

**EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2
P.O. BOX 683
CLINT, TEXAS 79836**

**NOTICE OF A SPECIAL MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES
DISTRICT NO 2 WILL BE HELD AT THE CLINT FIRE DEPARTMENT,
708 FM 1110, CLINT, TX 79836
WEDNESDAY 19 DECEMBER 2012
AT 7:00 P.M.**

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation for interpretive services must be made 48 hours prior to the meeting. Please contact the District's office at (915)851-0304 for further information.

1. CALL MEETING TO ORDER.

PLEDGE OF ALIGIANCE

2. ESTABLISHMENT OF QUORUM

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

NOTICE TO THE PUBLIC: All matters listed under the Consent agenda below will be considered by the Board of Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Commissioner requests specific items to be removed from the Consent agenda. If an item or items are removed from the Consent agenda they will be placed upon the regular agenda for discussion and action prior to the time the board votes on the motion to approve and adopt the Consent agenda.

CONSENT AGENDA

- 4. DISCUSS AND APPROVE THE MINUTES OF THE REGULAR MEETING HELD 14 NOVEMBER HELD AT THE WEST VALLEY FIRE DEPARTMENT.**
- 5. DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS.**
 - A. REPORT ON THE BANK BALANCES.
MONEY MARKET, OPERATING NOW ACCOUNT, INSPECTION**
 - B. APPROVE FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUEST FOR REIMBURSEMENT.**
 - C. DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATIONS OVER \$2,000, (an affidavit of cost must be presented 775.073.)**

C – A. SOCORRO - REQUEST \$11,130.00 FROM THE ARIEL TRUCK LOAN THAT COMMENCED 09 FEBRUARY 2012.

B. SOCORRO – SUBMITTING 3 QUOTES FOR REVIEW AND REQUESTING APPROVAL TO INSTALL A FIRE ALARM SYSTEM AT THE SOCORRO STATION.

- 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.**

REGULAR AGENDA

- 8. ELECTION OF EL PASO COUNTY ESD #2 BOARD OFFICERS.**
- 9. DISCUSS AND TAKE ACTION ON RESOLUTION OF THE BOARD OF COMMISSIONERS OF EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 REGARDING A LOAN.**
- 10. (requested by Chief Martinez) DISCUSS AND TAKE ACTION: OPEN PROPOSALS FOR AN ALL TERRAIN VEHICLE, POLARIS RZR 4900. TO INCLUDE PROTECTIVE GEAR AND PATIENT CARE EQUIPMENT.**
- 11. (requested by Wendy Younger) DISCUSS AND TAKE ACTION: OPEN PROPOSALS FOR AN ECA PROGRAM.**
- 12. Postponed 11/14 & 10/10 (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON AUDIT POLICY AND FRAMEWORK FOR ESD #2 POLICIES AND PROCEDURE.**
- 13. Postponed 11/14 (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.**
- 14. 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. ADDRESS AA's FUNCTIONS AND PAY RATE FOR CLINT AND MONTANA VISTA.**
- 15. Postponed 11/14 & 10/10 (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON THE ADOPTION OF AN INVESTMENT POLICY FOR THE ESD #2.**
- 16. (requested by CPA Joann Nugent) DISCUSS AND APPROVE THE REVISED ACCOUNTANTING & FINANCIAL POLICIES AND PROCEDURES MANUAL.**
- 17. (requested by Carlos Sandoval) DISCUSS AND APPROVE THE MODIFICATION OF THE ACCOUNTANTING & FINANCIAL POLICIES AND PROCEDURES MANUAL BY INSERTING IN THE CASH AND CASH MANAGEMENT, THE AUDIT OF ALL 6 CORPORATE ACCOUNTS THAT WAS APPROVED 25 JUNE 2012.**

18. (requested by Bill Adler) **DISCUSS AND TAKE ACTION ON DIRECTION AND ACTION NECESSARY TO ACCOMPLISH ESD #2 AND CPA TRANSPARENCY POLICY.**
19. (requested by Carlos Sandoval) **DISCUSS AND TAKE ACTION: PRESENTATION BY SAMMY JOHNSON CPA REGARDING PROCEDURES NEEDED TO PROVIDE AN IRS 1099 TO PERSONNEL WHO ARE ASSIGNED A TAKE HOME VEHICLE.**
20. (requested by Bill Adler) **DISCUSS AND TAKE ACTION ON HOLIDAY LEAVE FOR EMPLOYEES; NEW YEAR'S DAY, MARTIN LUTHER KING DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, AND CHRISTMAS DAY.**
21. (requested by Carlos Sandoval) **DISCUSS AND TAKE ACTION ON HOLIDAY LEAVE FOR EMPLOYEES; NEW YEAR'S DAY, MARTIN LUTHER KING'S DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, 2 DAYS FOR THANKSGIVING, 2 DAYS FOR CHRISTMAS AND A PERSONAL DAY.**
22. (requested by Carlos Sandoval) **DISCUSS AND TAKE ACTION ON TAKE HOME POLICY #12 TO INCLUDE: WRITTEN PERMISSION FROM EMPLOYER TO LEAVE WORK TO RESPOND TO AN INCIDENT CALL.**
23. (requested by Rogelio Esparza) **DISCUSS AND TAKE ACTION ON CONTRACTING WITH INTUIT MERCHANT SERVICES SO THAT THE DISTRICT CAN ACCEPT CREDIT CARDS FOR INSPECTIONS AND PERMITS.**
24. (requested by Carlos Sandoval) **DISCUSS AND APPROVE THE DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE BOARD; PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.**
25. (requested by Attorney Richard Contreras) **DISCUSS AND TAKE ACTION ON REQUESTING OPEN RECORDS FROM THE CITY OF EL PASO ON PAST ANNEXATIONS.**
26. **DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON 09 JANUARY 2013 AT THE FABENS FIRE DEPARTMENT, AT 7:00 P.M.**
27. **ADJOURNMENT**

Rebecca Terrazas
District Administrator
El Paso county ESD #2

Notice: prior to the adjournment of the meeting, the Board may retire into executive session in accordance with Texas Government Code to discuss Section 551.071 Consultation with Attorney, Section 551.072 Deliberation regarding real property, Section 551.073 Deliberation regarding prospective gift, Section 551.074 Personnel matters.

I, the undersigned authority, hereby certify that the above notice of the meeting of the board of Commissioners of El Paso county Emergency Services district No. 2 is a correct copy of the notice that I posted and I did post this notice at least seventy-two (72) hours preceding the scheduled meeting at the County Clerk's office.

Dated this the 14TH December 2012

By: _____
Rebecca Terrazas
District Administrator