

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. * Monday * November 28, 2016

14128 SH 110 South * Whitehouse, Texas 75791

1. CALL TO ORDER

President Randy Melton called the Smith County ESD #2 board meeting to order at 7:00 p.m. Roll was called; five commissioners were present, Randy Melton, Charles Wilson, Leroy Biggers, Paul Perryman, and Matt Thiessen. It was certified that a quorum was present.

2. PRAYER AND PLEDGE

Commissioner Paul Perryman led the meeting in prayer and President Melton led the Pledge of Allegiance to the United States and Texas flags.

3. RECOGNITION OF GUESTS

President Melton welcomed all guests to the meeting.

4. PUBLIC COMMENTS

No one signed in for public comment.

5. CONSENT AGENDA

Charles Wilson made a motion to approve the (a.) minutes of the October 24, 2016 regular meeting and October 24, 2016 committee meeting as written; (b.) the October 2016 financial report; 2nd by Leroy Biggers; motion carried 5-0.

6. PAYMENTS AND REIMBURSEMENTS

Matt Thiessen made a motion to approve payment of bills: (a.) Wildfire Truck & Equipment Sales, LTD \$2,498.40 – Equipment for Arp Engine-2, \$2,724.32 – Equipment for Winona New B-1; \$2,156 Fire Supply Inc. – Winona VFD Cylinder Hydro Tests; Fire-Teck: \$3,424.68 – Whitehouse T-1 Repairs, \$3,458.59 – Chapel Hill E-2 Pump Test, Preventative Maintenance & Repairs, \$2,213.23 – Arp E-3 Pump Test, Preventative Maintenance & Repairs; Perkins Enterprises \$4,245.51 – District Air Analysis; 2nd by Charles Wilson; motion carried 5-0. (b.) Contract payments made – no action necessary: Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,000.48 – District Phones & Fax; TML \$5,964.96 – Employee Medical Insurance; Card Service Center \$4,390.30 – District Credit Card; ½ of 2016/2017 Contract Amounts to the VFDs for Bookkeeping, Chief's Stipends, Pay Per Calls: Arp \$8,590, Bullard \$11,880, Chapel Hill \$11,330, Dixie \$11,390, Flint-Gresham \$12,150, Jackson Heights \$8,690, Noonday \$12,380, Red Springs \$8,790, Troup \$8,530, Whitehouse \$10,730, and Winona \$8,840; Reliant Energy \$4,681.70 – District Electric Utility Bills;

7. EUBANKS, HARRIS, ROBERT, CRAIG ARCHITECTS WINONA #3 PRESENTATION

President Melton introduced Kent Harris with Eubanks, Harris, Robert, Craig Architects. Mr. Harris stated that they have completed the construction drawings and specifications, the delivery method for construction bids on the Winona VFD Station #3 project will be competitive sealed proposals. EHRCA will issue the drawings out on behalf of SCESD2, to interested vendors and contractors in the middle of December and open the submitted proposals on Wednesday, January 18, 2017 at 2:00 pm during a public meeting at Smith County ESD #2, 14128 SH 110 South, Whitehouse, Texas 75791. He stated the proposals will be read out loud and then given to an assigned committee to be scored; the vendor with the highest ranking will be awarded the project. The projected time frame for the station to be completed will be July or August of 2017. No motion necessary.

8. EMERGENCY SERVICES CONSULTING INTERNATIONAL PROPOSAL

Chief Rozell stated that it was decided that Fire Prevention be taken out of the proposal; that is the Smith County Fire Marshal's job. ESCI East Texas Consultant Eric Metzger stated that everything else will go as planned; with monthly progress reports submitted. Mr. Metzger stated that the proposal from ESCI is \$30,000 and will not exceed that price. Charles Wilson made a motion to approve the proposal of \$30,000 from ESCI; 2nd by Paul Perryman; motion carried 5-0.

9. RADIO PURCHASE

President Melton stated that SCESD2 received 2 bids, Harris County Contract bid for \$22,974.88, and Crosspoint Communications bid for \$33,320.00, both bids include 4 Motorola APX700 Dual Band Handheld Radios and 2 APX4500 Mobile Radios. Crosspoint Communications' bid includes chargers and microphones for the radios; Harris County Contracts' bid does not offer chargers and microphones, but can be bought from Crosspoint Communications for \$1,770.00. Chief Rozell stated that these radios will be given to the Battalion Captains and the current radios they have will be given back to the departments they were borrowed from. Leroy Biggers made a motion to approve the purchase of radios from Harris County Contract for \$22,974.88; with chargers and microphones from Crosspoint Communications for \$1,770.00; 2nd by Paul Perryman; motion carried 5-0.

10. SMITH COUNTY ESD #2 DIVE & WATER RESCUE TEAM

Chief Rozell stated that at the Smith County Volunteer Fire Fighters Association county wide meeting on November 8, 2016, their board decided to turn over the Dive Team equipment and personnel to SCESD2. Smith County Fire Marshal Eric Lowry is currently over the Dive Team and he stated that a few pieces of equipment need repairs, the dry suits need new seals and the barge needs cleaning up. He stated that there are 6 complete sets of gear and SCESD2 will get the trailer with all the equipment in it and the titles to everything. Chief Rozell stated that SCESD2 is still looking at a Water Rescue Team and working towards making the Dive and Water Rescue one team in the future. Charles Wilson made a motion to accept the Dive Team from SCVFFA; 2nd by Leroy Biggers; motion carried 5-0.

11. SMITH COUNTY ESD #2/UT IT INTERNSHIP AGREEMENT

Director of IT, Larry Locke, stated that the IT committee talked about an internship several months ago, UT Tyler approached SCESD2 and agreed to put SCESD2 on as an IT and PR Internship Sponsor. He stated that there will be 2 unpaid internship spots one for IT and the other for Public Relations, possibly starting in the spring. He stated that UT Tyler will send all the details, just needed to know if the board is interested in sponsoring the internship. Leroy Biggers made a motion to approve the SCESD2/UT IT Agreement; 2nd by Matt Thiessen; motion carried 5-0.

12. PURCHASING ID CARD PRINTER

Director of IT, Larry Locke, stated that the current ID card printer is wasting cards, the printer no longer has a warranty; he had sent it out for service twice when it was under warranty. He stated that to get it repaired would be \$800, it has been repaired twice before, still does not work. He received 2 bids: AlphaCard \$4,488 not including the \$500 rebate and PCM for \$3,993.36 with both having a 3-year warranty. Mr. Locke stated that he recommends AlphaCard. Matt Thiessen made a motion to approve the purchase of new ID card printer from AlphaCard for \$4,488; 2nd by Leroy Biggers; motion carried 5-0.

13. SMITH COUNTY ESD #2 2017 HOLIDAY SCHEDULE

President Melton stated that SCESD2's holiday schedule is based off of the Smith County holidays. Charles Wilson made a motion to approve the SCESD2 2017 holiday schedule; 2nd by Leroy Biggers; motion carried 5-0. (Copy will be included in the minutes)

14. LONG RANGE PLANNING COMMITTEE AND SUB-COMMITTEES

There was no report from the committees.

15. DIRECTOR OF IT REPORT

Director of IT, Larry Locke, stated that 37 support tickets, 12 development tasks for the Long Range Planning Committee, and 21 system improvement/maintenance tasks have been completed since the last board meeting. He stated that system training is scheduled for paid staff on how to use the IT Systems including FireHouse over the next 3 weeks. The Mobile Device Project is almost complete, 4 districts remain.

16. CHIEF OF OPERATIONS REPORT

Chief Rozell stated that President Randy Melton, Director of Finance Denna Mangold, and Whitehouse Volunteer Brad Burger formed the Grievance Committee; the members are Richard Adams from Noonday, Richmond Crumpton from Chapel Hill, Connie Wasson from the Smith County Fire Marshal's Office, SCESD2 Commissioner Charles Wilson, and SCESD2 Commissioner Leroy Biggers; they will be the Grievance Committee until September 30, 2018. He stated that SCESD2 received two checks; \$15,000 from the 911 District for the grant money on the Mobile Device Project and Fire Recovery USA - \$10,536 for billing.

17. PRESIDING OFFICER REMARKS

President Melton stated that due to Monday, December 26, 2016 being a holiday; the next board meeting will be held on Monday, December 19, 2016.

18. CLOSED SESSION

Not necessary.

19. RETURN TO OPEN SESSION

Not necessary.

20. ADJOURNMENT OF MEETING

President Melton stated the next board meeting will be at Smith County ESD #2, 14128 SH 110 South, Whitehouse, Texas 75791; Monday, December 19, 2016 at 7:00 p.m.; he declared the meeting adjourned at 7:52 p.m.

Respectfully submitted by: _____
Paul Perryman, Secretary/Treasurer