

**MINUTES OF THE SPECIAL MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2, HELD MONDAY 10 OCTOBER 2011 AT THE SOCORRO FIRE DEPARTMENT AT 7:00 P.M.**

**1. CALL MEETING TO ORDER.**

Meeting was called to order at 7:00 P.M. by President Carlos Sandoval.

**2. ESTABLISHMENT OF QUORUM.**

Present were: President Carlos Sandoval, Vice President Bill Adler, Treasurer Nick Sierra, Secretary Henry Magallanes and Commissioner Ray Trevizo, establishing a quorum. Also present was Attorney Teresa Garcia, Administrative Assistant Becky Terrazas, Chief Robert Ostrenga and Chief Beto Lopez.

**3. DISCUSSION AND ACTION ON POSTING OF THE SPECIAL MEETING.**

The notice was timely posted at the County Clerk's Office at 8:45 A.M. on 10-05-2011.

**4. (requested by Carlos Sandoval) MEET WITH SAMMY JOHNSON, CPA, TO DISCUSS AND TAKE ACTION ON THE DISCRETIONARY AMOUNT AND THE ACCOUNTABILITY STANDARD.**

Sammy Johnson CPA, passed out to the board a list of previous recommendation. He again recommended the following:

- An annual audit by each department. Cost is reimbursable by the district.
- a centralized purchasing system.
- an annual inventory of property and equipment.
- Policies and procedures should be established by each department.
- annual budget, samples of budgeting formats were included.
- be more open to the public.
- follow the ESD guidelines.

**A. SCHEDULE AUDITS ON TAX PAYER DOLLARS FUNDED, AND DISCRETIONARY FUNDS FOR ALL DEPARTMENTS. ( This item was discussed after item 7C on a motion made by Bill Adler seconded by Nick Sierra. Motion carried. )**

This item was postponed until further notice on a motion made by Nick Sierra and seconded by Henry Magallanes. Motion carried.

The board discussed that after the administrative assistants are on board for three months and have a chance to do a preliminary financial study to see where the efficiencies are, then three month thereafter of implementing their programs, Quick Books, the board will schedule the audits

**5. (requested by Carlos Sandoval)**

**DISCUSS AND TAKE ACTION: MEET WITH SAMMY JOHNSON, CPA, REGARDING:**

**A. ACCOUNTING RECOMMENDATIONS, ACCOUNTING PRINCIPALS AND GUIDLINES FOR EACH DEPARTMENT,**

Hire on a part time basis an administrative assistant, and adopt quick book software for all departments. Motion was made by Henry Magallanes and seconded by Bill Adler. Motion carried.

**6. ESTABLISHING GUIDELINES FOR 2011-2012 FISCAL YEAR BUDGET FOR:**

**A. DEPARTMENTAL EXPENDITURES TO INCLUDE OUTSIDE SOURCE OF INCOME.**

Each department should establish the 1<sup>st</sup> of September to provide to the board a preliminary budget and no later then 30 th of November present the final. Revenues must be included, outside sources of revenue. The motion was made by Bill Adler and seconded by Henry Magallanes. Motion carried .

**B. DISCUSS AND REVIEW EACH FIRE DEPARTMENTS 2011-2012 BUDGET.**

Becky will prepare and give them the budget format

**7 DISCUSS AND TAKE ACTION ON HIRING ADMINISTRATIVE ASSISTANTS FOR ALL DEPARTMENTS:**

**A. SET WAGES AND EMPLOYMENT TERMS.**

**B. SCHEDULE TRAINING.**

**C. ACQUIRE EQUIPMENT, ie COMPUTER PROGRAMS, COMPUTERS, ETC..**

On a motion made by Henry Magallanes and seconded by Bill Adler, items A B & C were consolidated. Motion carried.

The administrative assistants will be district employees working in fire department locations.

On 9 November the position for administrative assistants will be established for all departments. The board will set wages, schedule hours and needed equipment.

**8. ADJOURNMENT. IT was unanimous to adjourn the meeting on a motion made by Henry Magallanes.**

**CARLOS SANDOVAL, PRESIDENT**

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