



P.O. Box 683  
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

## MINUTES OF A SPECIAL MEETING

**Date:** Thursday, August 27, 2015

**Time:** 7:00 PM

**Place:** El Paso County Emergency Services District #2 – Board Room  
100 S. San Elizario Rd., Suite N  
Clint, Texas 79836

**Posted:** Friday, August 21, 2015

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All matters listed on this agenda may be discussed in executive session at the option of the El Paso County Emergency Services District #2 Commissioners following verbal announcement if an appreciate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

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1. Call meeting to order.  
Meeting was called to order by Annette Gonzalez at 7:03 P.M.

### Pledge of Allegiance

2. Establishment of Quorum  
Present was President, Bill Adler, Treasurer, Elvia Schuller and Commissioner, Jerry Knotts. Absent was Vice President, Pamela Padilla and Secretary, Adrian Santana. Also present was District Attorney, Richard Contreras.
3. Public comments, must notify the board to speak on certain agenda items.  
(5 minutes) Sign-in sheet provided.

### Consent Agenda

4. Discuss and approve the minutes of the special meeting held on August 10, 2015.
5. Discuss and take action on the financial report by Annette M. Gonzalez.
  - a. Report on the bank balances.  
Money market, operation account, inspection account
    - Bank reconciliations
    - Check registers attached
    - Department profit & loss budget vs. actual



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- b. Approve for payment of the monthly bills and the request for reimbursement.

A motion to approve by Bill Adler and seconded by Elvia Schuller. Motion carried.

### Regular Agenda

6. Discuss and take action on amending the FY '14-15 budget.  
*Submitted By: Annette Gonzalez, District Administrator*  
A motion to approve by Jerry Knotts and seconded by Elvia Schuller. Motion carried.
7. Discuss and approve the pension report for the 502's, 503's, 504's and retirement.  
*Submitted By: Boyd Smith, Pension Chair*  
A motion to approve by Elvia Schuller and seconded by Jerry Knotts. Motion carried.
8. Discuss and provide updates on the First Responder Organization (FRO).  
*Submitted By: Ray Trevizo, FRO Administrator*  
No action needed, informational purposes only.
9. Discuss Communication Division report/information (Dispatch).  
*Submitted By: Bill Adler, President*  
No action needed, informational purposes only.
10. Discuss and take appropriate action on all Administrative Assistants job responsibilities conducted by Cano HR Group, LLC.  
*Submitted By: Tommy Cano, Human Resources*  
No action needed, informational purposes only.

### Executive Session

The El Paso County ESD #2 is now entering into a closed meeting, pursuant to the Texas Government code section 551.071; to consult with the District Attorney concerning all matters identified in the agenda. Where the board members seek the advice of their attorney as privileged communications. The date is August 27, 2015 and the time: 7:49 P.M.

11. Discuss on a pay increase for the two (2) District Office Administrative Assistants.  
*Submitted By: Tommy Cano, Human Resources*



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The El Paso County ESD #2 Board has completed its closed meeting.  
The date is **August 27, 2015** and the time is: **8:27 P.M.**

The El Paso County ESD #2 board has reconvened into regular session.

### Regular Session

12. Consider and take action on a pay increase for the two (2) District Office Administrative Assistants.  
*Submitted By: Tommy Cano, Human Resources*  
A motion to approve a pay adjustment starting October 1, 2015 to fifteen (\$15.00) dollars an hour with no pay increase for the cost of living. A motion to also retitle the positions to District Administrative Assistants and Field Administrative Assistants approved by Jerry Knotts and seconded by Bill Adler. Motion carried.
13. Discuss and take action on recommendations provided by Rene Pena, CPA regarding FY '14-15 budget.  
*Submitted By: Rene Pena, CPA*  
No action needed, conjoined with item # 6. Motion carried.
14. Discuss and take action on the tax rate and budget recommendations from the El Paso County.  
*Submitted By: Richard Contreras, District Attorney*  
No action needed, informational purposes only.
15. Discuss and take action to adopt a tax rate of \$.10 per \$100 property valuation.  
*Submitted By: Annette Gonzalez, District Administrator*  
A motion to approve by Jerry Knotts and seconded by Bill Adler. Motion carried.
16. Discuss and take action on the 2015 service contracts between all departments and the district for service rendered.  
*Submitted By: Annette Gonzalez, District Administrator*  
A motion to approve by Jerry Knotts and seconded by Elvia Schuller. Motion carried.
17. Discuss and take action on allowing Chief Esparza to hire the new Firefighters in September 2015.  
*Submitted By: Rogelio Esparza, District Office*  
A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.



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18. Discuss and take action on items over two thousand dollars (\$2,000.00) authorized by Chief Esparza for end of FY'14-15 department purchases.  
*Submitted By: Rogelio Esparza, District Office*  
A motion to approve by Jerry Knotts and seconded by Elvia Schuller. Motion carried.
19. Discuss and take action on selling two (2) Apple manufactured trailers located at SFD and SEFD.  
*Submitted By: Rogelio Esparza, District Office*  
A motion to postpone for sixty (60) days by Elvia Schuller and seconded by Bill Adler. Motion carried.
20. Discuss and take action on allowing WVFD to purchase Fire Prevention supplies over two thousand dollars (\$2,000.00).  
*Submitted By: Bill Adler, West Valley Fire Department*  
A motion to approve the quote bundle for Fire Prevention in the amount of three thousand five hundred and sixty four dollars (\$3,564.00) by Elvia Schuller and seconded by Jerry Knotts. Motion carried.
21. Discuss and take action on a MOU between the El Paso County Emergency Services District NO. 2 and the City of El Paso.  
*Submitted By: Bill Adler, President*  
A motion to approve by Elvia Schuller and seconded by Jerry Knotts. Motion carried.
22. Discuss and take action on the donation of emergency lights from the El Paso County Constables Office, Precinct No. 1.  
*Submitted By: Roger Esparza, District Office*  
A motion to table for sixty (60) days by Bill Adler and seconded by Jerry Knotts. Motion carried.
23. Discuss and take action on the Interlocal Cooperation Agreement between The City of Socorro, Texas and The El Paso County Emergency Services District No. 2 regarding the Fire Marshal services.  
*Submitted By: Richard Contreras, District Attorney*  
Motion to postpone by Bill Adler and seconded by Elvia Schuller. Motion carried.
24. Discuss and approve the next meetings to take place on September 10, September 17 at 6:00 P.M. and September 24 at 7:00 P.M.  
*Submitted By: Annette Gonzalez, District Administrator*  
A motion to approve by Elvia Schuller and seconded by Jerry Knotts. Motion carried.



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25. Adjournment.