

MENUTES OF THE REGULAR AND PUBLIC MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2, HELD 14 SEPTEMBER 2011 AT THE SAN ELIZARIO FIRE DEPARTMENT.

1. **CALL MEETING TO ORDER.**

Meeting was called to order by President Carlos Sandoval at 7:03 P.M.

2. **ESTABLISHMENT OF QUORUM.**

Present was: President Carlos Sandoval, Vice President Bill Adler, Treasurer Nick Sierra, Secretary Henry Magallanes and Commissioner Ray Trevizo. Also present was Chief Beto Lopez of the Clint fire department and Rebecca Terrazas, Administrator.

3. **DISCUSS AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR AND PUBLIC MEETING FOR 12 OCTOBER 2011**

The notice was timely posted at the El Paso County Clerk's office on 12 September 2011 at 6:15 A.M. All of the Fire Departments posted the agenda in public view on 09 September 2011.

4. **DISCUSS AND TAKE ACTION ON THE MINUTES OF THE REGULAR MEETING HELD 10 August 2011 at the Montana Vista Fire Department, Special Meeting held 21 June at the Socorro Fire Department and the Special Meeting held 20 July 2011 at the Socorro Fire Department. Also the combined meeting of the El Paso county Commission Court and the ESD #2 held 12 August 2011 at the Montana Vista Fire Department.**

The listed minutes were unanimously approved on a motion made by Ray Trevizo and seconded by Henry Magallanes.

5. **PUBLIC COMMENTS, MUST NOTIFY THE BOARD TO SPEAK ON CERTAIN AGENDA ITEMS. (5 MINUTES)**

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

PUBLIC MEETING

6. **DISCUSSION AND TAKE ACTION ON SETTING THE 2011 TAX RATE. RESOLUTION #2011-01 SET THE 2011 TAX RATE.**

The Resolution #2011-01 setting the 2011 tax rate at \$0.10 cents per \$100.00 property valuation was unanimously approved on a motion made by Nick Sierra and seconded by Bill Adler. A copy of the resolution is attached hereto and becomes part of the minutes.

7. **DISCUSS AND TAKE ACTION ON THE EL PASO COUNTY ESD #2 2011-2012 FISCAL YEAR BUDGET.**

The ESD #2 budget for FY 2011-2012 was unanimously approved as presented. The budget reflects a estimated revenue of \$5,237,128.00, expenditures of \$4,738,934.00 with an excess over expenditures of \$500,194.00. Amendments will follow at the next meeting to include the Inspection departments budget and the increase in salaries, and benefits. Motion was made by Ray Trevizo and seconded by Bill Adler. Motion carried.

8. **DISCUSS AND TAKE ACTION: MEET WITH TM WYNGARDEN, VFIS, ON THE RENEWAL FOR AUTO'S, BUILDING, GENERAL LIABILITY, MANAGEMENT LIABILITY AND PORTABLE EQUIPMENT.**

A motion was made by Henry Magallanes and seconded by Nick Sierra to renew the contract with VFIS for \$114,369 an additional \$4,914.00 increase in premium. Motion carried.

9. **(requested by Molina Realty) DISCUSS AND TAKE ACTION ON a 2 ¼ ACRE PROPERTY FOR THE DISTRICTS OFFICE AT \$3.25 PER SQUARE FOOT..**

No action taken.

10. (this item was discussed after item #26 on a motion made by Bill Adler and seconded by Ray Trevizo. Motion carried)

.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.**

\$2,182,239.13	\$32,699.60	\$21,096.64
----------------	-------------	-------------

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

The accounts payable and requests for reimbursement total of \$283,717.40. The list is attached hereto and becomes part of the minutes.

C.) **IN ACCORDANCE WITH 775.038 ESD APPLICABLE LAWS, "COMPENSATION" DISCUSS AND APPROVE COMMISSIONERS COMPENSATION REQUESTS.**

Nick Sierra and Bill Adler submitted their time sheets and were compensated \$3,000.00 each. A motion to approve was made by Ray Trevizo and seconded by Henry Magallanes . motion carried.

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

Fabens – DACO \$5,334.00 Montana Vista – GE fleet \$4,375.54, GE fleet \$5754.29, IRS \$2,280.35 and Econo Lodge \$2,575.72
West Valley – Ferrara \$3,483.17, Fire Service \$15,425.00 15 scott air bottles

12. **(postponed 10 August 2011 for legal consul)DISCUSS AND TAKE ACTION REGARDING TEMPORARY STORAGE ALLOWANCE FOR THE DISTRICTS RECORDS AT THE HOME OF BECKY TERRAZAS. TO BE RETROACTIVE BEGINNING IN AUGUST (requested by Nick Sierra)**

Local storage costs \$89.00 for a 10 x 10. Becky has had the storage in 2 10X12 storage rooms. On a motion made by Bill Adler and seconded by Nick Sierra the temporary records and archives storage amount of \$200.00 per month was approved to begin in August 2011. Motion carried..

13. **(requested by Carlos Sandoval)DISCUSS AND TAKE ACTION ON CHANGING THE PART-TIME STATUS OF THE ADMINISTRATIVE ASSISTANT TO FULL TIME STATUS WITH FULL BENEFITS.**

On a motion made by Nick Sierra to approve Becky Terrazas to full time status, flex forty hours per week. Salary is now \$47,840.00 with full benefits of 35% = \$16,744.00 to begin October 1, 2011. Benefits: Medical reimbursement of \$127.00 per month, 2 weeks vacation, holidays: New Years day, Martin Luther King, Memorial Day, 4th of July, Labor Day, 2 days for Thanksgiving, 2 days for Christmas and employees birthday. Motion was seconded by Bill Adler. Motion carried.

14. **DISCUSS AND TAKE ACTION ON:**

- A.) **ESTABLISHING GUIDELINES FOR 2011-2012 FY BUDGET FOR DEPARTMENTAL EXPENDITURES. TO INCLUDE OUTSIDE SOURCE OF INCOME.**
B.) **DISCUSS AND REVIEW EACH FIRE DEPARTMENTS 2011-2012 BUDGET.**

On a motion made by Bill Adler this item was postponed until the next meeting in order to invite the districts' CPA Sammy Johnson to attend. Motion seconded by Nick Sierra and motion carried.

15. **(requested by Carlos Sandoval) DISCUSSION AND TAKE ACTION REGARDING DEPARTMENTS VEHICLES WITH NON-EXEMPT LICENSE PLATES.**

Motion was made by Henry Magallanes and seconded by Nick Sierra, that all district vehicles shall have exempt type license plates accompanied by proper markings. Motion carried.

16. **(requested by Carlos Sandoval) DISCUSS THE FEASEABILITY OF PROVIDING AMBULANCE SERVICE.**

Postponed until the next meeting.

17. **MEET WITH DON PYLE WITH GOVERNMENT CAPITAL** (information only).

Introduction only, no action taken

- 18.. **DISCUSS AND TAKE ACTION ON UPOMING GRANTS BY WENDY YOUNGER:**

Information only on the finalization of the FEMA grant.

19. **REPORT ON THE JULY 2011 RAC MEETING, BY WENDY YOUNGER.**

Nil,.

20. **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.**

West Valley submitted one 502 for Andrews Zaborwski.

21. **DISCUSS AND TAKE ACTION ON THE FOLLOWING:**

- A.) **REPORT OF THE INSPECTION DEPARTMENT BY INSPECTOR ROGELIO ESPARZA.**

Information only.

- B.) **DISCUSSION AND TAKE ACTION ON HIRING TWO PART TIME INSPECTORS.**

A motion was made by Ray Trevizo to hire the responding applicant and to continue advertising for the 2nd inspector in the El Paso Times to include a Sunday. Motion was seconded by Nick Sierra, motion carried.

- C.) **DISCUSSION AND TAKE ACTION REGARDING TRANSFERING FUNDS INTO THE INSPECTION DEPARTMENT ACCOUNT.**

On a motion by Nick Sierra and seconded by Bill Adler the transfer of equal amount of money was approved. The board will make a request to Teresa Garcia the districts attorney to write an amendment for the transfer of the monies into the inspection department account. Motion carried.

D.) DISCUSSION AND TAKE ACTION: INSPECTOR ESPARZA REQUEST APPROVAL FOR ATTENDING THE 2ND ANNUAL SAFE-D WORKSHOP IN SAN ANTONIO FOR \$150.00

The request was approved on a motion made by Nick Sierra and seconded by Bill Adler. Motion carried.

E.) DISCUSS AND TAKE ACTION ON ALLOWING INSPECTOR ESPARZA TO SUBMIT AN APPLICATION TO TCLEOSE (TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION) TO GET ESD#2 CERTIFIED. \$1,000.00 FEE.

The request was approved on a motion made by Bill Adler and seconded by Nick Sierra. Motion carried..

F.) DISCUSS AND TAKE ACTION ON ALLOWING INSPECTOR ESPARZA TO ATTEND THE 13TH ANNUAL TEXAS FIRE MARSHALS' CONFERENCE, OCTOBER 17-21, 2011 IN AUSTIN, TX. COST \$165.00 PLUS TRAVEL AND LODGING..

The request was approved on a motion made by Ray Trevizo and seconded by Nick Sierra. Motion carried.

G) DISCUSS AND REVIEW THE INSPECTION DEPARTMENT 2011-2012 FY BUDGET.

On a motion to approve the Inspection departments FY 2011-2012 budget to include a 5% increase in salary for Rogelio Esparza was made by Bill Adler seconded by Ray Trevizo . Motion carried. A copy of the Budget is attached hereto and becomes part of the minutes.

22. MEET WITH LIFE AMBULANCES' EDDIE SANCHEZ TO DISCUSS AIR TRANSPORT.

Information only. Mr. Sanchez explained to the board that if Life ambulance arrives on scene and the patient is ready to go they will transport the patient if the helicopter is not in sight.

23. DISCUSS AND TAKE ACTION ON 911 REPORT.

A special meeting will be held

24. TRAINING

25 MEETWITH MARTIN KOVACH WITH SIDDON-MARTIN EMERGENCY GROUP

Introduction only. No action taken.

26. COMMENTS BY DISTRICTS' ATTORNEY TERRI GARCIA.

Not present.

27. DISCUSS AND TAKE ACTION ON NEXT MEETING DATE AND LOCATION, WEDNESDAY 12 OCTOBER 2011 AT THE SOCORRO FIRE DEPARTMENT AT 7:00 P.M.

Approved on a motion made by Ray Trevizo and seconded by Nick Sierra. Motion carried.

28. ADJOURNMENT

There being no further business the meeting was unanimously adjourned.

PRESIDENT CARLOS SANDOVAL