



P.O. Box 683  
Clint, Texas 79836  
Phone (915) 851-0304 • Fax (915) 851-9000

## **MINUTES OF A SPECIAL MEETING**

**Date:** Wednesday, July 12, 2017  
**Time:** 6:02 PM  
**Place:** El Paso County Emergency Services District #2 – Board Room  
100 S. San Elizario Rd., Suite N  
Clint, Texas 79836  
**Posted:** July 06, 2017

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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 appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

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1. Call meeting to order.  
Meeting was called to order by Mariana Navarrete at 6:02 P.M.

### Pledge of Allegiance

2. Establishment of Quorum  
Present was President Adrian Santana, Vice President Michael Diaz, Treasurer Rick Avalos, Secretary Jacqueline Butler, Commissioner Michael Barnes. 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 special meeting held on June 21, 2017.



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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
- 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 Mike Diaz

Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos

Members Voting Nay: None

Members Not Present: None

### 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 Mike Diaz

Seconded by Mike Barnes

Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos

Members Voting Nay: None

Members Not Present: None

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

*Submitted By: Ray Trevizo, FRO Administrator*

Motion: APPROVED to appoint Dr. Mena as temporary interim until a permanent Doctor has been appointed.

Motioned by Mike Diaz

Seconded by Adrian Santana

Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos

Members Voting Nay: None

Members Not Present: None

8. Discuss Communications Manager report/information.

*Submitted By: Bill Adler, Communications Manager*

No Motion Needed, Informational Purposes Only



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9. Postponed on June 21, 2017 by Mike Barnes. Discuss and take action on resealing and restriping of San Elizario Fire Station parking lot.  
*Submitted By: Roger Esparza, District Office*  
Motion: APPROVED for Alpha Asphalt and Parking Lot Contractors for the amount of \$6,726.  
Motioned by Mike Diaz                      Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos  
Seconded by Mike Barnes                      Members Voting Nay: None  
Members Not Present: None
  
10. Discuss the Sales Tax Assurance.  
*Submitted By: Mariana Navarrete, District Administrator*  
No Motion Needed, Informational Purposes Only
  
11. Discuss and take action on tax increase for FY '17-'18.  
*Submitted By: Mariana Navarrete, District Administrator*  
Motion: DELETED  
Motioned by Jacqueline Butler              Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos  
Seconded by Mike Barnes                      Members Voting Nay: None  
Members Not Present: None
  
12. Discuss and take action on the budget for FY '17 – '18.  
*Submitted By: Mariana Navarrete, District Administrator*  
Motion: APPROVED for Preliminary Budget  
Motioned by Adrian Santana              Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos  
Seconded by Mike Barnes                      Members Voting Nay: None  
Members Not Present: None
  
13. Discuss and take action on approving the Accident & Sickness Policy renewal from VFIS renewing August 2017.  
*Submitted By: Mariana Navarrete, District Administrator*  
Motion: APPROVED  
Motioned by Adrian Santana              Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos  
Seconded by Mike Diaz                      Members Voting Nay: None  
Members Not Present: None



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### 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 July 12, 2017 and the time: 6:42 P.M

14. Discuss the new Employee Handbook.

*Submitted By: Roger Esparza, District Office*

15. Discuss notices for annexation from the City of El Paso.

*Submitted By: Roger Esparza, District Office*

The El Paso County ESD #2 Board has completed its closed meeting.  
The date is **July 12, 2017** and the time is: **7:21 P.M.**

The El Paso County ESD #2 board has reconvened into regular session.

### Regular Session

16. Discuss and take action on the new Employee Handbook.

*Submitted By: Roger Esparza, District Office*

No Motion Needed, Informational Purposes Only

17. Discuss and take action on notices for annexation from the City of El Paso.

*Submitted By: Roger Esparza, District Office*

No Motion Needed, Informational Purposes Only

18. Discuss and approve the next meeting to take place on July 27, 2017 at 6:00 P.M.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED

Motioned by Rick Avalos

Seconded by Adrian Santana

Members Voting Aye: Santana, Diaz, Barnes, Butler, Avalos

Members Voting Nay: None

Members Not Present: None



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19. Adjournment