

**MINUTES OF THE REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO 2 HELD WEDNESDAY 09 MAY 2012 AT 7:00 P.M. AT THE WEST VALLEY DEPARTMENT**

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**1. CALL MEETING TO ORDER:**

The meeting was called to order by Vice President Bill Adler at 7:00 p.m.

**2. ESTABLISHMENT OF QUORUM.**

Present was Vice President Bill Adler, Treasurer Nick Sierra and Commissioner Robert Ostrenga. Absent was President Carlos Sandoval. Also present was Attorney Garcia and District Administrator Becky Terrazas.

**3. DISCUSSION AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR 09 MAY 2012 MEETING.**

The Notice was timely posted at the County Clerk's office.

**4. DISCUSS AND TAKE ACTION ON THE MINUTES OF THE SPECIAL 09 APRIL 2012 MEETING.**

The minutes of the 09 April 2012 meeting were approved as written on a motion made by Bob Ostrenga and seconded by Nick Sierra. Voting unanimous.

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

Attorney Garcia recommended that items #7, #14, #15, #17 and #20 be discussed at the end of the agenda. Motion to accept the recommendation was made by Bob Ostrenga and seconded by Nick Sierra, motion carried.

**DISCUSS AND TAKE ACTION ( requested by Carlota Basurto, St. Peter and Paul Church) REQUEST A WAIVER OF THE INSPECTION FEE.**

Prior waiver request have all been denied. Therefore on a motion made by Bob Ostrenga and seconded by Nick Sierra the request for a waiver of the inspection was denied. Motion carried.

**6. DISCUSS AND TAKE ACTION ON THE POLICIES AND PROCEDURES MANUAL PRESENTED BY CPA JOANN NUGENT.**

Vice President Adler proposed to postpone for one month in order to clarify the department operating account and limitation of credit cards in each department. Motion made by Bob Ostrenga and seconded by Nick Sierra. Motion carried.

**7. TO BE DISCUSSED AT THE END OF AGENDA**

**8. ( requested by Carlos Sandoval )DISCUSS AND APPROVE THE REFINANCING RECOMMENDATIONS PRESENTED BY SAMMY JOHNSON CPA.**

As per Sammy Johnson, the Districts CPA, he recommended to refinance for a savings on the 3 year loans \$20,285.37 and on the 10 year loans \$29,104.20. The board instructed Becky to call the only proposal and ask them if the rate of 2.83% is set in stone, and if there will be other costs.

**9. Postponed 3/14/2012 (requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON PROPOSALS RECEIVED AND MAKE AWARD ON REFINANCING THE LONG TERM LEASES.**

Delete on a motion made by Bob Ostrenga and seconded by Nick Sierra, motion carried.

10. ( requested by Wendy Younger ) **DISCUSS AND APPROVE PAYING EXPENSES (MILAGE, HOTEL & PER DIEM) FOR PAUL LOEFFTER, SFFMA, FOR PROVIDING COORDINATOR'S UPDATE IN JUNE TO ESD NO. 2 F.D'S TRAINING COORDINATORS.**

The coordinator's update will be an 8 hour session. Motion was made by Bill Adler and seconded by Bob Ostrenga to approve the above. Motion carried.

11. **Postponed 3/14/2012 (requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON GOING OUT FOR BID FOR HEALTH INSURANCE FOR THE 2 FULL TIME EMPLOYEES IN THE INSPECTION DEPARTMENT.**

Postponed on a motion made by Bob Ostrenga and seconded by Nick Sierra. Motion carried.

12. **DISCUSS AND TAKE ACTION ON APPOINTING AN ASSISTANT TREASURER AND SECRETARY.**

Delete.

13. **DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS: REPORT ON THE BANK BALANCES:**

A. **MONEY MARKET \$1,950,000. NOW ACCOUNT \$145,000 INSPECTION \$9,300.**

B. **APPROVAL FOR PAYMENT OF THE MONTHLY BILLS AND THE REQUESTS FOR REIMBURSEMENT.**

On a motion made by Bob Ostrenga and seconded by Nick Sierra all of the accounts payable were approved for payment. Motion carried. The April financial spreadsheet is attached hereto and becomes part of the minutes.

**CLINT: SEEKS APPROVAL TO SELL A 2004 DODGE PICK UP (R2)**

Postponed, until the districts SOP's are completed on a motion made by Bob Ostrenga and seconded by Nick Sierra.

15. **DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCING, CONSOLIDATION OVER \$2000.00. (notarized and itemized statement of cost must be presented. 775.073**

West Valley – tower rent \$3723.18, fuel \$2,831.63

Clint – GT communications \$3,660.00, RG screen printing \$2,909.95

Montana Vista – GE Fleet \$4,236.63, IRS \$2570.90

Socorro – Alamo \$2,022.01, Uniforms of Texas \$2,990.15, DACO \$12,085.00

- 15 - A. **CLINT: REQUEST APPROVAL TO PURCHASE (a jack to turn over vehicles) FROM ADVANCED RESCUE SYSTEMS FIR \$10,184.00.**

**CLINT: REQUEST APPROVAL TO PURCHASE 1 2013 CHEVROLET TAHOE 4X4 FOR \$36,889 PLUS \$6,000 FOR ACCESSORIES.**

Approved on a motion made by Nick Sierra and seconded by Bill Adler. Motion carried.

- 15 - B. **WEST VALLEY: REQUEST APPROVAL TO PURCHASE 22 AIR BOTTLES FOR APPROXIMATELY \$21,254.00, 25 PAGERS \$3,245.00, CONFINED SPACE COMMUNICATION EQUIPMENT \$9,695.00.**

Approved on a motion made by Nick Sierra and seconded by Bob Ostrenga. Motion carried.

- 15 - C. **MONTANA VISTA: REQUEST APPROVAL TO PURCHASE 2 - 2012 TAHOE FOR APPROXIMATELY \$42,000 EACH WITH EXTENDED WARRANTY.**

Deleted by Chief Ostrenga to regroup his fleet.

- 15 - D. **FABENS: REQUESTS APPROVAL TO: PURCHASE \$20,000 ON BUNKER GEAR.**

Approved on a motion by Nick Sierra and seconded by Bill Adler to purchase 8 sets of bunker gear.

Motion carried.

**FABENS : REQUEST APPROVAL TO PUT UP A FENCE AROUND THE TORNILLO STATION UPON THE CONSENT OF THE UNIVERSITY OF TEXAS SYSTEM. COST \$14,000.00**

Postponed pending written approval from the University of Texas System.

- 15 - E. **SAN ELIZARIO: REQUEST APPROVAL TO PURCHASE A 2012 ROSENBAUER COMMANDER CUSTOM CHASIS PUMPER THROUGH HGAC FOR \$561,000 WITH OPTION DISCOUNT FOR FULL PAYMENT UPON PO SUBMITTED.**

Chief Trevizo will request 3 proposals and present them at the next meeting. On a motion made by Nick Sierra and seconded by Bob Ostrenga. Motion carried.

16. ( requested by Chief Adler ) **DISCUSS AND APPROVE A PRIOR EMERGENCY TRIP 4/17/12 TO AUSTIN FOR ROGER ESPARZA.**

Approved on a motion made by Bob Ostrenga and seconded by Nick Sierra. Motion carried.

17. (Requested by Commissioner Sierra) **DISCUSS AND TAKE ACTION REGARDING FABENS F.D. ON THE JUSTIFICATION FOR THE PURCHASE OF VEHICLES, PURCHASES NOT APPROVED BY THE BOARD AND UNPROFESSIONAL PUBLIC CONDUCT.**

Deleted by Commissioner Sierra.

18. ( requested by Chief Murillo ) **DISCUSS AND APPROVE A DRAFT PROPOSAL FOR A NEW REVENUE PROGRAM THAT WILL BILL RESPONSIBLE PARTIES OF AUTOMOBILE ACCIDENTS AND OTHER INCIDENTS TO COVER THE COST OF EMERGENCY SERVICES.**

Information only, no action taken.

19. (MONTANA VISTA ) **DISCUSS AND APPROVE RESOLUTION 2012-01 A RESOLUTION AUTHORIZING THE PRESIDENT OR VICE PRESIDENT TO NEGOTIATE AND ENTER INTO CONTRACT ON A LEASE WITH OSHKOSH TO PURCHASE A RESCUE TRUCK WITH TOOLS (list of tools). AT AN APPROXIMATE COST OF \$297,292.00**

The resolution was read by Vice President Adler. A motion was made by Nick Sierra and seconded by Bob Ostrenga to approve the resolution. Motion carried.

20. **Postponed 3/14/2012 (requested by Robert Cerecerez, Socorro )**

**A. DISCUSS AND TAKE ACTION: OPEN BIDS AND REVIEW FOR SELECTION OF A RESPONSIBLE BIDDER, FOR WORK TO BE PERFORMED FOR CONSTRUCTION OF AN ADDITIONAL BAY, ADDITIONAL OFFICES TO THE SOCORRO FIRE STATION ON NORTH LOOP.**

**Socorro** received 3 bids Design Construction, \$528,638, Joe Loya Construction \$568,000 and V & R Drywall \$549,000. Joe Loya backed out of the bidding. Bidding closed in April, the award was given to Design Construction. Meanwhile Becky will get updates on the rates from the 3 financial proposals and for extra costs for pay off or refinancing. For the record the reason for postponing was to clarify the Texas statutes.

21. **(postponed 4/9 – 5/9/2012 ) DISCUSS AND APPROVE THE RENEWAL OF THE ANNUAL \$25,000.00 SERVICE CONTRACT WITH THE, CLINT FD, FABENS FD, MONTANA VISTA FD, SAN ELIZARIO FD, SOCORRO FD, AND WEST VALLEY FD.**  
Postponed until the contract is modified and corrected with the input of the chiefs.
22. **REPORT ON THE MARCH RAC MEETING AND GRANT INFORMATION.**  
Wendy gave an update on the 2008 Homeland Security grant. Information only.
23. **DISCUSS AND TAKE ACTION ON PENSION BOARD BY CHAIRMAN ROLAND GLIDDEN. REPORT ON THE FOLLOWING: 502's, 503's, 504's, RETIREMENT.**  
West Valley – 502's Cano, Baltazar – Escriche, Andre – 504's Jose L Gonzalez, quit voluntarily.
24. **TRAINING:**  
**HORIZON CITY 5/16 TRAIN THE TRAINER ON SEXUAL HARASSMENT BY ROY MERCER, VFIS AT THE HORIZON F.D., 14151 NUNDA AT 1:00 PM. 2 TO 3 HOURS. FOR MORE INFORMATION CALL RON AT 820-8640**  
**WEST VALLEY 5/24 TX FOREST SERVICE ROBERT POENISCH. REVIEWING THE 2011 FIRE SEASON AT 1:30 P.M. FOR CHIEF OFFICERS AND BOARD MEMBERS, LOCAL OFFICIALS.**  
Information only, reminders will be paged out.
25. **Postponed 3/14/2012 – 4/09/2012 (requested by Bill Adler ) DISCUSS AND TAKE ACTION ON UPDATING, AND SUGGESTED ADDENDUMS ON THE DISTRICT'S S.O.P.'s.**  
Postponed by Chief Adler.
26. **( requested by Carlos Sandoval ) DISCUSS AND TAKE ACTION ON RE-EVALUATING THE EMAIL SYSTEM.**  
Postponed.
27. **Postponed 3/14/2012 (requested by Bill Adler) DISCUSS AND TAKE ACTION TO REFINANCE ALL VEHICLE LOANS THAT HAVE A TERM OVER 10 YEARS. CHAPTER 775 STIPULATES 10 YEARS MAX ON VEHICLES, AND 20 YEARS MAX ON PROPERTY**  
Motion was made to delete.

**CLOSED MEETING**

- THE BOARD ADJOURNED INTO A CLOSED MEETING ON 09 MAY 2012.**
28. **DISCUSS AND TAKE ACTION ON THE DISTRICT ATTORNEY'S COMMENTS.**  
**THE BOARD RECONVENED ON 09 MAY 2012 AT 9:08 P.M.**
  29. **DISCUSS AND TAKE ACTION ON THE SAN ELIZARIO AUDIT PRESENTED BY CPA JOANN NUGENT.**  
Nick Sierra motioned to postpone for another month. Seconded by Bill Adler and motion carried.

**30. DISCUSS AND APPROVE: discussed at the end of agenda  
MONTANA VISTA SEEKS APPROVAL TO SELL 1 2005 CHEV-SUB, AND 1 2003 CHEVY SUB.**

On a motion made by Bob Ostrenga and seconded by Nick Sierra, this item was deleted.

**CLINT APPROVAL TO SELL A 2004 DODGE PICK UP.**

Postpone until an SOP is drafted on how to properly dispose surplus district vehicles.

TWO districts vehicles were sold without board approval and they are to be returned immediately. Motion was made by Bill Adler and seconded by Bob Ostrenga.

**31. DISCUSS AND TAKE ACTION ON THE NEXT MEETING DATE AND LOCATION WILL TAKE PLACE WEDNESDAY 13 JUNE 2012 AT 7:00 P.M. IN CLINT, 708 FM 1110.**

**32. ADJOURNMENT**

There being no further business the meeting was unanimously adjourned on a motion made by Bob Ostrenga and seconded by Nick Sierr.

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**VICE PRESIDENT BILL ADLER**

**Notice: Prior to the adjournment of the meeting, the Board may retire into executive session in accordance with Texas Statue 552 SUBCHAPTER C to discuss personnel matters and/or litigation.**