



El Paso County
Emergency Services - District #2



P.O. Box 683
Clint, Texas 79836
Phone (915) 851-0304 • Fax (915) 851-9000

**MINUTES OF A REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY
SERVICES DISTRICT NO. 2 WAS HELD AT THE
FABENS FIRE DEPARTMENT
219 MAIN ST.
FABENS, TX 79838**

WEDNESDAY 10TH JULY 2013

1. CALL MEETING TO ORDER.

Meeting was called to order by Annette Gonzalez at 7:00 P.M.

PLEDGE OF ALLEGIANCE

2. ESTABLISHMENT OF QUORUM

Present was President William Adler, Treasurer Elvia Schuller, Treasurer Jerry Knotts and Secretary Mario Murillo, establishing a quorum. Absent was Vice President Pamela Padilla. Also present was the Districts' Attorney Richard Contreras and Districts' CPA Joanne Nugent.

**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 REGULAR MEETING 19
JUNE 2013 AND SPECIAL MEETING HELD ON 24 JUNE 2013.**

A motion to move individuals listed under public comments sign-in sheet to regular agenda items by William Adler and seconded by Elvia Schuller. Motion carried.

**5. DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY ANNETTE
M. GONZALEZ.**

A. REPORT ON THE BANK BALANCES.

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

- **BANK RECONCILIATIONS**
- **CHECK REGISTERS ATTACHED**
- **DEPARTMENT PROFIT & LOSS**



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

A motion to correct the following items by William Adler and seconded by Elvia Schuller.

Montana Vista Fire Department

- Must request for Servigas/Ikard & Newsome to revise Invoice #856594 & 146309 to reflect correct description on invoice.
- Must submit original invoices for Lube N Go for reimbursement.
- Approve invoice for Mister HotShine in the amount of \$139.99.

Fabens Fire Department

- Disconnect Time Warner internet service at Chief Martinez residence.
- Recommendation to disconnect service with Windstream and reestablish service with another provider.

Motion carried.

REGULAR AGENDA

**6. (REQUESTED BY CHIEF MARTINEZ)
DISCUSS AND TAKE ACTION ON FABENS FIRE DEPARTMENT
TRANSFERRING THE PROPERTY 215 W. MAIN TO EL PASO COUNTY ESD
NO. 2.**

Nicolas Sierra Sr., Robert R. Olivas and Hector R. Flores protested on transferring the property 215 W. Main to El Paso County ESD No. 2. A motion to table by William Adler and seconded by Elvia Schuller. Motion carried.

**7. (REQUEST BY COMMISSIONER MARIO MURILLO)
DISCUSS AND TAKE ACTION ON ACCIDENTAL AND SICKNESS
COVERAGE PROVIDED BY OUR INSURANCE CARRIER VFIS. COVERAGE
DUE FOR RENEWAL AUGUST 13, 2013.**

A motion to approve by William Adler and seconded by Mario Murillo. Motion carried.

**8. (REQUEST BY ANNETTE GONZALEZ)
DISCUSS AND TAKE ACTION ON DISTRICT ISSUING CHECKS TO
VENDORS ON BEHALF OF FIRE STATIONS.**

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



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9. **(REQUEST BY ANNETTE GONZALEZ)**
DISCUSS AND TAKE ACTION ON FIRE STATIONS CONDUCTING WIRE TRANSFERS FROM CORPORATE ACCOUNT TO STATION FUNDS.
A motion to approve the prohibition of conducting wire transfers between company accounts by William Adler and seconded by Elvia Schuller. Motion carried.
10. **(REQUEST BY CHIEF MURILLO)**
DISCUSS AND TAKE ACTION ON APPROVAL FOR HOTEL CHARGES OF \$3,777.75 FOR SIX (6) FIRE FIGHTERS TRAINING IN COLLEGE STATION.
A motion to approve hotel charges of \$3,777.75 by Elvia Schuller and seconded by William Adler. Motion carried.
11. **(REQUEST BY CHIEF ESPARZA)**
DISCUSS AND TAKE ACTION ON MAKING ROGELIO ESPARZA THE ADMINISTRATOR FOR THE BANK ACCOUNTS TO ADD AND DELETE USERS ID'S.
A motion to approve by William Adler and seconded by Mario Murillo. Motion carried.
12. **(REQUEST BY CHIEF ESPARZA)**
DISCUSS AND TAKE ACTION ON LEASING MORE OFFICE SPACE AT A COST OF \$2,500 A MONTH TO BE USED FOR A BOARDROOM, WITH A MINIMUM 5 YEAR LEASE.
A motion to postpone till August 14, 2013 by Elvia Schuller and seconded by William Adler. Motion carried.
13. **(REQUEST BY CHIEF ESPARZA)**
DISCUSS AND TAKE ACTION ON CHANGING THE SICK DAYS FROM AFTER THE FIRST YEAR TO EFFECTIVE IMMEDIATELY AFTER HIRING.
A motion to approve by William Adler and seconded by Elvia Schuller. Motion carried.
14. **(REQUEST BY COMMISSIONER MURILLO)**
DISCUSS AND TAKE ACTION ON DISTRICT ADMINISTRATIVE ASSISTANTS WORK SCHEDULE.
A motion to approve the administrative assistants working hours between 8:00 AM to 5:00 PM Monday through Friday by Mario Murillo and seconded by Elvia Schuller. Motion carried.



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15. Postponed 6/19/13 by Commissioner Adler (REQUESTED BY COMMISSIONER ADLER) DISCUSS AND TAKE ACTION ON MANAGEMENTS RESPONSE TO THE 2012 FISCAL YEAR AUDIT FINDINGS.

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

16. Postponed 06/19/13 by Chief Trevizo (REQUESTED BY CHIEF TREVIZO) DICUSS AND TAKE ACTION ON PROPOSALS FOR FLOORING AND ROOFING.

A motion to approve Frontier Roofing in the amount of \$27,655.00 for roofing by Mario Murillo and seconded by Elvia Schuller. A motion to table flooring by William Adler and seconded by Elvia Schuller. Motion carried.

**17. (REQUEST BY BLAKE MORGAN)
CONSIDER A RESOLUTION OF THE BOARD OF COMMISSIONERS OF EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 REGARDING A LOAN.**

A motion to approve loan with Branch Banking and Trust Company in the amount of \$331,500.00 for Clint Fire Department Pierce 3,000 Gallon Dryside Tanker by William Adler and seconded by Elvia Schuller. Motion carried.

**18. (REQUEST BY ANNETTE GONZALEZ)
DISCUSS AND TAKE ACTION ON UTILITY BILL SERVICE ADDRESSES IN QUESTION FROM THE REIMBURSEMENT PACKETS.**

A motion to approve by Elvia Schuller and seconded by Jerry Knotts. Motion carried.

**19. (REQUEST BY ANNETTE GONZALEZ)
DISCUSS AND TAKE ACTION ON THE REQUIRED SUPPORTING DOCUMENTS IN THE REIMBURSEMENT PACKETS.**

No action necessary.

20. ADJOURNEMENT

There being no further business, the meeting was unanimously adjourned.

President William Adler



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