



P.O. Box 683
Clint, Texas 79836

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

MINUTES OF A SPECIAL MEETING

Date: Wednesday, October 22, 2014
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: Monday, December 29, 2014 at 2:21 PM

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 at 7:05 P.M. by Annette Gonzalez

Pledge of Allegiance

2. Establishment of Quorum
Present was President William Adler, Commissioner Adrian Santana and Treasurer Jerry Knotts. Absent were Vice President Pamela Padilla and Treasurer Elvia Schuller. Also absent 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 September 17, 2014.
5. Discuss and take action on the financial report by Annette M. Gonzalez.
 - a. Report on the bank balances.
Money market, operation account, inspection account
 - Bank reconciliations
 - Check registers attached
 - Department profit & loss budget vs. actual



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- b. Approve for payment of the monthly bills and the request for reimbursement.
A motion to approve by Knotts and seconded by Santana. Motion carried.

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
A motion to approve by Jerry Knotts and seconded by Adrian Santana. Motion carried.
7. Discuss and provide updates on the First Responder Organization (FRO).
Submitted By: Ray Trevizo, San Elizario Fire Department
No action needed.
8. Postponed on September 17, 2014 by Elvia Schuller. Discuss and take action on creating the law enforcement department.
Submitted By: Roger Esparza, Inspection Division
A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.
9. Discuss and take action on the appeal process for terminated ESD2 volunteer firefighters
Submitted By: Bill Adler, President
No action needed.
10. Discuss and take action on creating a new budgetary line item called Fire PPE.
Submitted By: Bill Adler, President
A motion to approve by Jerry Knotts and seconded by Adrian Santana. Motion carried.
11. Discuss and take action on purchases over \$2,000 for (20) wild land firefighter helmets, and (20) wild land firefighter protective suits. Preferred quote is Chief's supply for \$6,633.60.
Submitted By: Bill Adler, West Valley Fire Department
A motion to approve by Adriana Santana and seconded by Jerry Knotts. Motion carried.
12. Discuss and take action on purchases over \$2,000 for metal work to the WVFD confined space connex. Intended to add a staircase with handrails, (3)



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roof hatches, railing and painting to match the rest of the training grounds. Selected quote was Design Construction for \$9,550.

Submitted By: Bill Adler, West Valley Fire Department

A motion to approve by Adrian Santana and seconded by Jerry Knotts. Motion carried.

13. Discuss and take action on re-allocating both the special projects funds and regular WVFD budget.

1. Special project funds budget;

- a. \$155,000 allocated by district for drafting pit
 - i. Construction costs of \$98,000
 - ii. Design costs of \$5,000
 - iii. Pit nozzles and adapters, and associated equipment \$6,871

2. Excess funds (\$45,129);

- a. Finish the exterior lighting swap to LED at the Canutillo and Vinton Stations.
 - i. 6901 Doniphan Dr. Canutillo, TX - \$3,310
 - ii. 510 E. Vinton Rd. Vinton, TX - \$5,485
- b. Bunker gear order (11) sets (\$18,964), already approved by district with WVFD quote provided.
- c. Radio/phone replacement recording system (\$10,300), already approved by district with WVFD quote provided.
- d. Foam class A, AFFF, microblaze (\$6,028), WVFD quote emailed to District Administrator.

Submitted By: Bill Adler, West Valley Fire Department

A motion to approve by Adrian Santana and seconded by Jerry Knotts. Motion carried.

14. Discuss and take action on making all administrative assistants (40) hour employees.

Submitted By: Bill Adler, President

A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.

15. Discuss and take action on an extension for MVFR to provide paperwork for tax exempt status, in order to receive \$25,000. Process began back in January but due to MVFR having two different federal tax ID's, this process took longer than expected. 501(c)(3) was completed and mailed in June, pending review from IRS as of October 3, 2014.

Submitted By: Roland Glidden, Montana Vista Fire and Rescue

A motion to delete by Bill Adler and seconded by Jerry Knotts. Motion carried.

16. Discuss and take action to reallocate and finalize the ESD#2 Budget for FY



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'13-'14 for the District Office and all Fire Departments.

Submitted By: Annette Gonzalez, District Administrator

A motion to delete and merge with item #23 by Bill Adler and seconded by Jerry Knotts. Motion carried.

17. Discuss and take action on Automatic Aid Agreement.

Submitted By: Richard Contreras, Legal Council

A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.

18. Discuss and take action on the purchase of the vehicles approved under the new budget. The vehicles will be purchased under a state contract.

Submitted By: Roger Esparza, Fire Marshal

A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.

19. Discuss and take action on the extra expense, \$4,578.00, for the demolition of the building located at Fabens Fire and Rescue (\$15,000 originally approved). Contract granted to Border Demolition & Environmental Inc. for \$19,578.00.

Submitted By: Roger Esparza, Fire Marshal

A motion to approve moving the extra expense in the amount of \$4578.00 out of the "Building & Maintenance" line item by Bill Adler and seconded by Adrian Santana. Motion carried.

20. Discuss and take action on the insurance for the peace officers liability insurance through TML.

Submitted By: Roger Esparza, Fire Marshal

A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.

21. Discuss and take action on the disposal of Ford Van located at the Socorro Fire Department.

Submitted By: Roger Esparza, Fire Marshal

A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.

22. Discuss and take action on giving all district employees that have been employed over 90 days a 3% cost of living increase effective October 1, 2014.

Submitted By: Annette Gonzalez, District Administrator

A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.

23. Discuss and take action on closing the ESD#2 books on October 31, 2014 for FY '13-'14. Any invoices submitted after October 31, 2014 for FY '13-'14 will



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be denied and the departments will be required to reimburse the ESD#2 from the corporate account.

Submitted By: Annette Gonzalez, District Administrator

A motion to approve for all departments to submit pending invoices related to FY '13-'14 before October 31, 2014. Invoices submitted after will affect current year's budget. In an effort to replenish the department's \$62,000 seed money account balance, the left over money from departments not qualified to receive the \$25,000 contract fee will be used by Bill Adler and seconded by Jerry Knotts. Motion carried.

24. Discuss and take action on reimbursing \$92 denied on June 2014 as travel per diem for Norma Trevizo for a trip to Lubbock, Texas to Daco for the purpose of picking up P-601. She drove C-601 back from Lubbock, Texas as she is a certified EMT-B and dispatcher for SEFD yet was denied reimbursement due to Norma Trevizo being Chief Ray Trevizo's wife.

Submitted By: Ray Trevizo, San Elizario Fire Department

A motion to by approve by Bill Adler and seconded by Adrian Santana. Motion carried.

25. Discuss and take action on upgrading the ESD#2 website.

Submitted By: Annette Gonzalez, District Administrator

A motion to approve by Bill Adler and seconded by Jerry Knotts. Motion carried.

26. Discuss and take action on approving Montana Vista Fire and Rescue volunteers and vehicles to partake in this year's Thanksgiving parade on November 27, 2014.

Submitted By: Roland Glidden, Montana Vista Fire and Rescue

A motion to delete by Bill Adler and seconded by Adrian Santana. Motion carried.

27. Discuss and take action on approving Socorro Fire Department volunteers and vehicles to partake in this year's Thanksgiving parade on November 27, 2014.

Submitted By: Robert Cerecerez, Socorro Fire Department

A motion to delete by Bill Adler and seconded by Adrian Santana. Motion carried.

28. Discuss and take action on the 2nd Annual Holiday Dinner for all district employees, Commissioners, Legal Council and HR Consultant on December 12, 2014, allowing district employees to be dismissed at 2:00 P.M. the day of the dinner and purchasing door prizes not to exceed \$2,000.

Submitted By: Annette Gonzalez, District Administrator

A motion to approve by Adrian Santana and seconded by Jerry Knotts. Motion carried.



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29. Discuss and approve the next meeting to take place on November 19th, 2014 at 7:00 P.M.

Submitted By: Annette Gonzalez, District Administrator

A motion to approve by Jerry Knotts and seconded by Adrian Santana. Motion carried.

30. Adjournment.

A motion to approve by Jerry Knotts and seconded by Adrian Santana. Motion carried.