

**MINUTES OF THE REGULAR MEETING OF THE EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO. 2 HELD AT THE MONTANA VISTA FIRE DEPARTMENT, 13978 MONTANA AVE. TEXAS 79938 ON WEDNESDAY 08 AUGUST 2012 AT 7:00 P.M.**

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**1. CALL MEETING TO ORDER.**

The meeting was called to order by President Carlos Sandoval at 7:05 P.M.

**2. ADMINISTER OATH TO PAMELA PADILLA.**

District Administrator administered the Oath of Office to Pamela Padilla.

**3. ESTABLISHMENT OF QUORUM:**

Present were: President Sandoval, Vice President Bill Adler, Commissioner Jerry Knotts, Commissioner Padilla, Absent Treasurer Nick Sierra.

**4-- DISCUSSION AND TAKE ACTION ON POSTING OF NOTICE FOR THE REGULAR 08 AUGUST 2012 MEETING.**

The notice was timely posted on 08/03/12 at 2:59: p.m. at the El Paso County Clerk's office.

**5.--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**

The consent agenda was unanimously approved on a motion made by Bill Adler and seconded by Jerry Knotts. Items #11, and 13 were pulled for discussion

**6.--DISCUSS AND APPROVE THE MINUTES OF THE REGULAR 11 JULY 2012 MEETING HELD IN FABENS**

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

**A. MONEY MARKET NOW ACCOUNT INSPECTION DEPARTMENT.**

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

**C. DISCUSS AND TAKE ACTION ON PURCHASES, REFINANCES, CONSOLIDATIONS OVER \$2,000.0 (notarized and itemized affidavit of cost must be presented 775.073.**

**1. WEST VALLEY REQUESTS APPROVAL TO PURCHASE THE FOLLOWING ITEMS OVER \$2,000.00 :**

- a. **EMERGENCY LIGHTS FOR THE TWO TRUCK TRANSFERRED TO WEST VALLEY FOR A TOTAL OF \$7,417.80 FROM ALAMO SUPPLY.**
- b. **10 NEW SETS OF BUNKER GEAR AT APPROX. \$1,100 DOLLARS EACH, THIS WILL REPLACE GEAR THAT IS APPROACHING ITS LIFE SPAN OF 10 YEARS.**
- c. **A NEW RESCUE TRAINING MANNEQUIN AT \$2,390 PLUS SHIPPING CURRENT ONE IS 6 YEARS AND FALLING APART.**

**8.-- DISCUSS AND APPROVE THE RAC MEETING AN UPCOMING GRANTS BY WENDY YOUNGER**

**9.-- DISCUSS AND APPROVE THE PENSION REPORT BY ROLAND GLIDDEN.  
502's, 504's and retirements submitted.**

**10.—DISCUSS AND APPROVE ON THE FOLLOWING REQUESTS:  
FABENS – TO SELL A 2003 CHEVY R303 VIN#5772  
CLINT – TO SELL A 2003 FORD EXCURSION-COMMAND 3 VIN-8861**

**11.—( requested by Judge Escobar) DISCUSS AND APPROVE REQUESTING ASSISTANCE FROM THE EL PASO COUNTY'S IT DEPARTMENT THROUGH JUDGE ESCOBAR'S OFFICE FOR THE MODIFICATIONS THEY ARE REQUESTING TO OUR WEB SITE.**

Vice President Bill Adler will write a letter to Judge Escobar to inform her that backup documentation will be available in the ESD #2 website.

**12.—(requested by Fire Marshal Rogelio Esparza) DISCUSS AND APPROVE ON ALLOWING THE FIRE PREVENTION DEPARTMENT TO ATTEND THE 14<sup>TH</sup> ANNUAL STATE FIRE MARSHAL'S CONFERENCE IN AUSTIN, OCTOBER 14<sup>TH</sup> – 19<sup>TH</sup> OF 2012.**

**13.—(requested by Fire Marshal Esparza and District Administrator Terrazas) DISCUSS AND TAKE ACTION ON THE PURCHASE OF OFFICE FURNITURE AND SUPPLIES FOR THE NEW DISTRICT OFFICE APPROX, \$18,000 PLUS CLEANING SERVICE AND MOVING SERVICE. TELEPHONE CONNECTIONS.**

A motion was made by Jerry Knotts not to exceed \$8213.00 for the purchase of furniture for the new ESD #2 office.

**14.—(requested by VFIS representative Tom VanWyngarden) DISCUSS AND TAKE ACTION ON THE VFIS RENEWAL OF THE ACCIDENT AND SICKNESS COVERAGE.**

**15.-- (requested by Wendy Younger to present the FRO AGREEMENT WITH LIFE AMBULANCE MEDICAL DIRECTOR AND THE STATE OF TEXAS.**

**16.--DISCUSS AND TAKE ACTION ON THE NEW RENTAL LEASE CONTRACT FOR THE ESD #2 OFFICE.**

**REGULAR AGENDA**

17. **DISCUSS AND TAKE ACTION- THE RECORD VOTE FOR THE PROPOSED TAX RATE.**  
The proposed tax rate for 2012 was set at .10 per \$100 property valuation. Voting FOR: Carlos Sandoval, Bill Adler, Jerry Knotts and Pamela Padilla. Voting NO: none,. Absent was Nick Sierra.  
Two public hearings were called by President Sandoval scheduled for 8/30 in West Valley and 9/5 in Socorro. Motion was made by Bill Adler and seconded by Jerry Knotts. Motion carried.
18. (requested by Carlos Sandoval) **DISCUSS AND TAKE ACTION ON HIRING ESD #2 LEGAL COUNSEL**  
Motion was made by Pamela Padilla to hire Richard Contreras as legal counsel for ESD #2 for \$60,000 per year. Seconded by Jerry Knotts.
19. (requested by Carlos Sandoval) **DISCUSS AND TAKE ACTION TO PURSUE LEGAL ACTION AND FILE A COMPLAINT WITH THE BAR AGAINST TERESA GARCIA FOR PRACTICING LAW WITH A SUSPENDED LICENSE AND TO RECOUP MONIES PAID TO HER BY ESD #2.**  
A motion was made by Pamela Padilla to file a complaint with the Bar against Teresa Garcia. The Motion was Seconded by Bill Adler. Motion carried.
- 20.-- (requested by the Bill Adler ) **DISCUSS AND REVIEW APPLICATIONS RECEIVED FOR THE DISTRICTS' ADMINISTRATIVE ASSISTANT AND HIRING THE DISTRICT'S ADMINISTRATIVE ASSISTANT.**  
Item was postponed until the 30<sup>th</sup> of September. Motioned by Pamela Padilla, motion carried.
- 21—(requested by Carlos Sandoval) **DISCUSS ANNEXATION.**  
In accordance with Chapter 775 Carlos Sandoval authorized legal counsel to pursue the taxes due to the ESD #2.
22. (requested by Carlos Sandoval – postponed 6/25-7/11) **DISCUSS AND TAKE ACTION ON THE FINALIZATION OF THE SAN ELIZARIO AUDIT PRESENTED BY JOANN NUGENT, CPA.**  
Item was postponed until the 30<sup>th</sup> of September on a motion made by Carlos Sandoval and seconded by Bill Adler, motion carried.
- 23.-- (requested by Carlos Sandoval, postponed 7/03-7/11) **DISCUSS AND TAKE ACTION ON SETTING A DEFINITE DATE FOR CHIEF RAY TREVIZO, SAN ELIZARIO'S FD, TO PROVIDE THE REQUESTED INFORMATION BY JOANN NUGENT, CPA.**  
Item was discussed together with #22.
- 24-- (postponed 5/09-6/25-7/11) **DISCUSS AND TAKE ACTION ON THE FINALIZATION OF THE POLICIES AND PROCEDURES MANUAL AFTER THE 4 PAGE MODIFICATION, PRESENTED BY CPA JOANN NUGENT**  
On a motion made by Carlos Sandoval the Policies and Procedures manual was approved and will be sent to Judge Escobar. The motion was seconded by Pamela Padilla. Voting was unanimous.
25. (requested by Carlos Sandoval. ) **DISCUSS AND APPROVE THE PURCHASE OF PROPERTY.**  
This item was delete by Carlos Sandoval.
- 26.-- (requested by Deputy Chief Cerecerez, Socorro)  
**1. DISCUSS AND APPROVE THE CONTRACT FOR DESIGN CONSTRUCTION ON THE CONSTRUCTION TO THE SOCORRO FIRE DEPARTMENT ADDITIONS TO THE STATION AT 11440 NORTH LOOP.**

On a motion made by Jerry Knotts the contract was approved with changes as directed, a performance bond and a pre construction meeting.

**2-- APPROVE A PAYMENT ADVANCEMENT OF \$250,000 TO DESIGN CONSTRUCTION AS PER AGREED TERMS OF CONTRACT.**

A down payment of \$250,000 will be paid as per contract.

**27-- (postponed 6/25-7/11) DISCUSS AND APPROVE THE REFINANCING OF THE LONG TERM LEASES.**

Nil

**28-- (requested by Carlos Sandoval, postponed 7/11) OPEN SEALED PROPOSALS RECEIVED FOR HEALTH INSURANCE FOR THE 2 FULL TIME INSPECTION DEPARTMENT EMPLOYEES.**

Postponed by Bill Adler and seconded by Jerry Knotts. Motion carried.

**29-- (postponed 7/11) DISCUSS AND TAKE ACTION ON THE 2012-2013 PRELIMINARY ESD NO. 2 BUDGET, PRESENTED BY BECKY TERRAZAS.**

Postponed by Bill Adler and seconded by Jerry Knotts. Motion carried.

**30.-- DISCUSS AND APPROVE ATTORNEY'S COMMENTS AND/OR RECOMMENATIONS. --REPORT ON THE MEETING HELD THE 30<sup>TH</sup> OF JULY WITH SOCORRO'S CITY MANAGER WILLIE NORFLEET.**

Information only.

**31-- DISCUSS AND APPROVE THE NEXT MEETING TO TAKE PLACE WEDNESDAY 12 SEPTEMBER 2012 AT THE SAN ELIZARIO FIRE DEPARTMENT 1425 SAN ANTONIO, SAN ELIZARIO, TX.**

The next meeting date and location was unanimously approved on a motion made by Jerry Knotts and seconded by Pamela Padilla.

**32. ADJOURNMENT**

There being no further business the meeting was adjourned.

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**President Carlos Sandoval**