

**EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2
P.O. BOX 683
CLINT, TEXAS 79836**

**NOTICE OF A REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY
SERVICES DISTRICT NO 2 WILL BE HELD AT THE SOCORRO FIRE
DEPARTMENT,
11440 NO. LOOP, SOCORRO, TX. 79927
WEDNESDAY 10 OCTOBER 2012
AT 7:00 P.M.**

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation for interpretive services must be made 48 hours prior to the meeting. Please contact the District's office at (915)851-0304 for further information.

1. CALL MEETING TO ORDER.

PLEDGE OF ALIGIANCE

2. ESTABLISHMENT OF QUORUM

**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 SPECIAL MEETING HELD
30 AUGUST 2012 HELD IN WEST VALLEY, THE SPECIAL MEETING HELD
05 SEPTEMBER 2012 IN SOCORRO AND THE REGULAR MEETING HELD
12 SEPTEMBER 2012 IN SAN ELIZARIO.**

5. **DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS.**
 - A. **REPORT ON THE BANK BALANCES. MONEY MARKET, OPERATING NOW ACCOUNT, INSPECTION**
 - B. **APPROVE FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUEST FOR REIMBURSEMENT.**
 - C. **DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATIONS OVER \$2,000, (an affidavit of cost must be presented 775.073.)**
 - D. **(requested by Rebecca Terrazas) DISCUSS AND CONSIDER PAYMENT OF 140 HOURS OF ACCUMULATED COMP TIME HOURS AS OF JANUARY 2012 THROUGH SEPTEMBER 2012.**
 - E. **(REQUESTED BY Rebecca Terrazas) DISCUSS AND CONSIDER A 5% COST OF LIVING SALARY INCREASE, FOR THE DISTRICT ADMINISTRATOR.**
6. **DISCUSS AND TAKE ACTION ON THE FOLLOWING REQUESTS.**
 - A. **CLINT – AN ADDITIONAL \$7,781 FOR THE APPROVED SKEETER BRUSH TRUCK BRINGING THE TOTAL COST OF \$138,531.**
7. **DISCUSS AND APPROVE THE RAC MEETING AND UPCOMING GRANTS BY WENDY YOUNGER.**
8. **DISCUSS AND APPROVE THE PENSION REPORT BY ROLAND GLIDDEN. 502's, 503's, 504's AND RETIREMENT.**
9. **(requested by Fire Marshall Esparza) DISCUSS AND TAKE ACTION ON NEW PERMITS FOR THE INSPECTION DEPARTMENT.**
10. **(requested by Fire Marshall Esparza) DISCUSS AND TAKE ACTION ON THE CITATION BOOKS FOR THE FIRE MARSHAL'S OFFICE.**

REGULAR AGENDA

- 11 **DISCUSS AND TAKE ACTION ON THE STATUS REPORT OF THE SAN ELIZARIO'S AUDIT PRESENTED BY JOANN NUGENT, CPA, AND RICHARD CONTRERAS, ESD #2's ATTORNEY**

12. (requested by Carlos Sandoval)DISCUSS AND TAKE ACTION: SELECT THE NEXT TWO FIRE DEPARTMENTS TO BE AUDITED (ONE LARGE DEPARTMENT AND ONE SMALLER (based on response volume)
13. DISCUSS AND TAKE ACTION ON AUTHORIZING THE PRESIDENT TO GO INTO CONTRACT WITH BRANCH BANK AND TRUST FOR THE PURCHASE OF PROPERTY IN THE AMOUNT OF \$104,500.00 FOR 5 YEARS AT 1.75%.
14. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON AUDITOR ROTAATION POLICY.
15. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON PER DIEM POLICY.
16. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION: PROHIBING THE USE OF PERSONAL FUNDS, OR PERSONAL CREDIT CARDS FOR DISTRICT OR DEPARTMENT PURPOSES AND REQUEST FOR REIMBURSEMENT.
17. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION TO HAVE ALL PAYROLL ADMINISTERED AT THE DISTRICT RATHER THAN AT THE DEPARTMENT LEVEL.
18. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION TO HAVE ALL DEPARTMENT ASSISTANT ADMINISTRATORS PARTICIPATE IN DOCUMENT AND RECORD TRAINING DIRECTED BY JOANN NUGENT.
19. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON THE APPOINTMENT OF A FINANCIAL OFFICER FOR THE ESD #2.
20. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON THE ADOPTION OF AN INVESTMENT POLICY FOR THE ESD #2.
21. (requested by Fire Marshall Esparza) DISCUSS AND TAKE ACTION ON A NEW EMPLOYEE HANDBOOK.
22. (requested by Pamela Padilla) DISCUSS AND TAKE ACTION ON STANDARDIZATION OF DEPARTMENT' AND ADMINISTRATION'S POLICIES, GUIDELINES, STANDARD OPERATING PROCEDURES, HANDBOOK, AND SIMILAR DOCUMENTS.
23. (requested by Pamela Padilla) DISCUSS AND TAKE ACTION ON DEPARTMENTS' AND ESD #2 ADMINISTRATION'S MULTI YEAR PLANNING.

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24. (requested by Bill Adler) **DISCUSS AND CONSIDER SENDING TWO ESD #2 COMMISSIONERS TO MAKE A PRESENTATION TO THE EL PASO COUNTY COMMISSIONERS COURT, TO PRESENT THE MANAGEMENT RESPONSES TO THE FINDINGS AND QUESTIONED COSTS RECOMMENDED IN THE FISCAL YEAR 2011 AUDIT.**

25. **DISSCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON NOVEMBER THE 14TH 2012 AT THE WEST VALLEY FIRE DEPARTMENT, 510 E. VINTON, VINTON 79821 AT 7:00 P.M.**

26. **ADJOURNMENT**

**Rebecca Terrazas
District Administrator
El Paso county ESD #2**

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.

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 5th of October 2012

**By: _____
Rebecca Terrazas
District Administrator**