

**1,MINUTES OF THE REGULAR EL PASO COUNTY EMERGENCY SERVICES
DISTRICT NO. 2's MEETING HELD AT THE SOCORRO FIRE DEPARTMENT
WEDNESDAY 10 OCTOBER 2012**

AT 7:00 P.M.

1. CALL MEETING TO ORDER.

The meeting was called to order at 7:07 P.M. by President Sandoval

PLEDGE OF ALIGIANCE

2. ESTABLISHMENT OF QUORUM.

Present was: President Sandoval, Vice President Bill Adler, Treasurer Nick Sierra, Commissioner Jerry Knotts and Commissioner Pamela Padilla, constituting a quorum. Also present was ESD #2's Attorney, Richard Contreras and District Administrator Rebecca Terrazas.

3. PUBLIC COMMENTS, MUST NOTIFY THE BOARD TO SPEAK ON CERTAIN AGENDA ITEMS. (5 minutes) sign-in sheet provided

A sign-in sheet is attached hereto and becomes part of the minutes.

CONSENT AGENDA

On a motion made by Bill Adler and seconded by Pamela Padilla, Items 5B, 5D, and 5E, were selected for discussion. Motion carried.

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
1,778,435	242,200.	76,436

B. APPROVE FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUEST FOR REIMBURSEMENT.

The reimbursement requests were reviewed. Motioned by Bill Adler to approve, seconded by Nick Sierra. Motion carried.

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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.

After reviewing the justifying documentation presented, the request was unanimously approved on a motion made by Bill Adler and seconded by Nick Sierra.

E. (REQUESTED BY Rebecca Terrazas) DISCUSS AND CONSIDER A 5% COST OF LIVING SALARY INCREASE, FOR THE DISTRICT ADMINISTRATOR.

The request was postponed until the next meeting. No action taken.

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.

The consent agenda was approved on a motion made by Carlos Sandoval and seconded by Nick Sierra. Motion carried.

REGULAR AGENDA

11. DISCUSS AND TAKE ACTION: MEET WITH BOB TAYLOR FROM SALES TAX ASSURANCE.

12 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

Update only. They will present their opinion at the 14 November meeting.

- 13. (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)**
It was unanimously approved to audit year 2010, 2011 and if any problems were found to include 2009 of the West Valley Fire Department and the Fabens Fire Department. The 3 large fire departments are West Valley, Montana Vista and Socorro, the 3 small fire departments are, Clint, Fabens and San Elizario. The motion was made by Carlos Sandoval and seconded by Nick Sierra.
- 14. 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 \$1,360,000.00 FOR 5 YEARS AT 1.75%.**
The correct loan amount is \$104,500.00. The loan was unanimously approved. on a motion made by Bill Adler and seconded by Jerry Knotts.
- 15. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON AUDITOR ROTAATION POLICY.**
Tabled. The ESD's Attorney will make a policy setting standards and requesting RFQ's to be presented to the board for approval.
- 16. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON PER DIEM POLICY.**
Adopt the GSA FY 2013, if there's no district vehicle it's 23 cents per mile and "zero" in a district vehicle. There is no stress milage. Motion was made by Bill Adler and seconded by Nick Sierra. Motion carried.
- 17. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION: PROHIBITING THE USE OF PERSONAL FUNDS, OR PERSONAL CREDIT CARDS FOR DISTRICT OR DEPARTMENT PURPOSES AND REQUEST FOR REIMBURSEMENT.**
It was unanimously approved on a motion made by Nick Sierra and seconded by Bill Adler, that there would no longer be, on the district level, reimbursement for personal funds or personal credit cards. The fire department will reimburse from their cooperate account.
- 18. (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION TO HAVE ALL PAYROLL ADMINISTERED AT THE DISTSRICT RATHER THAN AT THE DEPARTMENT LEVEL.**
Postponed for what constitutes "Contract Labor".
- 19. (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.**
It was unanimously approved that the AA's of each department participate in accounting, document and record training directed by CPA Joann Nugent. Motion made by Pamela Padilla and seconded by Bill Adler.

20. **(requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON THE APPOINTMENT OF A FINANCIAL OFFICER FOR THE ESD #2.**
As the HS 775 the Treasurer Nick Sierra was appointed as Investment Officer and will seek proper training.
21. **(requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON THE ADOPTION OF AN INVESTMENT POLICY FOR THE ESD #2.**
(Postponed 101012) An Investment Policy will be adopted at the next regular meeting.
22. **(requested by Fire Marshall Esparza) DISCUSS AND TAKE ACTION ON A NEW EMPLOYEE HANDBOOK.**
Postponed on a motion made by Jerry Knotts and seconded by Bill Adler.
23. **(requested by Pamela Padilla) DISCUSS AND TAKE ACTION ON STANDARDIZATION OF DEPARTMENT' AND ADMINISTRATION'S POLICIES, GUIDELINES, STANDARD OPERATING PROCEDURES, HANDBOOK, AND SIMILAR DOCUMENTS.**
A committee was formed consisting of Bill Adler, Richard Contreras, Pamela Padilla and Joann Nugent to work on standardizing all of the policies and to give a monthly status report.
24. **(requested by Pamela Padilla) DISCUSS AND TAKE ACTION ON DEPARTMENTS' AND ESD #2 ADMINISTRATION'S MULTI YEAR PLANNING.**
Discussion only, for future budgeting long term and short term.
25. **(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.**
Carlos Sandoval called a special meeting for 22 October to approve the answers that Joann Nugent will write to the FY 2011 audit findings.
Carlos Sandoval appointed Pamela Padilla, Jerry Knotts and Joann Nugent to appear before the County Commissioners Court with the presentation.
Becky was asked to request to be placed on the County Commissioners Court Agenda for the 5th November.
26. **DISCUSS 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.**
Unanimously approved.

27. ADJOURNMENT

There being no further business the meeting was unanimously

President Carlos Sandoval

(approved at Regular 11-14-12 Meeting)