

**MINUTES OF A REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES
DISTRICT NO 2 WILL BE HELD AT THE CLINT FIRE DEPARTMENT,
WEDNESDAY 19 DECEMBER 2012**

1. CALL MEETING TO ORDER.

PLEDGE OF ALIGIANCE

Was led by Rogelio Esparza.

2. ESTABLISHMENT OF QUORUM

Present was President Carlos Sandoval, Vice President Bill Adler, Commissioner Pamela Padilla. A quorum was established. Absent was Commissioner Jerry Knotts. Also present was 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.

CONSENT AGENDA

4. DISCUSS AND APPROVE THE MINUTES OF THE REGULAR MEETING HELD 14 NOVEMBER 2012 WEST VALLEY FIRE DEPARTMENT.

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

A. REPORT ON THE BANK BALANCES.

MONEY MARKET,	OPERATING NOW ACCOUNT,	INSPECTION
\$1,470.298	\$247,895	\$208,860

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.)

A. SOCORRO – REQUEST \$11,130. FOR THE ARIEL CHANGE ORDERS APPROVED IN FEBRUARY 20121.

Approved on a motion made by Bill Adler, Seconded by Pamela Padilla. Motion carried.

B. SOCORRO- SUBMITTING QUOTES FOR REVIEW AND REQUESTING APPROVAL TO INSTALL A FIRE ALARM SYSTEM AT THE SOCORRO STATION.

The ASC proposal was approved on a motion made by Pamela Padilla, Seconded by Bill Adler. Motion carried.

6. DISCUSS AND APPROVE THE RAC MEETING AND UPCOMING GRANTS BY WENDY YOUNGER.

7. DISCUSS AND APPROVE THE PENSION REPORT BY ROLAND GLIDDEN. 502's, 503's, 504's AND RETIREMENT.

Information only.

On a motion made by Bill Adler and seconded by Pamela Padilla, agenda items from the Consent Agenda were pulled for discussion; items 5-C-a, 5C-b items 6 & 7.

REGULAR AGENDA

8. ELECTION OF EL PASO COUNTY ESD #2 BOARD OFFICERS.

Up until the full board is present in January – President Bill Adler, Vice President Pamela Padilla and Treasurer Carlos Sandoval. Motion by Bill Adler and seconded by Pamela Padilla.

A. SELECT SIGNATURES FOR BANK ACCOUNTS.

9. DISCUSS AND TAKE ACTION ON RESOLUTION OF THE BOARD OF COMMISSIONERS OF EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 REGARDING A LOAN.

Letters of intent to purchase were signed by President Sandoval.

10. (requested by Chief Martinez) DISCUSS AND TAKE ACTION: OPEN PROPOSALS FOR AN ALL TERRAIN VEHICLE, POLARIS RZR 4900, TO INCLUDE PROTECTIVE GEAR AND PATIENT CARE EQUIPMENT.

It was unanimously approved to accept the Oasis quote \$30,655.00 on a motion made by Pamela Padilla and seconded by Bill Adler.

11. (requested by Wendy Younger) DISCUSS AND TAKE ACTION: OPEN PROPOSALS FOR AN ECA PROGRAM.

The EMT's proposal for \$525.00 per student was unanimously approved on a motion made by Pamela Padilla and seconded by Bill Adler.

12. (postponed 11/14 *& 10/10 – requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON AUDIT POLICY AND FRAMEWORK FOR ESD #2 POLICIES AND PROCEDURE.

Approved Table of Contents on a motion made by Bill Adler and seconded by Carlos Sandoval. Motion carried. The Table of Contents are attached hereto and become part of the minutes.

13. Postponed 11/14 (requested by ESD #2's Attorney Richard Contreras) DISCUSS AND TAKE ACTION THE CENTRALIZING PURCHASES, POLICY TO GO OUT FOR BIDS FOR PURCHASES OF \$2,000 AND OVER, RECOMMENDATION ON HOW TO CUT EXPENSES.

Item deleted.

14. Postponed 10/10 (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION TO HAVE ALL PAYROLL ADMINISTERED AT THE DISTRICT RATHER THAN AT THE DEPARTMENT LEVEL. ADDRESS AA's FUNCTIONS AND PAY RATE FOR CLINT AND MONTANA VISTA.

Montana Vista's and Clint's administrators will be employees of the district and their current salary, on a motion made by Pamela Padilla and seconded by Bill Adler.

15. Postponed 11/14 & 10/10 (requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON THE ADOPTION OF AN INVESTMENT POLICY FOR THE ESD #2.

The Investment Policy presented by Attorney Richard Contreras was unanimously approved on a motion made by Bill Adler and seconded by Pamela Padilla. Copy of the Investment Policy is attached hereto and becomes part of the minutes.

16. **(requested by CPA Joann Nugent) DISCUSS AND APPROVE THE REVISED ACCOUNTANTING & FINANCIAL POLICIES AND PROCEDURES MANUAL.**
The revised Accounting & Financial Policies and Procedures Manual was approved on a motion made by Bill Adler and seconded by Pamela Padilla. Motion carried. The revisions page (i) are attached hereto and becomes part of the minutes.
17. **(requested by Carlos Sandoval) DISCUSS AND APPROVE THE MODIFICATION OF THE ACCOUNTANTING & FINANCIAL POLICIES AND PROCEDURES MANUAL BY INSERTING IN THE CASH AND CASH MANAGEMENT, THE AUDIT OF ALL 6 CORPORATE ACCOUNTS THAT WAS APPROVED 25 JUNE 2012.**
Item deleted.
18. **(requested by Bill Adler) DISCUSS AND TAKE ACTION ON DIRECTION AND ACTION NECESSARY TO ACCOMPLISH ESD #2 AND CPA TRANSPARENCY POLICY.**
Postponed on a motion made by Bill Adler and seconded by Pamela Padilla. Motion carried.
19. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION: PRESENTATION BY SAMMY JOHNSON CPA REGARDING PROCEDURES NEEDED TO PROVIDE AN IRS 1099 TO PERSONNEL WHO ARE ASSIGNED A TAKE HOME VEHICLE.**
Information only.
20. **(requested by Bill Adler) DISCUSS AND TAKE ACTION ON HOLIDAY LEAVE FOR EMPLOYEES: NEW YEAR'S DAY, MARTIN LUTHER KING DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY.**
CONSOLIDATED WITH ITEM 21
21. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON HOLIDAY LEAVE FOR EMPLOYEES: NEW YEAR'S DAY, MARTIN LUTHER KING'S DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, 2 DAYS FOR THANKSGIVING DAY 2 DAYS FOR CHRISTMAS AND A PERSONAL DAY.**
Approved unanimously on a motion made by Pamela Padilla seconded by Carlos Sandoval.
22. **(requested by Carlos Sandoval) DISCUSS AND TAKE ACTION ON TAKE HOME POLICY #12 TO INCLUDE: WRITTEN PERMISSION FROM EMPLOYER TO LEAVE WORK TO RESPOND TO AN INCIDENT CALL.**
Deleted by Carlos Sandoval.
23. **(requested by Rogelio Esparza) DISCUSS AND TAKE ACTION ON CONTRACTING WITH INTUIT MERCHANT SERVICES SO THAT THE DISTRICT CAN ACCEPT CREDIT CARDS FOR INSPECTIONS AND PERMITS.**
Postponed for implementation of program on a motion made by Carlos Sandoval and seconded by Pamela Padilla.
24. **(requested by Attorney Richard Contreras) DISCUSS AND TAKE ACTION ON THE CITY OF SOCORRO'S ANNEXATION OF CERTAIN REAL PROPERTY IN EL PASO COUNTY.**
Report to be continued on a monthly basis.

25. (requested by Carlos Sandoval) **DISCUSS AND APPROVE THE DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE BOARD; PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.**

Deleted by Carlos Sandoval.

26. (requested by Attorney Richard Contreras) **DISCUSS AND TAKE ACTION ON REQUESTING OPEN RECORDS FROM THE CITY OF EL PASO ON PAST ANNEXATIONS.**

Information only.

26. **DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE ON 13 FEBRUARY 2013 AT THE MONTANA VISTA FIRE DEPARTMENT, AT 7:00 P.M.**

Approved on a motion made by Bill Adler and seconded by Pamela Padilla.

27. **ADJOURNMENT**

There being no further business the meeting was adjourned on a motion made by Bill Adler and seconded by Pamela Padilla.

President Bill Adler