

MINUTES OF THE REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES
DISTRICT NO. 2, HELD 14 DECEMBER 2011 AT THE CLINT FIRE DEPARTMENT

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 Carlos Sandoval, Vice President Bill Adler, Treasurer Nick Sierra, Secretary Henry Magallanes and Commissioner Ray Trevizo. A quorum was established.
Also Present: District's Attorney Teresa Garcia and Administrative Assistant Rebecca Terrazas.
3. **DISCUSS AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR MEETING OF 14 DECEMBER 2011.**
The notice of the meeting was timely posted at the El Paso County Clerk's office on 09 December 2011 at 11:10 a.m.
4. **DISCUSS AND TAKE ACTION ON THE MINUTES OF 09 NOVEMBER REGULAR MEETING HELD IN WEST VALLEY.**
The minutes of the 09 November 2011 Regular meeting were unanimously approved on a motion made by Bill Adler and seconded by Nick Sierra.
5. **PUBLIC COMMENTS, MUST NOTIFY THE BOARD TO SPEAK ON CERTAIN AGENDA ITEMS. (5 MINUTES)**
Mr. Alan Harris and VP Terry Cullen from Hallmark Fire Appratus would like to introduce themselves to the Board.
The sign-in sheet is attached hereto and becomes part of the minutes.
6. **DISCUSS AND TAKE ACTION ON RESOLUTION NO. 2011-04 ADOPTION OF THE RECORDS CONTROL SCHEDULES ISSUED BY THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.**
Resolution No. 2011-04 was unanimously approved on a motion made by Nick Sierra and seconded by Henry Magallanes.

EXECUTIVE SESSION
7. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON THE RECENTLY PURCHASED 13 ½ ACRES ON BOVEE AND ALAMEDA, INCLUSIVE OF TAKING LEGAL ACTION TO ENFORCE SALE.**
Items #7 & #8 were combined to discuss at the end of the agenda.
8. **(requested by Bill Adler) DISCUSS AND TAKE ACTION TO DROP LAND PURCHASE OF 13 ½ ACRES ON BOVEE AND ALAMEDA AND RECUPERATE ANY COSTS PAID.**
The Regular session reconvened at 9:30 P.M.
A motion made by Carlos Sandoval to drop the purchase of said property, seconded by Henry Magallanes
Motion carried.
9. **(requested by Carlos Sandoval) DISCUSS AND TAKE DIRECTIVE ACTION ON AUDITING THE SAN ELIZARIO FIRE DEPARTMENT.**
Item was deleted. Subject for review in 3 months on a motion made by Carlos Sandoval and seconded by Bill Adler. Motion carried.
10. **(requested by Bill Adler) DISCUSS AND TAKE ACTION ON THE DRAFT MEMORANDUM "REVIEW OF EL PASO COUNTY EMERGENCY ESD #2 GENERAL OPERATING EXPENDITURES, AND PROCEDURES, DONE BY EDWARD A. DION, COUNTY AUDITOR.**

Item 10 con't.

This item was postponed until the final audit is received, on a motion made by Bill Adler and seconded by Nick Sierra. Motion carried.

11. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION TO HIRE A CPA TO REVIEW THE RECOMMENDATIONS OF THE COUNTY AUDITOR AND SET POLICIES AND PROCEDURES AND GUIDELINES FOR CORRECTIVE ACTION.**

Item was postponed until we receive the final audit, on a motion made by Carlos Sandoval and seconded by Bill Adler. Motion carried.

12. **(item #7 was postponed at the 11/15 Special meeting on a motion made by Henry Magallanes) (this item was requested by Carlos Sandoval) DISCUSS AND APPROVE THE ADJUSTMENT OF THE "DISCRETIONARY" AMOUNT AND THE USE OF THE TERMINOLOGY OF THE WORD "DISCRETIONARY".**

Motion was made to drop the word "discretionary" and use "Corporation account " by Bill Adler and seconded by Nick Sierra. Attorney Garcia will amend the Service Contract by changing the word "discretionary" to "Corporation Account"

13. **(requested by Carlos Sandoval) A.) DISCUSS AND APPROVE THE APPOINTMENT OR HIRE OF WENDY YOUNGER AS INSTRUCTOR TO THE SOON TO BE HIRED ADMINISTRATIVE ASSISTANTS, WITH REGARDS TO FIRE DEPARTMENT REPORTS AND FUNCTIONS THAT WILL BE PERFORMED IN ADDITION TO ACCOUNTING.**

Bill Adler motioned to contract with any qualified individual to bring up the administrative assistant, on an as needed basis and must be approved by the board. Seconded by Nick Sierra. Motion carried.

B.) DISCUSS AND REVIEW/TAKE ACTION ON ADMINISTRATIVE ASSISTANT'S RESUMES RECEIVED.

A private 3 minute interview will take place in the January meeting. Motion made by Carlos Sandoval and seconded by Bill Adler. Motion carried.

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

- A.) **MONEY MARKET, NOW ACCOUNT AND THE CODE ENFORCEMENT ACCOUNT.**
\$1,936,499.36 \$238,707.36 \$122,184.12

- B.) **DISCUSS AND APPROVE THE REQUEST FOR REIMBURSEMENT CRITERIA**
The criteria was approved with modifications for required signature on all purchases. The chief will sign the reimbursement form stating that all purchases were made with his authorization. On a motion made by Bill Adler and seconded by Nick Sierra. Motion carried.

C.) APPROVAL FOR PAYMENT OF THE MONTHLY BILLS, REQUESTS FOR REIMBURSEMENT.

Spreadsheet of the monthly bills paid are attached hereto and become part of the minutes. Motion to approve payment was made by Carlos Sandoval and seconded by Nick Sierra.

15. **DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATION OVER \$2,000.00 (a notarized and itemized statement of cost must be presented. 775.073)**

West Valley, fleet services \$2662.68, Socorro, Daco \$2490.70, 4523.22, 4540.67, Rescue Resource 3526.30, Montana Vista Fleet services 3424.95, fitness superstore \$2664.14, Design Construction \$7271.00

Motion to approve purchases was made by Bill Adler and Seconded by Nick Sierra. Motion carried.

A. MONTANA VISTA – requesting approval to purchase a medium rescue truck for an estimated cost of \$200,000.00 plus, equipped with a generator and a light tower and electric reels to power our electric exhaust fans.

Approved to go out for bid and purchase on a motion made by Carlos Sandoval and seconded by Bill Adler. Motion carried.

B. WEST VALLEY –

1. request hiring the services of Mike Pietsch, P.E. Consulting Services, INC. to help with upcoming I.S.O. survey. He has quoted a price of \$8,000. The Village of Vinton has committed to 1/3 of the price and the Town of Anthony has also committed to 1/3, thus leaving WVFD to pay \$2,666.00 Attempting to lower our ISO rating from a 4 to a 3. Thus saving the taxpayers additional money on their annual residential and business insurance premiums,

Approved on a motion made by Carlos Sandoval seconded by Nick Sierra. Motion carried.

2. Request to go out for bid on complete repainting of the interior of the main Vinton Station – last painting was in 2000 when new.

3. Go out for bid on yearly scba flow tests that are now due.

Items 3, & 4 were approved on a motion made by Carlos Sandoval and seconded by Nick Sierra. Motion carried.

4. Go out for bid on repairs/upgrades to existing burn building.

Information only.

C. SOCORRO request approval to purchase the following

1. 105' Rosenbauer Quint Platform Aerial HGAC \$935,457.00 to include aux. equipment.

Correction to read 101' Rosenbauer Quint Platform Aerial. Approval to go out to bid and purchase. Motion made by Carlos Sandoval and seconded by Bill Adler. Motion carried.

D. CLINT REQUEST APPROVAL FOR THE FOLLOWING:

1. TO GO OUT FOR BIDS ON A MEDIUM BRUSH TRUCK TO REPLACE AN EXISTING BRUSH TRUCK, NOT TO EXCEED \$100,000 WITH EQUIPMENT.

2. Purchase 2 Power Hawk Hercules rescue (electric 12 volt) systems for \$23,200 each w/accessories and extra battery packs.

Approved to purchase on a motion made by Ray Trevizo and seconded by Bill Adler. Motion carried.

E. SAN ELIZARIO Request approval to purchase.

Purchase 2 Power Hawk Hercules rescue (electric 12 volt) systems for \$23,200 each w/accessories and extra battery packs.

Approved on a motion made by Carlos Sandoval and seconded by Nick Sierra. Equipment will be bought through D & E. Motion carried.

16. (requested by Bill Adler)DISCUSS AND TAKE ACTION ON BENEFITS OWED TO FIREFIGHTERS FROM THE FABENS FIRE RESCUE, WHO POSSIBLY DIDN'T HAVE

16. PROPER PAPERWORK FILED DOCUMENTING POSSIBLE INJURIES SUSTAINED IN THE COURSE OF THEIR DUTY WITH THE FABENS FIRE DEPARTMENT.

Attorney Teresa Garcia, was requested by the Board to continue investigating the workers' compensation claim made by Eusebio Villa, Fabens Fire Department, for justification.

17. **(postponed in the November 9th meeting) DISCUSS AND APPROVE A DRAFT POLICY FOR TAKE HOME VEHICLES AND FOR RENT, AND SERVICES PAID BY FIRE DEPARTMENTS.**
Vice President Bill Adler drafted an S. O P. for TAKE HOME VEHICLES. The S.O.P. was approved on a motion made by Carlos Sandoval and seconded by Ray Trevizo. Motion carried. S.O.P. is attached hereto and becomes part of the minutes.
18. **REPORT ON THE NOVEMBER 2011 GRANT/RAC MEETING, BY WENDY YOUNGER.**
Nil
19. **DISCUSS AND TAKE ACTION ON PENSION BOARD BY CHAIRMAN ROLAND GLIDDEN. REPORT ON THE FOLLOWING:
502's, 503's and 504's AND RETIREMENTS SUBMITTED.**
Socorro 502's presented: Cesario Elizaldi, Cesario Elizaldi Jr., Oscar Ceijas
Socorro 504's presented: Pablo Torres, Arlene Pena, Jesus Gomez, Monica Munoz, Mayra Munoz, Joseph Lopez, Alfredo Solano.
West Valley 502's presented: Steven Anderson, Peter Scruggs, Esteban Cobos, Garrett Parke, Carlos Escobar, Robert Reinhardt, Richard Lujan, Raul Marquez, Juan Pacheco, Jacqueline Manriquez.
Montana Vista submitted Retirements: Wenda Younger and James Younger.
Unanimously approved.
20. **DISCUSS AND TAKE ACTION ON THE FOLLOWING:**
A.) REPORT OF THE INSPECTION DEPARTMENT BY INSPECTOR ROGELIO ESPARZA.
Report is attached hereto and becomes part of the minutes.
B.) (postponed in the November meeting) CONTINUE DISCUSSING AND TAKE ACTION ON CHANGING THE PART-TIME STATUS OF INSPECTOR GARRETT W. PARKE TO FULL TIME STATUS, WITH FULL BENEFITS.
.Approved on a motion made to be retroactive to date of hire, plus benefits by Nick Sierra and seconded by Ray Trevizo. Motion carried.
C.) DISCUSS AND TAKE ACTION ON INSPECTION FEES FOR EXISTING BUILDINGS.
On a motion made by Bill Adler, the 1st inspection will be -0- . the 2nd re-inspection \$25.00, final inspection \$71.00. Motion was seconded by Nick Sierra. Motion carried.
D.) DISCUSS AND TAKE ACTION ON FIRE WATCH PERSONNEL AS PER THE FIRE CODE AND SET FEES FOR SUCH DUTIES.
On a motion made by Bill Adler the fee for fire watch personnel was set at \$100 per certified personnel, subject to change. Motion seconded by Nick Sierra. Motion carried.
21. **DISCUSS AND TAKE ACTION ON 911 REPORT.**
Information only.
22. **TRAINING**
Nil
23. **COMMENTS BY DISTRICTS' ATTORNEY TERRI GARCIA.**

Nil

- 24. (requested by Attorney Teresa Garcia) DISCUSS AND TAKE ACTION ON SETTING A SPECIAL MEETING IN JANUARY TO REVIEW DRAFT ON THE POLICY & PROCEDURES FOR THE DISTRICT, PRESENTED BY ATTORNEY TERESA GARCIA.**

Becky will set up a special meeting for the last week of January.

- 25. (requested by Carlos Sandoval) DISCUSS AND TAKE ACTION TO DIRECT THE ATTORNEY TO CEASE THE REVIEW OF THE POLICIES AND PROCEDURES.**

Postponed until the next meeting.

- 26. DISCUSS AND TAKE ACTION ON NEXT MEETING DATE AND LOCATION, WEDNESDAY 14 JANUARY 2012 AT THE FABENS FIRE DEPARTMENT , AT 7:00 P.M.**

Approved.

- 27. ADJOURNMENT**

There being no further business the meeting was adjourned on a motion made by Nick Sierra and seconded by Henry Magallanes. Motion carried.

PRESIDENT CARLOS SANDOVAL