



P.O. Box 683  
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

## **SPECIAL MEETING MINUTES**

**Date:** Monday, April 30, 2018

**Time:** 6:00 PM

**Place:** El Paso County Emergency Services District #2 – Board Room  
100 S. San Elizario Rd., Suite N  
Clint, Texas 79836

**Posted:** Friday, April 27, 2018

---

**All matters listed on this agenda may be discussed in executive session at the option of the El Paso County Emergency Services District #2 Commissioners following verbal announcement if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.**

---

1. Call meeting to order.  
Meeting was called to order by Mariana Navarrete at 6:02 P.M.

### Pledge of Allegiance

2. Establishment of Quorum  
Present was President Adrian Santana, Vice President Michael Diaz, Secretary Jacqueline Butler, Commissioner Michael Barnes. Absent was Treasurer Rick Avalos.
3. Public comments, must notify the board to speak on certain agenda items.  
(5 minutes) Sign-in sheet provided.



P.O. Box 683  
Clint, Texas 79836

Phone (915) 851-0304 • Fax (915) 851-9000

Regular Agenda

4. Discuss and take action on the Motorola Solutions invoice # 41241133 in the amount of \$98,005.00

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED payment of 50K from Contingencies: Equipment (25K) and Contingencies: Maintenance & Operating (25K). The balance of invoice will be budgeted and paid for FY 18-19 per agreement with Motorola Solutions.

Motioned by Mike Diaz

Members Voting Aye: Diaz, Santana, Barnes, Butler

Seconded by Jaqueline Butler

Members Voting Nay: None

Members Not Present: Avalos

5. Discuss and take action on the Chase Bank excess collateral.

*Submitted By: Mariana Navarrete, District Administrator*

Motion: APPROVED the release of all excess collateral except for \$200,000.00.

Motioned by Jaqueline Butler

Members Voting Aye: Diaz, Santana, Barnes, Butler

Seconded by Adrian Santana

Members Voting Nay: None

Members Not Present: Avalos

6. Discuss and Develop Organizational Structure for District Employees.

*Submitted By: Tommy Cano, Human Resources*

No Motion Needed, Informational Purposes Only

7. Discuss and Develop Job Duties and Responsibilities for Department Heads; District Administrator and Chief Fire Marshal

*Submitted By: Tommy Cano, Human Resources*

No Motion Needed, Informational Purposes Only

Adjournment.