



P.O. Box 683
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

MINUTES OF A SPECIAL MEETING

Date: Wednesday, January 25, 2017

Time: 7:00 PM

Place: El Paso County Emergency Services District #2 – Board Room
100 S. San Elizario Rd., Suite N
Clint, Texas 79836

Posted: Friday, January 20, 2017

All matters listed on this agenda may be discussed in executive session at the option of the El Paso County Emergency Services District #2 Commissioners following verbal announcement if an appreciate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

1. Call meeting to order.
Meeting was called to order by Mariana Navarrete at 7:00 P.M.

Pledge of Allegiance

2. Establishment of Quorum
Present was President Adrian Santana, Commissioner Jacqueline Butler, and Secretary Michael Diaz. Absent was Treasurer Elvia Schuller and Commissioner Rick Avalos. Also present was the District Attorney, Richard Contreras.
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 held on December 21, 2016.
5. Discuss and take action on the financial report by Mariana Navarrete.
 - a. Report on the bank balances.
Money market, operation account, inspection account
 - Bank reconciliations



P.O. Box 683
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

- Check registers attached
- Department profit & loss budget vs. actual

b. Approve for payment of the monthly bills and the request for reimbursement.

Motion: APPROVED

Motioned by Adrian Santana

Seconded by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

Regular Agenda

6. Discuss and approve the pension report for the 502's, 503's, 504's and retirement.

Submitted By: Boyd Smith, Pension Chair

Motion: APPROVED

Motioned by Adrian Santana

Seconded by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

7. Discuss and provide updates on the First Responder Organization (FRO).

Submitted By: Chief Trevizo, FRO Administrator

No Motion Needed, Informational Purposes Only

8. Discuss Communication Division report/information (Dispatch).

Submitted By: Mariana Navarrete, District Administrator

No Motion Needed, Informational Purposes Only

9. Discuss and take action on allowing Chief Esparza to raise the District Administrators credit card limit to five thousand dollars (\$5,000).

Submitted By: Roger Esparza, District Office

Motion: APPROVED

Motioned by Michael Diaz

Seconded by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos



P.O. Box 683
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

10. Discuss and take action on the hourly rate for mechanic services for ESD#1.

Submitted By: Roger Esparza, District Office

Motion: POSTPONED

Motioned by Adrian Santana

Seconded by Jacqueline Butler

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

11. Discuss and take action on the engagement letter from Pena, Briones, McDaniel & Co. to conduct the ESD # 2 FY '15 -'16 audit.

Submitted By: Mariana Navarrete, District Administrator

Motion: APPROVED

Motioned by Michael Diaz

Seconded by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

12. Discuss and take action on naming Bill Adler as Communications Liaison and allow him to maintain the ESD # 2 email address.

Submitted By: Mariana Navarrete, District Administrator

Motion: POSTPONED

Motioned by Jacqueline Butler

Seconded by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

13. Discuss and take action on allowing Bill Adler to continue as a liaison for the Dispatch Operations, the Motorola two channel upgrade, the Clint tower project and the pager upgrade project.

Submitted By: Mariana Navarrete, District Administrator

Motion: POSTPONED

Motioned by Jacqueline Butler

Seconded by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

14. Discuss and take action on the Interlocal Cooperation Agreement between the ESD # 2 and the City of Clint, City of San Elizario, City of Socorro, the Town of Anthony and the Village of Vinton regarding the Fire Marshal Services.

Submitted By: Richard Contreras, Legal

Motion: POSTPONED

Motioned by Michael Diaz

Seconded by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos



P.O. Box 683
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

15. Discuss and take action on allowing Chief Esparza to have volunteers.

Submitted By: Roger Esparza, District Office

Motion: Vote was unanimous to move item to executive session.

Motioned by Jacqueline Butler

Members Voting Aye: Diaz, Butler, Santana

Seconded by Michael Diaz

Members Voting Nay: None

Members Not Present: Schuller, Avalos

16. Discuss and take action on the board of officers for the ESD # 2.

Submitted By: Mariana Navarrete, District Administrator

Motion: APPROVED to elect Adrian Santana as president

Motioned by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Seconded by Jacqueline Butler

Members Voting Nay: None

Members Not Present: Schuller, Avalos

17. Discuss and take action on the authorization letter from the Sales Tax Assurance LLC.

Submitted By: Mariana Navarrete, District Administrator

Motion: APPROVED

Motioned by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

18. Discuss and take action on allowing the Commissioners, Fire Marshal and District Administrator to attend the Safe -D Conference.

Submitted By: Mariana Navarrete, District Administrator

Motion: APPROVED to attend Safe-D Conference on March 9-11, in San Marcos

Motioned by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos



P.O. Box 683
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

19. Discuss and take action for approval to purchase six (6) iPad Pro 9.7 inch 32GB with monthly service and accessories for First Responder assigned units for a total cost of four thousand five hundred and forty seven dollars with ninety four cents (\$4,547.94) from Verizon Wireless through State Contract. Monthly service will be billed separate and will replace six (6) MIFI devices currently in service, therefore no additional monthly access cost.

Submitted By: Ray Trevizo, San Elizario Fire Department

Motion: APPROVED

Motioned by Michael Diaz

Seconded by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

20. Discuss and take action on the concrete bid for the Clint Fire Department.

Submitted By: Roger Esparza, District Office

Motion: POSTPONED

Motioned by Michael Diaz

Seconded by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

21. Discuss and take action on the water problem for Montana Vista Fire Department.

Submitted By: Roger Esparza, District Office

Motion: APPROVED to post bid for estimate on total cost of project.

Motioned by Michael Diaz

Seconded by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

Executive Session

The El Paso County ESD #2 is now entering into a closed meeting, pursuant to the Texas Government code section 551.071; to consult with the District Attorney concerning all matters identified in the agenda. Where the board members seek the advice of their attorney as privileged communications. The date is January 25, 2017 and the time: 8:13 P.M.



P.O. Box 683
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

22. Discuss personnel matters.

Submitted By: Roger Esparza, District Office

23. Discuss legal matters.

Submitted By: Roger Esparza, District Office

24. Discuss the District Administrator Mariana Navarrete.

Submitted By: Roger Esparza, District Office

25. Discuss the Volunteer Department contracts.

Submitted By: Roger Esparza, District Office

26. Discuss and take action on allowing Chief Esparza to have volunteers.

Submitted By: Roger Esparza, District Office

Regular Session

27. Discuss and take action on personnel matters.

Submitted By: Roger Esparza, District Office

Motion: APPROVED to accept and follow the recommendation of HR

Motioned by Jacqueline Butler

Members Voting Aye: Diaz, Butler, Santana

Seconded by Michael Diaz

Members Voting Nay: None

Members Not Present: Schuller, Avalos

28. Discuss and take action on legal matters.

Submitted By: Roger Esparza, District Office

No Motion Needed, Informational Purposes Only

29. Discuss and take action on the District Administrator Mariana Navarrete.

Submitted By: Roger Esparza, District Office

Motion: APPROVED to accept and follow the recommendation of HR

Motioned by Adrian Santana

Members Voting Aye: Diaz, Butler, Santana

Seconded by Michael Diaz

Members Voting Nay: None

Members Not Present: Schuller, Avalos



P.O. Box 683
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

30. Discuss and take action on the Volunteer Department contracts.

Submitted By: Roger Esparza, District Office

Motion: DELETED

Motioned by Adrian Santana

Seconded by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

31. Discuss and take action on allowing Chief Esparza to have volunteers.

Submitted By: Roger Esparza, District Office

Motion: APPROVED

Motioned by Adrian Santana

Seconded by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

32. Discuss and approve the next meeting to take place on February 22, 2017 at 7:00 P.M.

Submitted By: Mariana Navarrete, District Administrator

Motion: APPROVED

Motioned by Adrian Santana

Seconded by Michael Diaz

Members Voting Aye: Diaz, Butler, Santana

Members Voting Nay: None

Members Not Present: Schuller, Avalos

33. Adjournment.