



P.O. Box 683  
Clint, Texas 79836

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

## **MINUTES OF A SPECIAL MEETING**

**Date:** Wednesday, November 14, 2018

**Time:** 6:00 PM

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

**Posted:** Friday, November 9, 2018

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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 6:00 P.M.

Pledge of Allegiance  
&  
Prayer

2. Establishment of Quorum  
Present Adrian Santana, Michael Diaz, Michael Barnes, Ricardo Avalos and Jacqueline Butler. Absent District Attorney Ken Campbell.
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 October 17, 2018 and October 30, 2018
5. Discuss and take action on the financial report by Mariana Navarrete.
  - a. Report on the bank balances.



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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 Jacqueline Butler

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

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: None

### Regular Agenda

6. Postponed on October 17, 2018 by Rick Avalos to discuss and take action on the fire departments contracts.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED

Motioned by Jacqueline Butler

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

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: None

7. Postponed on October 17, 2018 by Mike Diaz to discuss and take action to take over the contract and fees from the 911 District for the services from American messaging.

*Submitted By: Roger Esparza, Fire Marshal*

Motion: APPROVED contract and possible negotiation for cost.

Motioned by Diaz

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

Seconded by Avalos

Members Voting Nay: None

Members Not Present: None

8. 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 Jacqueline Butler

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

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: None

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

*Submitted By: Ray Trevizo, FRO Administrator*

Motion: DELETE

Motioned by Adrian Santana

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



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Seconded by Michael Barnes

Members Voting Nay: None

Members Not Present: None

10. Discuss Communications Manager report/information.

*Submitted By: Bill Adler, Communications Manager*

No Motion Needed, Informational Purposes Only.

11. Discuss and take action on amending the FY '17-'18 budget.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED

Motioned by Jacqueline Butler

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

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: None

12. Discuss and take action on the engagement letter from Pena, Briones, Mc Daniel & Co. to conduct ESD # 2 FY '17-'18 audit.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED

Motioned by Jacqueline Butler

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

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: None

13. Discuss and take action on the 6<sup>th</sup> Annual Holiday Dinner for all District Employees and Commissioners.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED not to exceed four thousand five hundred dollars (\$4,500)

Motioned by Adrian Santana

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

Seconded by Michael Barnes

Members Voting Nay: None

Members Not Present: None

14. Discuss and take action to attend the Safe-D Conference in Frisco, Texas on February 7-9, 2019.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED for Adrian Santana, Michael Barnes, Michael Diaz, Rick Avalos, Roger Esparza and Mariana Navarrete to attend the Safe D Conference.

Motioned by Jacqueline Butler

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

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: None

15. Discuss and take action on approving the TCDRS rate of 9.70% effective January 1, 2019.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED

Motioned by Jacqueline Butler

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



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Seconded by Michael Diaz

Members Voting Nay: None  
Members Not Present: None

16. Discuss and take action on the purchase of work out equipment for West Valley Fire.

*Submitted By: Bill Adler, West Valley Fire Department*

Motion: APPROVED to purchase in the total of six thousand two hundred ninety-nine dollars (\$6,299.95). The amount of three thousand five hundred ninety-nine (\$3,599.00) from Operating budget and three thousand (\$3,000.00) from WV Inc. Account.

Motioned by Michael Diaz

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

Seconded by Michael Barnes

Members Voting Nay: None  
Members Not Present: None

17. Discuss and take action on changing grants policy for ESD 2.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: POSTPONED

Motioned by Rick Avalos

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

Seconded by Jacqueline Butler

Members Voting Nay: None  
Members Not Present: None

18. Discuss and take action on the removal of current FRO.

*Submitted By: Rick Avalos, Commissioner*

Motion: POSTPONED

Motioned by Rick Avalos

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

Seconded by Jacqueline Butler

Members Voting Nay: None  
Members Not Present: None

19. Discuss and take action on withholding the discretionary funds of twenty-five thousand dollars (\$25,000) from the San Elizario Fire Department.

*Submitted By: Rick Avalos, Commissioner*

Motion: DELETE

Motioned by Mike Diaz

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

Seconded by Adrian Santana

Members Voting Nay: None  
Members Not Present: None

20. Discuss and take action on a temporary withholding of the discretionary funds of twenty five thousand dollars (\$25,000) from the Fabens Fire Department pending explanation of: a. Dropped Calls b. Waiting until the last day to drive to Dexter, NM for ladder testing c. Why is volunteer enrollment low?

*Submitted By: Rick Avalos, Commissioner*

Motion: DELETE

Motioned by Rick Avalos

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

Seconded by Adrian Santana

Members Voting Nay: None  
Members Not Present: None



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21. Discuss and take action on centralized purchasing of all fire equipment by the District Office and no longer allowing the individual fire departments authorization to make these purchases.

*Submitted By: Rick Avalos, Commissioner*

Motion: APPROVED to hire a new employee for a purchasing dept. and to complete a full inventory on all ESD # 2 property.

Motioned by Rick Avalos

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

Seconded by Jacqueline Butler

Members Voting Nay: None

Members Not Present: None

22. Discuss and take action on allowing the Socorro Fire Department to accept externship students from the Socorro High School Fire Tech program. What actions are necessary by the board to allow use of the premises and equipment.

*Submitted By: Rick Avalos, Commissioner*

Motion: APPROVED

Motioned by Jacqueline Butler

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

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: None

23. Discuss and take action on allowing Chief Esparza to get a credit card for Mario Silva and Captain Jose Saucedo.

*Submitted By: Roger Esparza, Fire Marshal*

Motion: APPROVED for each to have a \$5,000 credit card limit.

Motioned by Adrian Santana

Members Voting Aye: Diaz, Barnes, Santana

Seconded by Mike Diaz

Members Voting Nay: Butler, Avalos

Members Not Present: None

24. Discuss and take action that no employee of the district may volunteer at any department contracted with the district no matter what position held.

*Submitted By: Mike Diaz, Commissioner*

Motion: APPROVED

Motioned by Adrian Santana

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

Seconded by Mike Diaz

Members Voting Nay: None

Members Not Present: None

25. Discuss and take action on a GPS update on volunteer district vehicle responding to emergencies.

*Submitted By: Mike Diaz, Commissioner*

No Motion Needed, Informational Purposes Only.

26. Discuss and take action on upcoming Fire Station elections. Chief Esparza and a Commissioner will attend their election meeting.

*Submitted By: Mike Diaz, Commissioner*



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27. Discuss and take action on changing the issuing of twenty five thousand dollars (\$25,000.00) discretionary fund checks from once a year to quarterly in increments of six thousand two hundred fifty dollars (\$6,250.00).

*Submitted By: Mike Diaz, Commissioner*

No Motion Needed, Informational Purposes Only.

28. Discuss and take action on the inventory of old radios.

*Submitted By: Mike Diaz, Commissioner*

No Motion Needed, Informational Purposes Only.

29. Discuss and take action on an update of the pending funds from annexation fees.

*Submitted By: Mike Diaz, Commissioner*

No Motion Needed, Informational Purposes Only.

30. Discuss and take action on reducing purchasing from Fire Stations from two thousand dollars (\$2,000.00) to five hundred dollars (\$500.00). All purchases over five hundred dollars (\$500.00) must be approved by Chief Esparza if the amount exceeds the allotted amount of two thousand dollars (\$2,000.00) the district will add an agenda item.

*Submitted By: Mike Diaz, Commissioner*

No Motion Needed, Informational Purposes Only.

31. Discuss and take action on the cost of two thousand ninety nine dollars and ninety nine cents (\$2,099.99) to renew our website for one year.

*Submitted By: Roger Esparza, Fire Marshal*

Motion: APPROVED

Motioned by Adrian Santana

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

Seconded by Mike Diaz

Members Voting Nay: None

Members Not Present: None

32. Discuss and take action on establishing a strategic planning subcommittee.

*Submitted By: Jackie Butler, Commissioner*

No Motion Needed, Informational Purposes Only.

33. Discussion on transition of legal counsel.

*Submitted By: Jackie Butler, Commissioner*

No Motion Needed, Informational Purposes Only.

### Executive Session

34. Discussion on the possible purchase of property for administration.

*Submitted By: Roger Esparza, Fire Marshal*



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### Regular Session

35. Discuss and take action on the possible purchase of property for administration.

*Submitted By: Roger Esparza, Fire Marshal*

No Motion Needed, Informational Purposes Only.

36. Discuss and approve the next meeting to take place on December 19, 2018 at 6:00P.M.

*Submitted By: Mariana Navarrete, District Administrator*

38. Adjournment.

\* The District reserves the right to consider and take action on the above agenda items in any order. It also reserves the right to enter into a closed meeting on any agenda item as allowed by law. A Citizens Comment Form must be filed with the Secretary at least 10 minutes prior to the beginning of the meeting for an individual to be allowed to speak during Citizen Comment. By completing the Citizen Comment Form, the individual understands and acknowledges that the public is not entitled to choose the items to be discussed or to speak about items not on the agenda, but that this opportunity is provided as a privilege. The individual executing the Citizen Comment Form understands that he/she is provided a limited amount of time, and that he/he may not be allowed to continue to address the Board of Emergency Services Commissioners if the comments are rude, disparaging or defamatory to any individual or entity, or the comments become disruptive to the good order of the meeting. If at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by the Texas Open Meetings Act, the notice provisions of the Texas Open Meetings Act do not apply to a statement of specific factual information given in response to the inquiry; a recitation of existing policy in response to the inquiry; or, any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. It should be noted that pursuant to Section 38.13, Texas Penal Code, HINDERING PROCEEDINGS BY DISORDERLY CONDUCT: (a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance; (b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist; and, (c) An offense under Section 38.15, Texas Penal Code is a Class A misdemeanor.