOR THE DISTRICT ADMINISTRATOR.**

Item died for lack of a motion.

**F. (requested by Rogelio Esparza) DISCUSS AND CONSIDER A 5% COST OF LIVING SALARY INCREASE FOR THE FIRE CODE ENFORCEMENT DEPARTMENT.**

Item died for lack of a motion

**G. (requested by Rebecca Terrazas) RAISE THE DISTRICT ADMINISTRATOR'S INSURANCE PREMIUM FROM \$127.00 PER MONTH TO \$162.00 PER MONTH.**

Approved on a motion made by Bill Adler and seconded by Jerry Knotts. Motion carried.

- 6. DISCUSS AND APPROVE THE RAC MEETING AND UPCOMING GRANTS BY WENDY YOUNGER.**
- 7. DISCUSS AND APPROVE THE PENSION REPORT BY ROLAND GLIDDEN. 502's, 503's, 504's AND RETIREMENT.**

On the consent agenda #'s 5E, 5F and 5G were discussed.

**REGULAR AGENDA**

**8. DISCUSS AND ACCEPT THE RESIGNATION OF BOARD MEMBER, TREASURER NICK SIERRA.**

Nick Sierra's resignation from the Board of Commissioners of ESD #2 was accepted on a motion made by Pamela Padilla and seconded by Jerry Knotts. Motion carried.

**9. (requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON ELECTION OF OFFICERS TO THE ESD #2's BOARD OF COMMISSIONERS**

Item was tabled until all of the commissioners have been appointed by Commissioners Court. Motion was made by Bill Adler and seconded by Jerry Knotts. Motion carried.

**10. (requested by Carlos Sandoval) APPOINT BOARD TREASURER AND INVESTMENT OFFICER..**

Postponed

**EXECUTIVE SESSION**

**11. (requested by Carlos Sandoval ) DISCUSS ATTORNEY RICHARD CONTRERAS'S LEGAL COUNSEL ON INVESTIGATION REQUESTED BY CARLOS SANDOVAL ON NICK SIERRA.**

The El Paso County ESD #2 Board is now entering into a closed meeting pursuant to the Texas Government Code Section 551.071 to consult with the District's Attorney concerning all matters identified in the agenda where the Board members seek the advice of their attorney as privileged communications. The date is 11/14/2012 and the time is 8:23 P.M.

**RECONVENE TO REGULAR SESSION**

**12. (requested by Carlos Sandoval) DISCUSS AND TAKE ACTION TO INITIATE AN INVESTIGATION BASED ON COMPLAINTS RAISED AGAINST NICK SIERRA, REGARDING TELEPHONE/FAX/INTERNET LINES IN HIS HOME FOR PERSONAL USE PAID FOR BY TAXPAYER MONIES, EITHER FIRE DEPARTMENT OR DISTRICT FUNDS, AND ITEMS PURCHASED WITH DISTRICT OR FIRE DEPARTMENTS FUNDS AND INSTALLED ON HIS (NICK SIERRA'S) PERSONAL TRUCK.**

President Sandoval called for a motion to take action on the above agenda item.

12. (continued) On a motion made by Pamela Padilla and seconded by Bill Adler the District's Attorney Richard Contreras was directed to conduct an investigation. Motion carried.
13. **(Postponed 9/12) DISCUSS AND TAKE ACTION ON THE OPINION, FINALIZING THE SAN ELIZARIO'S AUDIT PRESENTED BY JOANN NUGENT, CPA, AND RICHARD CONTRERAS, ESD #2's ATTORNEY.**  
A motion by Pamela Padilla to accept the review presented by Joann Nugent, CPA, and Richard Contreras, ESD #2's Attorney. A final copy will be sent to Commissioners Court and seconded by Bill Adler. Motion carried.
14. **DISCUSS AND TAKE ACTION ON REFINANCING PRESENTED BY FINANCIAL ADVISOR TOM LAWRENCE.**  
Tabled on a motion by Carlos Sandoval and seconded by Bill Adler. Motion carried.
15. **( requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON A PRESENTATION BY BOB TAYLOR; SALES TAX ASSURANCE, REGARDING SALES TAX COLLECTIONS.**  
On a motion made by Bill Adler and seconded by Jerry Knotts, the President was given authorization to sign agreement engaging the services of STA, as an independent contractor, to provide, consulting services for the administration of the sales and use taxes to be allocated to ESD #2. Motion carried.
16. **(requested by Carlos Sandoval )DISCUSS AND TAKE ACTION ON DIRECTION OF THE PROFESSIONAL ACCOUNTING SERVICES PROVIDED.**  
Postponed on a motion made by Carlos Sandoval and seconded by Bill Adler. Motion carried.
17. **Postponed 10/10 ( requested by Attorney Richard Contreras ) DISCUSS AND TAKE ACTION ON AUDITOR ROTAATION POLICY.**  
Postponed for next meeting on a motion made by Carlos Sandoval and seconded by Jerry Knotts. **Motion carried.**
18. **(requested by ESD #2's Attorney Richard Contreras ) DISCUSS AND TAKE ACTION THE CENTRALIZING PURCHASES, POLICY TO GO OUT FOR BIDS FOR PURCHASES OF \$2,000 AND OVER, RECOMMENDATION ON HOW TO CUT EXPENSES.**  
Postpone until written in policy on major equipment. Motion made aby Bill Adler and seconded by Pamela Padilla. Motion carried.
19. **( requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON IRS FORM W-9 AND HOW TO CONDUCT BUSINESS WITH VENDORS WHO DO NOT COMPLY.**  
To be added to the policy on a motion made by Jerry Knotts and seconded by Pamela Padilla.
20. **(requested by ESD #2's Attorney Richard Contreras ) DISCUSS AND TAKE ACTION ON ADDRESSING OUT OF TOWN PER DIEM AND EXPENSES.**  
Delete on a motion made by Jerry Knotts and seconded by Bill Adler. Motion carried.
21. **Postponed 10/10 ( requested by Attorney Richard Contreras ) DISCUSS AND TAKE ACTION TO HAVE ALL PAYROLL ADMINISTERED AT THE DISTRICT RATHER THAN AT THE DEPARTMENT LEVEL.**  
Place on the December Agenda addressing Montana Vista and Clint. Motion made by Pamela Padilla and seconded by Jerry Knotts. Motion carried.

22. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION FOR INTERNAL CONTROL, SUPERVISORY APPROVAL ON TIME SHEETS AND JOB DESCRIPTIONS.**  
Delete .
23. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON WRITING THE INSPECTION PAYROLL FROM THE ESD #2's NOW OPERATING ACCOUNT.**  
The inspection payroll will reimburse the District account to begin the new year. Motion made by Bill Adler and seconded by Jerry Knotts. Motion carried.
24. **(requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON PROTOCOL, BY SEEKING APPROVAL FROM THE BOARD PRIOR TO CONTACTING A CPA OR ATTORNEY.**  
Deleted by Carlos Sandoval.
25. **Postponed 10/10 ( requested by Attorney Richard Contreras ) DISCUSS AND TAKE ACTION ON THE ADOPTION OF AN INVESTMENT POLICY FOR THE ESD #2.**  
Postponed on a motion made by Jerry Knotts and seconded by Bill Adler. motion carried.
26. **postponed 10/10 ( requested by Fire Marshal Esparza) DISCUSS AND ACTION ON A NEW EMPLOYEE HANDBOOK.**  
Postponed until the December meeting.
27. **(requested by Carlos Sandoval) DISCUSS AND APPROVE THE MONTHLY REPORT OF THE CODE ENFORCEMENT DEPARTMENT. NUMBER OF FIELD INSPECTIONS PER INSPECTOR AND**  
Items 27, 28, & 29 were consolidated on a motion made by Pamela Padilla and seconded by Jerry Knotts. Motion carried.  
Delete on a motion made by Carlos Sandoval and seconded by Jerry Knotts. Motion carried.
28. **(requested by Carlos Sandoval ) DISCUSS AND APPROVE MONTHLY INSPECTION REPORTS BY EACH CODE INSPECTOR.**  
Delete on a motion made by Carlos Sandoval and seconded by Jerry Knotts. Motion carried.
29. **(Requested by Carlos Sandoval ) DEFINE THE POSITION OF THE SENIOR CODE INSPECTOR.**  
Delete on a motion made by Carlos Sandoval and seconded by Jerry Knotts. Motion carried.
30. **DISCUSS AND TAKE ACTION ON THE 1<sup>ST</sup> MONTHLY REPORT REGARDING THE STANDARDIZATION OF DEPARTMENT AND ADMINISTRATIONS' POLICIES, GUIDELINES, STANDARD OPERATING PROCEDURES, HANDBOOK AND SIMILAR DOCUMENTS, BY, BILL ADLER, PAMELA PADILLA AND JOANN NUGENT..**  
Carlos made a motion to approve the report by Pamela Padilla and Jerry Knotts seconded. Motion carried.
31. **DISCUSS AND TAKE ACTION ON A REQUEST TO THE CITY OF EL PASO FROM, GENAGRA L.P. TO ANNEX PROPERTY THEY OWN LOCATED SOUTH OF PEBBLE HILLS BLVD. AND WEST OF ZARAGOZA ROAD.ON ANNEXATION**  
Report only.
32. **( requested by Bill Adler ) DISCUSS AND TAKE ACTION ON THE REVISION OF CHAPTER 11 SECTION 5 OF THE SOG MANUEL.**  
Delete on a motion made by Bill Adler and seconded by Jerry Knotts. Motion carried.

**33. DISCUSS AND APPROVE THE REVISION OF THE FINANCIAL POLICIES AND PROCEDURE.**

The revision were unanimously approved on a motion made by Pamela Padilla.

**34. ( requested by Pamela Padilla ) DISCUSS AND APPROVE THE MODIFICATON OF THE ESD # 2's WEBSITE.**

**35. DISCUSS AND TAKE ACTION ON THE STATUS OF THE CITY OF SOCORRO'S ATTEMPT TO TAKE OVER THE SOCORRO FIRE DEPARTMENT.**

Information only by Chief Murillo.

**36. DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON 12 DECEMBER 2012 AT THE CLINT FIRE DEPARTMENT, 708 FM1110 IN CLINT AT 7:00 P.M.**

Next meeting date was unanimously approved on a motion made by Jerry Knotts and seconded by Pamela Padilla.

**37. ADJOURNMENT**

There being no further business the meeting was unanimously adjourned on a motion made by Bill Adler.

minutes were approved 12/19/12

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**President Carlos Sandoval  
El Paso county ESD #2**

