

**THE MINUTES OF THE REGULAR MEETING OF THE EL PASO COUNTY  
EMERGENCY SERVICES DISTRICT NO 2 HELD AT THE SOCORRO FIRE DEPARTMENT,  
WEDNESDAY 10 APRIL 2013**

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**1. CALL MEETING TO ORDER.**

Meeting was called to order at 7:05 P.M. by President Adler.

**PLEDGE OF ALIGIANCE**

**2. ESTABLISHMENT OF QUORUM**

Attending the meeting was President Bill Adler, Treasurer Elvia Schuller, Secretary Mario Murillo and Commissioner Jerry Knotts. Therefore an establishment of quorum.

Absent was Vice President Pamela Padilla. Also present was Districts' Attorney Richard Contreras and District Administrator Becky Terrazas.

**3. 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.

**CONSENT AGENDA**

**4. DISCUSS AND APPROVE THE MINUTES OF THE SPECIAL MEETING 06 FEBRUARY  
REGULAR MEETING HELD 13 FEBRUARY, SPECIAL MEETING HELD 27 FEBRUARY,  
REGULAR MEETING 13 MARCH AND SPECIAL MEETING 21 MARCH.**

**5. DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS.**

**A. REPORT ON THE BANK BALANCES. As of 04/04/13**

**MONEY MARKET, OPERATING NOW ACCOUNT, INSPECTION**

\$2,045,263.70

\$223,594.46

\$175,929.72

**B. APPROVE FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUEST FOR REIMBURSEMENT.**

**C. DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATIONS OVER \$2000.00 (an affidavit of cost must be presented 885.073.**

**C-1 WEST VALLEY REQUESTS APPROVAL TO UPGRADE THE PORTABLE 800 MEGAHERTZ RADIOS TO P25 CITY CAPATABLE. TOTAL COST \$4330.00 SEE ATTACHED QUOTE.**

**C-2 WEST VALLEY REQUEST PERMISSION TO PURCHASE 2 MOBILE 800 MEGAHERTZ MOTOROLA RADIOS. QUOTE IS \$9216.00. THIS WILL BE TO REPLACE 2 OUT OF 5 NON P25 RADIOS THE DEPARTMENT CURRENTLY HAS. THE 3 WILL BE REPLACED DURING THE YEAR AS THE BUDGET ALLOWS. APPROX. COST WILL BE BETWEEN 4 AND 5 THOUSAND EACH RADIO.**

**C-3 FIRE MARSHALL – REQUEST 1 MOBILE 800 MEGAHERTZ MOTOROLA RADIO FOR \$4608.00.**

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.**

502's submitted for West Valley are: Andre Escriche, Baltazar Cano, Allison Garcia, Juan Carlos Llorca, and Jason Swahlen.

504's submitted for West Valley, Aaron Allan, William Bosanko, and Armando Perez.

504's submitted for Clint are : Blanca Chacon, Jose Melendez Jose, and David Aguirre.

The Pension forms will be filed in the pension book at the district office.

Motioned to approve by Elvia Schuller and seconded by Mario Murillo. Motion carried.

All other Consent items were unanimously approved on a motion made by Elvia Schuller and seconded by Mario Murillo.

### **REGULAR AGENDA**

8. **(REQUESTED BY ATTORNEY RICHARD CONTRERAS) DISCUSS AND TAKE ACTION: -- ON THE CITY OF SOCORRO'S ANNEXATION OF CERTAIN REAL PROPERTY IN EL PASO COUNTY AND**

**-- THE PROPOSED ANNEXATION BY THE TOWN OF CLINT**

**--ALSO THE PROPOSED ANNEXATION OF PEBBLE HILLS/ZARAGOZA. SOUTHWEST OF THE INTERSECTION OF PEBBLE HILLS AND ZARAGOZA RD.**

Information only, no action taken.

9. **(requested by FM Esparza) DISCUSS AND TAKE ACTION ON ADOPTING THE 2009 INTERNATIONAL EXISTING BUILDING CODE IN ITS ENTIRETY.**

To be used for reference only on a motion made by Elvia Schuller and seconded by Mario Murillo.

10. **(requested by FM Esparza) DISCUSS AND TAKE ACTION ON ALLOWING FOR PAYROLL TO BE DONE WITH DIRECT DEPOSIT AT A COST OF \$16.00 PER PAY PERIOD.**

Direct Deposit for employees was approved on a motion by Elvia Schuller and seconded by Mario Murillo.

11. **(requested by FM Esparza) DISCUSS AND TAKE ACTION ON REPORT BY FM ROGELIO ESPARZA AND ADOPT A NEW FEE SCHEDULE.**

The new fee schedule was adopted. the fee schedule will be the same as El Paso and ESD #1.

Motioned by Elvia Schuller and seconded by Mario Murillo.

12. **(requested by Secretary Murillo) DISCUSS AND TAKE ACTION ON APPOINTING COMMISSIOER JERRY KNOTTS AS ASSISTANT TREASURER.**

The appointment was approved. Voting for: 3 Abstained: 1 Absent 1

13. **(requested by President Adler) CONSIDER AND TAKE ACTION ON STATUS UPDATE OF SOCORRO VFD VEHICLE, BUILDINGS, AND GROUNDS APPRAISALS.**

Information only. Items 13, 18, 22, and 23 were discussed .

14. **(requested by Joann Nugent CPA) DISCUSS AND TAKE ACTION ON THE PRELIMINARY FINANCIAL STATEMENTS ON THE BOOKKEEPING AND ALSO PROVIDE A DRAFT FOR THE FABENS REIMBURSEMENT REVIEW TO BE PRESENTED BY SBNG's CPA CEDRIC LYERLY.**

Information only, no action taken.

15. **(requested by FM Eparza) DISCUSS AND TAKE ACTION DEFINING THE BENEFITS THAT THE PART-TIME EMPLOYEES GET SO THAT THEY CAN BE PUT ON THE NEW EMPLOYEES HANDBOOK.**

Deleted on a motion made by Mario Murillo and seconded by Jerry Knotts.

16. **(requested by Chief Trevizo) DISCUSS AND TAKE ACTION ON ADOPTING A REIMBURSEMENT POLICY FOR SUBPOENAED FIREFIGHTERS THAT ARE CALLED TO COURT AS WITNESSES AND ARE USING THEIR OWN PTO FROM THEIR PLACE OF EMPLOYMENT.**

\$10.00 per hour was approved. Motion was made by Bill Adler seconded by Mario Murillo.

Letter of release will be inserted in handbook.

17. **(requested by FM Esparza) DISCUSS AND TAKE ACTION ON ADOPTING AN EMPLOYEE HANDBOOK.**

The ESD2 handbook presented by Fire Marshall Esparza was approved on a motion made by Elvia Schuller. Motion carried.

18. **(requested by Chief Murillo) DISCUSS AND TAKE ACTION ON REQUEST BY THE CITY OF SOCORRO TO LEASE OFFICE SPACE AT THE SVFD FIRE STATION FOR THE CITY OF SOCORRO FIRE DEPARTMENT OFFICERS.**

The request from the City of Socorro was denied, including agenda items 13, 22 and 23.

19. **(requested by Chief Martinez) DISCUSS AND APPROVE GOING OUT FOR BIDS ON A TORNILLO STATION PROJECT CONSISTING OF :**

A) **PAINING CURBS RED,**

B) **SIGN ON THE BACK SIDE THAT READS FABENS FIRE AND RESCUE TORNILLO STATION THAT INCLUDES ADDRESS,**

C) **WIND SCREENING AROUND THE NEW FENCE INCLUDED WITH TWO NEW GATE OPERATORS.**

Item B was deleted.

Item A & C were approved, on a motion made by Elvia Schuller and seconded by Mario Murillo.

20. **(requested by Chief Martinez) DISCUSS AND TAKE ACTION ON FABENS NEW BUILDING, TO DEMOLISH IT OR REMODEL. BUILDING NEEDS FAR TOO MANY UPGRADES.**

Postponed by Mario Murillo to study the possibility of asbestos in the building if it is demolished. Motion was seconded by Elvia Schuller. Motion carried.

**21. (requested by FM Esparza) DISCUSS AND TAKE ACTION ON TRANSFERRING ONE ESD UNIT FROM A DEPARTMENT TO THE DISTRICT OFFICE.**

Motioned to approve by Elvia Schuller and seconded by Mario Murillo.

**22. (requested by President Adler) DISCUSS AND TAKE ACTION ON THE INTENT OF THE CITY OF SOCORRO WITHDRAWAL FROM THE EL PASO COUNTY ESD #2 ON SEPTEMBER 30, 2013.**

Item was discussed along with item #13.

**23. (requested by FM Esparza) DISCUSS AND TAKE ACTION ON THE CITY OF SOCORRO REQUESTING THAT EL PASO COUNTY ESD #2 CONTINUE FIRE MARSHAL SERVICES AFTER THEIR TAKE OVER.**

Discussed with item #13

**24. (requested by President Adler) DISCUSS AND TAKE ACTION TO REDUCE PAYMENT TO THE PENSION CHAIRMAN TO A TOTAL OF \$1,000.00 PER YEAR.**

The reduction of salary from \$6,459.00 to \$1000.00 per year was approved on a motion made by Bill Adler, seconded by Elvia Schuller. Jerry Knotts abstained.

Roland Glidden will stay on as Pension Chairman until the end of April 2013.

**25 DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON 08 MAY 2013 AT THE WEST VALLEY FIRE DEPARTMENT, AT 7:00 P.M.**

Unanimously approved on a motion made by Bill Adler and seconded by Mario Murillo. Motion carried.

**26 (requested by President Adler) DISCUSS AND TAKE ACTION ON ESTABLISHING AN APPROXIMATE 20 PERCENT RESERVE FUND.**

It was unanimously approved to reserve a 20 percent reserve fund on a motion made by Elvia Schuller and seconded by Jerry Knotts.

**27 (requested by President Adler )DISCUSS AND TAKE ACTION ON AMENDING EPCESD2 SOG MANUAL CHAPTER 11 SECTION 5, SUBSECTION (3)(D) TO READ “ ALL FEES/REVENUE GENERATED FROM THE AUCTION WILL BE DEDUCTED/CREDITED BACK TO THE ESD RESERVE FUND”**

Item was unanimously approved on a motion made by Elvia Schuller, seconded by Jerry Knotts.

**28 (requested by President Adler) DISCUSS AND TAKE ACTION ON ADOPTING THE ESD#2 PUBLIC INFORMATION ACT TO BE POSTED ON OUR WEBSITE UNDER “TEXAS TRANSPARENCY”**

Motion to adopt the Public Information Act was unanimously approved on a motion made by Elvia Schuller and seconded by Jerry Knotts.

**29 (requested by President Adler) DISCUSS AND TAKE ACTION FOR A SUGGESTED BOARD RESOLUTION, RELATED TO THE REMOVAL OF THE SALES TAX EXEMPTION FOR TELECOMMUNICATIONS COMPANIES.**

Resolution # 2023-004, was unanimously approved on a motion made by Elvia Schuller and seconded by Mario Murillo. Resolution will be sent to the Comptroller office

A copy of the resolution will be attached hereto and becomes part of the minutes.

- 30 (requested by President Adler)DISCUSS AND TAKE ACTION FOR A SUGGESTED BOARD RESOLUTION, RELATED TO AUTHORIZING THE DISTRICT'S SALES TAX CONSULTANT TO CORRECT WITH THE TEXAS COMPTROLLER ANY BUSINESSES THAT MAY BE REPORTING SALES TAX INCORRECTLY TO THE DISTRICT.**

Item #29 was approval was included with item #30 & item 31.

- 31 (requested by President Adler)DISCUSS AND TAKE ACTION FOR A SUGGESTED BOARD RESOLUTION, RELATED TO DIRECTING THE DISTRICT'S SALES TAX CONSULTANT TO DO FURTHER RESEARCH RELATED TO A BUSINESS WHICH IS ONE OF THE DISTRICT'S MAJOR SALES TAX CONTRIBUTORS TO ASSURE THE BUSINESS SHOULD BE REPORTING SALES TAX TO THE DISTRICT.**

Item #29 was approval was included with item #30 & item 31.

- 32. ADJOURNEMENT**

**Bill Adler  
President  
El Paso ESD2**