

**MINUTES OF THE SPECIAL MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2, HELD MONDAY 09 APRIL 2012 AT 7:00 P.M. AT THE SOCORO FIRE DEPARTMENT 1440 NORTH LOOP, SOCORRO, TX 79849**

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**1. CALL MEETING TO ORDER,**

Meeting was called to order at 7:04 P.M. by President Carlos Sandoval.

**2. ESTABLISHMENT OF QUORUM.**

Present were President Sandoval, Vice President Bill Adler and Commissioner Robert Ostrenga, Absent was Treasurer Nick Sierra. Also present was Attorney Teresa Garcia and Administrative Assistant Rebecca Terrazas.

**3. DISCUSSION AND TAKE ACTION ON POSTING OF NOTICE FOR THE SPECIAL 09 APRIL 2012.**

The Notice was timely posted at the El Paso County Clerk's Office at 11:56 a.m. April 5<sup>th</sup> 2012.

**4. DISCUSS AND TAKE ACTION ON THE MINUTES OF THE REGULAR MEETING 14 MARCH 2012.**

The minutes of the Regular meeting held 14 March 2012 in San Elizario were unanimously approved as written, on a motion made by Robert Ostrenga and seconded by Bill Adler.

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

A sign-in sheet is attached hereto and becomes part of the minutes.

**6. MEET WITH MARGARET CASTANEDA REGARDING THE DROWNING PREVENTION COALITION.**

Information only, in reference to the city wide initiative on 05 May 2012 to teach the community how to perform CPR.

**7. Postponed 3/14/2012 (requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON PROPOSALS RECEIVED AND MAKE AWARD ON REFINANCING THE LONG TERM LEASES.**

Postpone until the 09 May meeting on a motion made by Robert Ostrenga and seconded by Bill Adler. Motion carried.

**8. Postponed 3/14/2012 ( requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON APPROVING CONTRACT, INCLUSIVE OF ANY AND ALL REQUIRED PAPERWORK TO FINALIZE THE PROPERTY PURCHASE LOCATED AT 229 MAIN, FABENS AND THE LEASE FOR RENT FOR THE DISTRICT OFFICE.**

Attorney Teresa Garcia reviewed the Contract for the 229 Main St, in Fabens for legal purposes.

**EXECUTIVE SESSION**

On a motion made by Robert Ostrenga and seconded by Bill Adler, the entered into Executive Session, motion carried.

The El Paso County ESD #2 Board has completed the closed meeting at 7:46 P.M. and reconvened into the Special Meeting

A motion was made by Bob Ostrenga to give North American realty Authority to pursue the 229 Main St. Fabens property and to negotiate the lease agreement that will suit the need of the district for a district office. The negotiating will be coordinated and authorized through the District's Attorney, Teresa Garcia. Motion was seconded by Bill Adler, motion carried.

**9. Postponed 3/14/2012 (requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON HIRING AN ATTORNEY TO PROVIDE LEGAL SERVICES RELATED TO ISSUES WITH THE CITY OF SOCORRO.**

After reviewing the two proposals Bill Adler made the motion to hire the Carlton Law Firm to represent the District in case the City of Socorro attempts to take over the Socorro Fire Department. The Motion was seconded by Bob Ostrenga. Motion carried.

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

On a motion made by Bob Ostrenga it was approved to go out for bids for Health insurance for two full time inspection employees. The motion was seconded by Bill Adler. Motion carried.

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

<b>A. MONEY MARKET</b>	<b>NOW ACCOUNT</b>	<b>INSPECTION DEPARTMENT.</b>
<b>\$1,747,904.43</b>	<b>\$234,127.97</b>	<b>\$100,057.00</b>

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

A check and balance sheet is attached hereto and is part of the minutes. The payments were unanimously approved on a motion made by Bill Adler and seconded by Bob Ostrenga.

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

San Elizario – Verizon \$2,837.23, Clint – Jose Melendez/salary \$2,524.43, Fabens – Byer’s remodeling \$3,550.00, Montana Vista – GE Fleet services/fuel \$3274.11

**13. Postponed 3/14/2012 DISCUSS AND TAKE ACTION ON APPROVAL TO SELL VEHICLES REQUESTED BY:**

**FABENS: 1 – 2002 TAHOE AND 1 - 2003 RESCUE 3  
CLINT: 2 – 2005 SILVARADO PICK UPS.  
MONTANA VISTA- 3 VEHICLES**

Fabens and Clint’s request to sell said vehicles were unanimously approved with the exclusion of Montana Vista who is not ready to sell yet. On a motion made by Carlos Sandoval and seconded by Bill Adler. Motion carried

**14. Postponed 3/14/2012 DISCUSS AND TAKE ACTION ON THE FOLLOWING: FABENS REQUESTS APPROVAL TO PURCHASE 2 – 2012 TAHOES, \$30,360 EACH AND 1 – 2012 SUBURBAN PLUS ACCESSORIES, APPROX \$34 TO \$36 THOUSAND.**

Request was approved with the stipulation that they would pay cash for all 3 vehicles on a motion made by Bob Ostrenga and seconded by Bill Adler. Motion carried.

**CLINT REQUESTS APPROVAL TO PURCHASE 1 – 2012 SUBURBAN APPROX. \$36,260.00 AND 1 – 2012 SILVERADO PICK UP APPROX \$25,000 PLUS ACCESSORIES \$9,800.**

The request was approved with the stipulation that they pay cash for the vehicles on a motion made by Bob Ostrenga and seconded by Bill Adler. Motion carried.

**MONTANA VISTA REVIEW PROPOSALS FOR APPROVAL TO PURCHASE A RESCUE TRUCK WITH TOOLS. APPROXIMATE COST \$250,000.00**

Chief Ostrenga selected the proposal from Pierce for \$298,293. Pierce will build the truck and Oshkosh Capital will finance for a 10 year period with a rate of 2.82% subject for an early payoff. Motion made by Bill Adler and seconded by Carlos Sandoval. Motion carried.

**15. Postponed 3/14/2012 ( requested by Chief Lopez ) DISCUSS AND TAKE ACTION ON PROPOSALS FOR A 2012 SMALL BRUSH TRUCK LX550 \$130,000 WITH ACCESSORIES INCLUDED. (request was approved on 14 December 2011 )**

The request was approved on a motion made by Bob Ostrenga and seconded by Bill Adler with the stipulation that it be paid cash, no financing. **Motion carried.**

**16. Postponed 3/14/2012 (requested by Robert Cerecerez, Socorro )**

**A. DISCUSS AND TAKE ACTION FOR CONSTRUCTION OF AN ADDITIONAL BAY, CONSTRUCTION FOR ADDITIONAL OFFICES TO THE SOCORRO FIRE STATION ON NORTH LOOP .**

The award was postponed until the May meeting. Socorro will need to redo the bidding process. The bids must include the scope of work to be done and the bonding certificate.

Motion was made by Bob Ostrenga and seconded by Bill Adler. Motion carried.

**B. ALLOW THE SOCORRO FIRE DEPARTMENT TO REVIEW THE FINANCE PROPOSALS THAT WERE SUBMITTED AND APPROVE A LENDER FOR IT'S CONSTRUCTION PROJECT.**

Postponed until the May meeting.

**17. DISCUSS AND APPROVE THE RENEWAL OF 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 the Contract to re-write and make corrections by attorney..

**18. REPORT ON THE FEBRUARY RAC MEETING AND GRANT INFORMATION.**

Nil

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

**Socorro** 502:Raymundo Emmanuel Vasquez, 504: Cesario Elizaldi, Cesario Elizaldi Jr. and Ismas Venegas.

**20. Postponed 3/14/2012 (requested by Bill Adler ) DISCUSS AND TAKE ACTION ON RE-NUMBERING ALL ESD #2's VEHICLES.**

The renumbering of all districts vehicles was unanimously approved on a motion made by Bob Ostrenga and seconded by Bill Adler. Renumbering with the specific names on the vehicles must be completed by the 1<sup>st</sup> of September. Motion carried.

21. **Postponed 3/14/2012 (requested by Bill Adler ) DISCUSS AND TAKE ACTION ON UPDATING ALL OF THE DISTRICT'S S.O.P.'s.**

Postpone for suggested addendums and/or additional SOP's

22. **Postponed 3/14/2012 (requested by Bill Adler) DISCUSS AND TAKE ACTION ON RE-NEGOCIATION ON ATTORNEY'S FEE STRUCTURE.**

**EXECUTIVE SESSION**

Beginning with the month of May 2012 Teresa Garcia and the board agreed on a salary of \$60,000 per year to be paid bi-weekly. Motion was made by Bob Ostrenga seconded by Bill Adler. Motion carried.

23. **Postponed 3/14/2012 (requested by Bill Adler) DISCUSS AND TAKE ACTION ON CHANGING THE TITLE OF THE ADMINISTRATIVE ASSISTANT TO DISTRICT ADMINISTRATOR.**

On a motion made by Bob Ostrenga the title was changed to District Administrator, seconded by Bill Adler, voting was unanimous.

24. **Postponed 3/14/2012 (requested by Bill Adler) DISCUSS AND TAKE ACTION ON HIRING A PART TIME AA FOR THE DISTRICT.**

Becky Terrazas created a position of Assistant for the District office and the Inspection Department. Up until the office is established she will have the job description, and duties. Thereafter will publish the position and then interview. Unanimously approved on a motion made by Bill Adler and seconded by Bob Ostrenga.

25. **Postponed 3/14/2012 (requested by Becky Terrazas) DISCUSS AND APPROVE PAYING THE ADMINISTRATIVE ASSISTANT 71 HOURS OF ACCUMULATIVE COMP TIME THROUGH SEPTEMBER 2011.**

On a motion made by Bob Ostrenga and seconded by Bill Adler the comp time of 71 hours, \$1,633.00, was approved for payment. Motion carried.

26. **Postponed 3/14/2012 (requested by Bill Adler) DISCUSS AND TAKE ACTION TO REFINANCE ALL VEHICLE LOANS THAT HAVE A TERM OVER 10 YEARS. CHAPTER 775 STIPULATES 10 YEARS MAX ON VEHICLES, AND 20 YEARS MAX ON PROPERTY.**

Postponed until the next meeting.

27. **DISCUSS AND TAKE ACTION ON THE NEXT MEETING DATE AND LOCATION.**

Meeting will take place at the West Valley Fire Department 09 May 2012 at 7:30 p.m.

28. **ADJOURNMENT**

There being no further business the meeting was unanimously adjourned.