

**MINUTES OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2
REGULAR AND PUBLIC MEETING HELD 09 NOVEMBER 2011 AT THE WEST VALLEY
FIRE DEPARTMENT AT 7:00 P.M.**

1. CALL MEETING TO ORDER.

The meeting was called to order by President Carlos Sandoval at 7:20 p.m.

2. ESTABLISHMENT OF QUORUM.

Present were: President Carlos Sandoval, Vice President Bill Adler, Treasurer Nick Sierra, Secretary Henry Magallanes and Commissioner Ray Trevizo. Also in attendance was Becky Terrazas.

3. DISCUSS AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR AND PUBLIC MEETING FOR 15 NOVEMBER 2011.

The notice was timely posted on 04 November at 8:48 a.m.

4. DISCUSS AND TAKE ACTION ON THE MINUTES OF 10 OCTOBER SPECIAL MEETING HELD IN SOCORRO AND THE REGULAR MEETING HELD 12 OCTOBER 2011 AT THE SOCORRO FIRE DEPARTMENT.

The minutes were unanimously approved as written on a motion made by Henry Magallanes and seconded by Bill Adler.

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

Chief Robert Ostrenga, spoke for the record, of delivering all of the legal documents pertaining to the Montana Vista Fire Department, vehicles titles, property deeds, IRS incorporation, 503c(3), and discretionary receipts for 2011.

Carlos Sandoval at this time read the retirement letter as Chief for the Fabens Fire Dept. from Nick Sierra.

Sign in sheet is attached hereto and becomes part of the minutes.

PUBLIC HEARING.

6. DISCUSS AND TAKE ACTION ON RESOLUTION NO. 2011-03 "SB1 TAXATION OF GOODS IN TRANSIT"

Resolution no. 2011-03 was unanimously approved on a motion made by Bill Adler and seconded by Nick Sierra. Motion carried. Copy of the resolution is attached hereto and becomes part of the minutes.

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

A. REPORT ON THE BANK BALANCES

MONEY MARKET \$1755525.80 NOW ACCOUNT 160926.12 INSPECTION \$131795/00

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

A spreadsheet with checks and balances is attached hereto and becomes part of the minutes.

All bills were approved for payment on a motion made by Nick Sierra and seconded by Bill Adler.

Motion carried.

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

A.) WEST VALLEY – Fleet Services \$2,579.16, Foremost Promotions \$2164.12

MONTANA VISTA – Quick Pro \$2539.94, GE Fleet \$4,196.12, JM Younger \$6,000.00 Design Construction \$9849.00, IRS \$2381.53,
FABENS – El Paso Electric \$2272.59
CLINT – wolf air \$3345.00

- B.) SOCORRO:** 2012 f150 FROM Philpott HGAC for 29,000
2011 Expedition w/lights Philpott HGAC for \$34,956.08
- C. SOCORRO:** 12 Scott bottles w/faepiece/30 minute carbon cylinder air pack with safety to be in compliance. \$51,987.96
- D.) CLINT/FYI:** THE RETROFIT TRUCK WILL BE DELIVERED SOON BY DACO, COST \$49,564 AND CHIEF LOPEZ IS REQUESTING THAT THE DISTRICT PAY IT DIRECTLY.

9. (requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON PICKING DATES FOR THE IMPLEMENTATION OF THE RECRUITING AND RETENTION PROGRAM FROM SFFMA (STATE FIREMENS AND FIRE MARSHALS ASSOCIATION).

The last 3 Saturdays were selected to train implementation and retention with SFFMA.

10. (this item was carried from 10 October) DISCUSS AND TAKE ACTION ON HIRING ADMINISTRATIVE ASSISTANTS FOR ALL DEPARTMENTS. SET WAGES, SCHEDULE HOURS, NEED EQUIPMENT, QUALIFICATIONS AND PUBLISHING.

Part time at 20 hours per week at \$12.00 per hour, with a minimum of 2 years experience or one year of accredited business school in bookkeeping. Becky will have the ad published in the West Tx Courier. Motion was made by Henry Magallanes and seconded by Ray Trevizo. Motion carried.

11. (requested by Carlos Sandoval) MEET WITH SAMMY JOHNSON, CPA, TO DISCUSS AND TAKE ACTION ON TAKE HOM VEHICLES USED FOR PERSONAL USE AND MONIES PAID TO ie. MONTANA VISTA FOR RENT, SEVICES AD DISPATCHING FROM THEIR HOMES.

Sammy Johnson informed the board regarding the IRS ruling on social security and Medicare coverage and tax withholding requirements for state government employees and public employees. When we should use a 1099, W2. information will be used to draft the policy. A motion was not made.

12. (requested by Carlos Sandoval) DISCUSS AD TAKE ACTION ON RESTRICTING COMPENSATION FOR WORKING OUT OF HOME.

This item was discussed along with item #11.

A Policy will be drafted by Bill Adler and be presented at the December 14, 2011 meeting.

13. (requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON REPLACING HORSES FOR SEARCH AND RESCUE WITH MOTORIZED VEHICLES.

Died for lack of motion.

14. (carried over from 20 October) DISCUSS AND TAKE ACTION ON THE REVIEW OF THE DEPARTMENTS BUDGET.

Amend budget due to the purchase of property for \$400,000. Becky will go out for bids.

15. REPORT ON THE SEPTEMBER 2011 RAC MEETING BY WENDY YOUNGER.

Nil.

16. DISCUSS AND TAKE ACTION ON PENSION BOARD BY CHAIRMAN ROLAND GLIDDEN REPORT ON THE FOLLOWING.

The following were submitted:

San Elizario – 504 Termination Javier Hernandez, Diana Tellez, Jose Carlos Charidez, and Hilario Alanza.

Clint – 502 Jesus Ibarra and Yesenia Gutierrez.

17. REQUEST AND TAKE ACTION ON THE FOLLOWING:

A. REPORT OF THE INSPECTION DEPARTMENT BY INSPECTOR ROGELIO ESPARZA.

Introduced Inspector Frank Guillen.

B. DISCUSS AND TAKE ACTION ON HIREING THE 2ND PART TIME INSPETOR.

Postpone for further discussion and action . Rogelio wants to hire him full time.

Motion was made by Nick Sierra and seconded by Bill Adler.

C. APPROVAL TO PURCHASE SOFTWARE Discussed with item 17-D

D. DISCUSS AND TAKE ACTION ON ALLOWING THE INSPECTION DEPARTMENT TO UPGRADE THE FIREHOUSE SOFTWARE IT CURRENTLY HAS TO WEB BASED AT A COST OF \$2,167.00 THIS WILL BE A FIVE YEAR CONTRACT THAT WILL BE GOOD FOR 3 USERS, OR ALLOWING TO PURCHASE FIREHOUSE MOBILE AT A PRICE OF \$1,000.00.

On a motion made by Nick Sierra and seconded by Bill Adler the Firehouse software was approved for purchase. Motion carried.

18. DISCUSS AND TAKE ACTION ON 911 REPORT.

Bill Adler met with the El Paso Fire Chief and the ESD #1 fire chief, They agreed to hire dispatchers and make them County 911 employees. Next step is a meeting with the attorney's of each entity and draft the Memorandum of Understanding.

19. TRAINING.

Nil.

20. COMMENTS BY DISTRICTS' ATTORNEY TERRI GARCIA.

Not present.

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

Not present

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

Not present.

23. DISCUSS AND TAKE ACTION ON NEXT MEETING DATE AND LOCATION, WEDNESDAY 14 DECEMBER 2011 AT THE CLINTY FIRE DEPARTMENT AT 7:00 P.M.

Chief Lopez announced that it would take place at the 708 FM1110 station in Clint.

24. ADJOURNMENT

There being no further business the meeting was unanimously adjourned on a motion made by Ray Trevizo, seconded by Bill Adler.

PRESIDENT CARLOS LOPEZ