



*El Paso County*  
*Emergency Services District #2*



P.O. Box 683  
Clint, Texas 79836  
Phone (915) 851-0304 • Fax (915) 851-9000

NOTICE OF A REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 WILL BE HELD AT THE

**EL PASO COUNTY ESD#2 - BOARD ROOM**  
**100 S. SAN ELIZARIO, SUITE N**  
**CLINT, TEXAS 79836**

**WEDNESDAY, SEPTEMBER 18<sup>TH</sup>, 2013**  
**AT 7:00 P.M.**

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*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.*

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**1. CALL MEETING TO ORDER.**

**PLEDGE OF ALLEGIANCE**

**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 ON AUGUST 14<sup>TH</sup>, 2013 AND SPECIAL MEETING ON AUGUST 28<sup>TH</sup>, 2013.**



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5. **DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY ANNETTE M. GONZALEZ.**
  - A. **REPORT ON THE BANK BALANCES.**  
**MONEY MARKET, OPERATING NOW ACCOUNT, INSPECTION ACCOUNT**
    - **BANK RECONCILIATIONS**
    - **CHECK REGISTERS ATTACHED**
    - **DEPARTMENT PROFIT & LOSS**
  - B. **APPROVE FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUEST FOR REIMBURSEMENT.**

**REGULAR AGENDA**

6. **Postponed on August 28<sup>th</sup>, 2013 by Commissioner Schuller (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON THE FY 2014 BUDGET FOR ESD #2.**
7. **Postponed on August 14<sup>th</sup>, 2013 by Commissioner Adler (Request by Assistant Chief Cerecerez) DISCUSS AND TAKE ACTION ON GIVING EACH ADMINISTRATIVE ASSISTANT PART TIME HEALTH INSURANCE BENEFITS AFTER 1 YEAR OF SERVICE.**
8. **Postponed on August 14<sup>th</sup>, 2013 by Commissioner Adler (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON MONTANA VISTA FIRE DEPARTMENT REVISED MANAGEMENT RESPONSE TO THE 2012 FISCAL YEAR AUDIT FINDINGS.**
9. **Postponed on August 14<sup>th</sup>, 2013 by Commissioner Adler (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE 2014 SERVICE CONTRACTS BETWEEN ALL DEPARTMENTS AND THE DISTRICT FOR SERVICES.**
10. **(Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE DISTRICT NOT ALLOWING MEMBERS TO KEEP ANY ASSIGNED CELL OR LAND LINE NUMBERS THAT WERE ISSUED TO THEM BY THE INDIVIDUAL FIRE DEPARTMENTS.**



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11. (Request by Chief Esparza) **DISCUSS AND TAKE ACTION ON SCHMID, BROADDUS, NUGENT & GANO, P.C. CONDUCTING AN INVENTORY AUDIT FOR MONTANA VISTA FIRE DEPARTMENT.**
12. (Request by Tom VanWyngarden) **DISCUSS AND TAKE ACTION ON THE PROPERTY & CASUALTY INSURANCE RENEWAL EFFECTIVE OCTOBER 1<sup>ST</sup>, 2013.**
13. (Request by Annette Gonzalez) **DISCUSS AND TAKE ACTION ON THE AMENDED AND RESTATED CONTRACT WITH THE CITY TAX ASSESSOR COLLECTOR.**
14. (Request by Chief Adler) **DISCUSS AND TAKE ACTION ON WEST VALLEY FIRE DEPARTMENT PURCHASING FIRE PREVENTION GIVE AWAY ITEMS IN THE AMOUNT OF \$4,140.**
15. (Request by Annette Gonzalez) **DISCUSS AND TAKE ACTION ON THE QUESTIONNAIRE FROM THE EL PASO CENTRAL APPRAISAL DISTRICT REGARDING THE PROPERTY ON 229 W. MAIN ST., FABENS, TX.**
16. (Request by Chief Esparza) **DISCUSS AND TAKE ACTION ON PAYMENT SERVICES WITH VPS FOR THE INSPECTION DEPARTMENT.**
17. (Request by Commissioner Adler) **DISCUSS AND TAKE ACTION ON CHANGES TO THE FINANCIAL SOG MANUAL.**
18. (Request by Commissioner Murillo) **DISCUSS AND TAKE ACTION ON THE USE OF DISTRICT TRUCK (RED) BY DISTRICT OFFICE PERSONNEL.**
19. (Request by Chief Esparza) **DISCUSS AND TAKE ACTION ON RE-CARPETING THE EXISTING CARPET IN THE DISTRICT OFFICE TO MATCH THE NEW OFFICE ADDITION. PLUS, BUILDING A RECEPTION AREA WITH WALL AND WINDOW TO THE ENTRANCE OF THE DISTRICT OFFICE.**
20. (Request by Annette Gonzalez) **DISCUSS AND TAKE ACTION ON ALLOWING THE DISTRICT ADMINISTRATOR AND ADMINISTRATIVE ASSISTANTS ONLINE BANKING ACCESS TO VIEW ONLY FOR DEPARTMENT ACCOUNTS.**



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21. (Request by Annette Gonzalez) **DICUSS AND TAKE ACTION ON DEPARTMENT CHIEF'S REQUESTING FOR ADMINISTRATIVE ASSISTANCE TO WORK AFTER HOURS WITHOUT AUTHORIZATION FROM THE DISTRICT ADMINISTRATOR.**

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22. **EXECUTIVE SESSION**

**THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 IS NOW ENTERING INTO A CLOSED MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE §551.071 TO CONSULT WITH THE DISTRICT ATTORNEY CONCERNING ALL MATTERS IDENTIFIED IN THE AGENDA WHERE THE BOARD MEMBERS SEEK THE ADVISE OF THEIR ATTORNEY AS PRIVILEGED COMMUNICATIONS. THE DATE IS: \_\_\_\_\_ TIME: \_\_\_\_\_**

- A. (Request by Commissioner Schuller) **DISCUSS ON A SALARY ADJUSTMENT FOR ROGELIO ESPARZA.**
- B. (Request by Chief Esparza) **DISCUSS EMPLOYEE MATTERS.**
- C. (Request by Commissioner Murillo) **DISCUSS ON PERSONNEL RESPONSABILITES OF THE DISTRICT ADMINISTRATOR AND CHIEF ESPARZA.**

**THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 BOARD HAS COMPLETED ITS CLOSED MEETING. THE DATE IS: \_\_\_\_\_ TIME IS: \_\_\_\_\_**

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**THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 BOARD HAS RECONVENED INTO REGULAR SESSION.**

- A. (Request by Commissioner Schuller) **DISCUSS ON A SALARY ADJUSTMENT FOR ROGELIO ESPARZA.**
- B. (Request by Chief Esparza) **DISCUSS AND TAKE ACTION ON EMPLOYEE MATTERS.**



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**C. (Request by Commissioner Murillo) DISCUSS AND TAKE ACTION ON PERSONNEL RESPONSABILITES OF THE DISTRICT ADMINISTRATOR AND CHIEF ESPARZA.**

**23. (Requested by Annette Gonzalez) DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON \_\_\_\_\_ AT 7:00 P.M.**

**24. ADJOURNMENT**

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**Annette M. Gonzalez**  
**District Administrator**

**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.**

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**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 SEPTEMBER 13<sup>TH</sup>, 2013**

**By: \_\_\_\_\_**  
**Annette M. Gonzalez**  
**District Administrator**





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