

**MINUTES OF THE REGULAR EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2
HELD AT THE FABENS FIRE DEPARTMENT,
WEDNESDAY 09 JANUARY 2013**

1. CALL MEETING TO ORDER.

Meeting was called to order at 7:00 p.m. by President Bill Adler.

PLEDGE OF ALIGIANCE

2. ADMINISTER THE OATH OF OFFICE TO THE NEWLY APPOINTED COMMISSIONERS.

The newly appointed Commissioners, Elvia Schuller and Mario Murillo, had been Sworn into Office early.

3. ESTABLISHMENT OF QUORUM

Present were: President Bill Adler, Commissioner Jerry Knotts, Commissioner Elvia Schuller, and Commissioner Mario Murillo. Absent was Commissioner Pamilla Padilla. Also present, District's Attorney Richard Contreras and District Administrator Rebecca Terrazas.

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

CONSENT AGENDA

5. DISCUSS AND APPROVE THE MINUTES OF THE SPECIAL MEETING HELD 19 DECEMBER 2012, HELD AT THE CLINT FIRE DEPARTMENT.

6. DISCUSS AND TAKE ACTION ON THE FINANCIAL REPORT BY BECKY TERRAZAS.

A. REPORT ON THE BANK BALANCES.

MONEY MARKET,	OPERATING NOW ACCOUNT,	INSPECTION
\$2,197,211	210,293	\$208,404

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.)

1. MONTANA VISTA – APPROVAL TO GO OUT FOR PROPOSALS ON A NEW HOLMATRO EXTRICATING SYSTEM. APPROX. COST \$30,000.00

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. 1 502 was presented.

The items in the Consent Agenda were unanimously approved on a motion made by Jerry Knotts seconded by Mario Murillo.

REGULAR AGENDA

9. **ELECTION OF EL PASO COUNTY ESD #2 BOARD OFFICERS.**

I was unanimously approved to elect the following: President Bill Adler, Vice President Pamela Padilla, Treasurer Elvia Schuller, Secretary Mario Murillo.

A. SELECT SIGNATURES FOR THE BANK ACCOUNTS.

On a motion made by Jerry Knotts and seconded by Elvia Schuller the President, Vice President and Treasurer will be signators on banking business. Motion carried.

10. **(requested by Bill Adler) DISCUSS AND TAKE ACTION ON HAVING THE DISTRICT ADMINISTRATOR BECOMING A SALARIED – EXEMPT EMPLOYEE.**

Unanimous on a motion by Jerry Knotts and seconded by Elvia Schuller.

11. **(requested by President Adler) DISCUSS AND TAKE ACTION ON PAY ADMINISTRATION MATTERS.**

A new pay schedule was presented by Bill Adler to establish the payday after the pay period ends. Motion made by Jerry Knotts. Motion carried.

12. **(requested by President Adler) DISCUSS AND TAKE ACTION ON THE RESULTS OF THE FULL/COMPLETE AUDIT OF 2011-2012 FINANCIALS OF THE WEST VALLEY FIRE DEPARTMENT.**

Copy of the audit performed by Joann Nugent CPA is attached hereto and becomes part of the minutes. After reviewing 1,438 invoices totaling \$615,366 in reimbursements from the District. Only 1 invoice was paid twice a total of \$130.50. that amount was reimbursed by the Department.

On a motion to approve the audit was made by Jerry Knotts and seconded by Mario Murillo motion carried.

An engagement letter was signed for West Valley F.D. and for Fabens F.D.

13. **(requested by Chief Trevizo) DISCUSS AND APPROVE PAYMENT TO DACO FIRE IN THE AMOUNT OF \$23,993 FOR CHANGE ORDERS RESULTING FROM PRE-BUILT MEETING AT ROSENBAUEER HELD OCTOBER 2012. THIS PUMPER HAS BEEN PREPAID AND MONIES WOULD COME OUT OF SAN ELIZARIO DISTRICT ACCOUNT.**

Approved on a motion made by Jerry Knotts seconded by Mario Murillo. Motion carried.

14. **(requested by Chief Trevizo) CONSIDER AND TAKE ACTION: PURSUANT TO AUDIT'S FINAL REPORT, CONSIDER REPLENISHING SEED MONEY FOR SAN ELIZARIO FIRE DEPARTMENT, AS PER DETERMINED BY CPA JOANN NUGENT.**

Based on the exceptions and possible exceptions Joann Nugent felt confident that there was no wrong doing only sloppy paper work.

Motion to replenish San Elizario's Seed Money, back up to \$62,000 was made by Bill Adler.

Voting YES: Bill Adler and Mario Murillo. Voting NO: Jerry Knotts. Abstained was Elvia Schuller.

A check will be written for \$53,150 and with the balance in their bank account it will equal \$62,000.

Copy of the audit is attached hereto and becomes part of the minutes.

15. **(requested by Roger Esparza) DISCUSS AND TAKE ACTION ON THE PURCHASE OF TABLETS FOR THE BOARD MEMBERS SO THAT WE CAN REDUCE THE AMOUNT OF PAPER THAT IS USED FOR THE MEETINGS. FOR THE AMOUNT OF \$4,200.00**

Unanimously approved on a motion by Jerry Knotts, seconded by Mario Murillo.

16. **(requested by Bill Adler) DISCUSS AND TAKE ACTION ON PROPOSAL FROM CPA OFFICE ON ADDITIONAL WORK FOR ESD #2.**
Postponed for one month. Will continue to discuss Quick Books, Quicken on line and, Neat.
17. **(requested by Bill Adler) CONSIDER AND TAKE ACTION ON CREATING A POLICY THAT WOULD ALLOW C.H.L. HOLDERS PERMISSION TO CARRY WHILE ON DUTY AND IN ESD #2 VEHICLES / PROPERTY.**
Postponed.
18. **(requested by Attorney Richard Contreras, continued.) DISCUSS AND TAKE ACTION ON THE CITY OF SOCORRO'S ANNEXATION OF CERTAIN REAL PROPERTY IN EL PASO COUNTY.**
Information only by Attorney Richard Contreras.
19. **DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON 13 FEBRUARY 2013 AT THE MONTANA VISTA FIRE DEPARTMENT, AT 7:00 P.M.**
Motioned to approve by Elvia Schuller. Motion carried.
20. **ADJOURNEMENT**

PRESIDENT BILL ADLER

approved at the Regular 02/13/13 meeting.

