



*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

**EL PASO COUNTY ESD#2 - BOARD ROOM**  
**100 S. SAN ELIZARIO, SUITE N**  
**CLINT, TEXAS 79836**

**WEDNESDAY, SEPTEMBER 18<sup>TH</sup>, 2013**  
**AT 7:00 P.M.**

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**1. CALL MEETING TO ORDER.**

Meeting was called to order by Annette Gonzalez at 7:09 P.M.

**PLEDGE OF ALLEGIANCE**

**2. ESTABLISHMENT OF QUORUM**

Present was President William Adler, Vice President Pamela Padilla, Treasure Elvia Schuller and Secretary Mario Murillo, establishing a quorum. Absent was Treasurer Jerry Knotts. 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**

**NOTICE TO THE PUBLIC:** All matters listed under the Consent agenda below will be considered by the Board of Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Commissioner requests specific items to be removed from the Consent agenda. If an item or items are removed from the Consent agenda they will be placed upon the regular agenda for discussion and action prior to the time the board votes on the motion to approve and adopt the Consent agenda.

**CONSENT AGENDA**

**4. DISCUSS AND APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON AUGUST 14<sup>TH</sup>, 2013 AND SPECIAL MEETING ON AUGUST 28<sup>TH</sup>, 2013.**

A motion to approve by William Adler and Seconded by Pamela Padilla. Motion carried.



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**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**

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

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

**REGULAR AGENDA**

**6. Postponed on August 28<sup>th</sup>, 2013 by Commissioner Schuller (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON THE FY 2014 BUDGET FOR ESD #2.**

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

**7. Postponed on August 14<sup>th</sup>, 2013 by Commissioner Adler (Request by Assistant Chief Cerecerez) DISCUSS AND TAKE ACTION ON GIVING EACH ADMINISTRATIVE ASSISTANT PART TIME HEALTH INSURANCE BENEFITS AFTER 1 YEAR OF SERVICE.**

A motion to amend and approve giving each Administrative Assistant health insurance benefits after 1 year of service by William Adler and seconded by Mario Murillo. Motion carried.

**8. Postponed on August 14<sup>th</sup>, 2013 by Commissioner Adler (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON MONTANA VISTA FIRE DEPARTMENT REVISED MANAGEMENT RESPONSE TO THE 2012 FISCAL YEAR AUDIT FINDINGS.**

A motion to correct and approve the agenda to reflect the El Paso County audit findings for 2012 fiscal year by Pamela Padilla and seconded by Elvia Schuller. Motion carried.



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9. **Postponed on August 14<sup>th</sup>, 2013 by Commissioner Adler (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE 2014 SERVICE CONTRACTS BETWEEN ALL DEPARTMENTS AND THE DISTRICT FOR SERVICES.**

A motion to postpone by Pamela Padilla and seconded by Mario Murillo. Motion carried.

10. **(Request by Chief Esparza) DISCUSS AND TAKE ACTION ON THE DISTRICT NOT ALLOWING MEMBERS TO KEEP ANY ASSIGNED CELL OR LAND LINE NUMBERS THAT WERE ISSUED TO THEM BY THE INDIVIDUAL FIRE DEPARTMENTS.**

A motion to approve by William Adler and seconded by Pamela Padilla. Motion carried.

11. **(Request by Chief Esparza) DISCUSS AND TAKE ACTION ON SCHMID, BROADDUS, NUGENT & GANO, P.C. CONDUCTING AN INVENTORY AUDIT FOR MONTANA VISTA FIRE DEPARTMENT.**

A motion to approve by Pamela Padilla and seconded by Elvia Schuller. Motion carried.

12. **(Request by Tom VanWyngarden) DISCUSS AND TAKE ACTION ON THE PROPERTY & CASUALTY INSURANCE RENEWAL EFFECTIVE OCTOBER 1<sup>ST</sup>, 2013.**

A motion to approve by Pamela Padilla and seconded by Mario Murillo. Motion carried.

13. **(Request by Annette Gonzalez) DISCUSS AND TAKE ACTION ON THE AMENDED AND RESTATED CONTRACT WITH THE CITY TAX ASSESSOR COLLECTOR.**

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

14. **(Request by Chief Adler) DISCUSS AND TAKE ACTION ON WEST VALLEY FIRE DEPARTMENT PURCHASING FIRE PREVENTION GIVE AWAY ITEMS IN THE AMOUNT OF \$4,140.**

A motion to approve by Mario Murillo and seconded by Pamela Padilla. Motion carried.

15. **(Request by Annette Gonzalez) DISCUSS AND TAKE ACTION ON THE QUESTIONNAIRE FROM THE EL PASO CENTRAL APPRAISAL**



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**DISTRICT REGARDING THE PROPERTY ON 229 W. MAIN ST.,  
FABENS, TX.**

A motion to approve and have the District Administrator complete questionnaire by Pamela Padilla and seconded by Elvia Schuller. Motion carried.

**16. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON PAYMENT SERVICES WITH VPS FOR THE INSPECTION DEPARTMENT.**

A motion to approve by Pamela Padilla and seconded by Mario Murillo. Motion carried.

**17. (Request by Commissioner Adler) DISCUSS AND TAKE ACTION ON CHANGES TO THE FINANCIAL SOG MANUAL.**

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

**18. (Request by Commissioner Murillo) DISCUSS AND TAKE ACTION ON THE USE OF DISTRICT TRUCK (RED) BY DISTRICT OFFICE PERSONNEL.**

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

**19. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON RE-CARPETING THE EXISTING CARPET IN THE DISTRICT OFFICE TO MATCH THE NEW OFFICE ADDITION. PLUS, BUILDING A RECEPTION AREA WITH WALL AND WINDOW TO THE ENTRANCE OF THE DISTRICT OFFICE.**

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

**20. (Request by Annette Gonzalez) DISCUSS AND TAKE ACTION ON ALLOWING THE DISTRICT ADMINISTRATOR AND ADMINISTRATIVE ASSISTANTS ONLINE BANKING ACCESS TO VIEW ONLY FOR DEPARTMENT ACCOUNTS.**

A motion to approve by Pamela Padilla and seconded by William Adler. Motion carried.

**21. (Request by Annette Gonzalez) DISCUSS AND TAKE ACTION ON DEPARTMENT CHIEF'S REQUESTING FOR ADMINISTRATIVE ASSISTANCE TO WORK AFTER HOURS WITHOUT AUTHORIZATION FROM THE DISTRICT ADMINISTRATOR.**

For informational purposes only. No action taken. Motion carried.



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22.

**EXECUTIVE SESSION**

**THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 IS NOW ENTERING INTO A CLOSED MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE §551.071 TO CONSULT WITH THE DISTRICT ATTORNEY CONCERNING ALL MATTERS IDENTIFIED IN THE AGENDA WHERE THE BOARD MEMBERS SEEK THE ADVISE OF THEIR ATTORNEY AS PRIVILEGED COMMUNICATIONS. THE DATE IS: September 18, 2013 TIME: 8:33 PM.**

- A. (Request by Commissioner Schuller) DISCUSS ON A SALARY ADJUSTMENT FOR ROGELIO ESPARZA.**
- B. (Request by Chief Esparza) DISCUSS EMPLOYEE MATTERS.**
- C. (Request by Commissioner Murillo) DISCUSS ON PERSONNEL RESPONSABILITES OF THE DISTRICT ADMINISTRATOR AND CHIEF ESPARZA.**

**THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 BOARD HAS COMPLETED ITS CLOSED MEETING. THE DATE IS: September 18, 2013 TIME IS: 9:24 PM.**

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**THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 BOARD HAS RECONVENED INTO REGULAR SESSION.**

- A. (Request by Commissioner Schuller) DISCUSS ON A SALARY ADJUSTMENT FOR ROGELIO ESPARZA.**  
A motion to adjust Rogelio Esparza's annual salary to \$55,000 per year by Pamela Padilla and seconded by William Adler. Motion carried.
- B. (Request by Chief Esparza) DISCUSS AND TAKE ACTION ON EMPLOYEE MATTERS.**  
A motion to delete by William Adler and seconded by Elvia Schuller. Motion carried.



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**C. (Request by Commissioner Murillo) DISCUSS AND TAKE ACTION ON PERSONNEL RESPONSABILITES OF THE DISTRICT ADMINISTRATOR AND CHIEF ESPARZA.**

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

**23. (Requested by Annette Gonzalez) DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON October 16, 2013 AT 7:00 P.M.**

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

**24. ADJOURNMENT**

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

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**Annette M. Gonzalez**  
**District Administrator**

**Notice: Prior to the adjournment of the meeting, the Board may retire into executive session in accordance with Texas Government Code to discuss Section 551.071 Consultation with Attorney, Section 551.072 Deliberation regarding real property, Section 551.073 Deliberation regarding prospective gift, Section 551.074 Personnel matters.**

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**I, the undersigned authority, hereby certify that the above notice of the meeting of the board of Commissioners of El Paso County Emergency Services District No. 2 is a correct copy of the notice that I posted and I did post this notice at least seventy-two (72) hours preceding the scheduled meeting at the County Clerk's office.**

**Dated this the SEPTEMBER 13<sup>TH</sup>, 2013**

By: \_\_\_\_\_  
**Annette M. Gonzalez**  
**District Administrator**





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