

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* February 25, 2019  
14128 SH 110 South \* Whitehouse, Texas 75791

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### 1. CALL TO ORDER

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

### 2. PRAYER AND PLEDGE

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 up for public comments.

### 5. CONSENT AGENDA

Charles Wilson made a motion to approve the (a) minutes of the January 28, 2019 regular meeting, as written; (b) January 2019 financial report; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

### 6. PAYMENTS AND REIMBURSEMENTS

- a. Earl Drott made a motion to approve payment of bills: Current bills/quotes/checks over \$2,000: Card Service Center \$17,097.23 - District Credit Card, Reliant Energy \$4,336.84 District Electric Bills, Perkins Enterprises \$4,163.76 District Air Analysis, Plainsman Tire Company \$3,630.04 Bullard T-1 Tires, Lonestar Truck Group \$5,208.32 Winona E-3 Repairs, ORourke Petroleum \$4,205.05 Maint Shop Bulk Oil. Checks Over \$2,000 Ck #17864, Bullard VFD \$2,470.00, Ck #17865 Chapel Hill VFD \$4,320.00, Ck#17866 Dixie VFD \$3,000, Ck#17867 Flint-Gresham VFD \$4,160.00, Ck#17868 Jackson Heights VFD \$2,000, Ck#17869 Noonday VFD \$4,890.00, Ck#17872 Whitehouse VFD \$3,640.00, Ck#17873 Winona VFD \$4,210.00 (These were the 1<sup>st</sup> Quarter Pay Per Call Checks For Each Department), Ck#17879 Citizens 1<sup>st</sup> Bank \$1,126,535.20 Loan Pay-Off – 3 Fire Engines, Ck#17903 Southern Tire Mart \$3,029.80 District Tires; Ck#17963 Eagle Fuel \$4,895.06 District Fuel; Ck#17983 Big M Auto Supply \$5,087.49 Maint Shop Parts & Supplies and all disbursement checks over \$2,000 in this month's check register; 2<sup>nd</sup> by Charles Wilson; motion carried 5-0.
- b. Contract payments made – no action necessary: Verizon \$2,609.91 District Wireless Account, Nextiva - \$2,305.99 District Phones Fax, Mobile Communications \$2,738.25 District Paging Services, Suddenlink \$3,711.57 District Internet Account, United Healthcare \$8,687.64 Employee Medical Insurance, Intuit Quickbooks \$3,376.32 Quickbooks Renewal, SCESD2 Payroll – 02/01/2019 \$ \$80,997.44, 02/15/2019 \$79,083.58.

### 7. PURCHASING TWO KENWOOD HANDHELD RADIOS

President Melton stated we have been testing Kenwood handheld radios and they have worked out well. It is time for us to purchase two new radios from our vendor Mobile Communications at \$2,181.75 each, this purchase is HGAC approved. Paul Perryman made a motion to purchase two new radios from Mobile Communications for a total price of \$4,363.50; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

**8. APPROVING WRL AS CONSTRUCTION MANAGER AT RISK FOR THE ARP AND FLINT FIRE STATION PROJECT**

President Melton stated that in our last meeting we talked about obtaining proposals for our construction manager at risk for the Arp and Flint-Gresham fire station construction. Chief Rozell stated we have finished the evaluation and rating process, with WRL having the highest score. We rated every vendor that submitted a proposal. WRL graded out at 96, Watson 94, Century 92, and we have chosen WRL as our Construction Manager at Risk. Chief Rozell explained to the board how the scoring process works. WRL was 4/10 of a point higher, but when you get into the scoring with many other factors, WRL came out #1 on scoring. They cost us a fraction more to be the contract manager at risk but Chief Rozell stated he and the architects along with their scoring determined that WRL was the best choice. Charles Wilson made a motion to approve WRL as the construction manager at risk for the Arp and Flint-Gresham fire station construction project; 2<sup>nd</sup> by Paul Perryman; motion carried 5-0.

**9. ENTER INTO A 5 YEAR AGREEMENT WITH EMERGENCY SOLUTIONS, INC FOR RECORDS AND INCIDENT MANAGEMENT**

President Melton stated Emergency Solutions is the company that made a presentation at our last board meeting asking to handle the district's records and incident management. We spoke with our attorney about the agreement and we come back this month to enter into an agreement with this company for our record keeping and incident management. Leroy Biggers made a motion to approve entering into a five-year agreement with Emergency Solutions, Inc. for our records and incident management; 2<sup>nd</sup> by Paul Perryman; motion carried 5-0.

**10. ENTER INTO A COST RECOVERY SERVICE AGREEMENT WITH EMERGENCY SOLUTIONS, INC FOR INSURANCE BILLING**

President Melton stated we are currently using Fire Recovery USA for billing and this would just be moving our cost recovery service to Emergency Solutions, Inc. Paul Perryman made a motion to approve moving our cost recovery billing services to Emergency Solutions, Inc.; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

**11. APPROVE EATIN DIRT CONSTRUCTION TO REPAIR DRIVE AND PARKING AREA FOR DIXIE STATION #1**

Chief Rozell stated with all of the rain we have had and trucks coming in and out they have had to put cones out in the driveway at Dixie Station #1 so you can dodge the big potholes and one place is actually breaking off. This is not a budgeted expense, but we are unable to wait for the next budget year. We obtained a bid from L & L Asphalt to put hot mix down for \$38,900 and a bid from Eatin' Dirt for \$12,350 for crushed asphalt that also includes cutting a berm and digging a ditch behind the station to divert the water that comes from the airport. Chief Rozell stated he wants the approval to be for \$14,000; that would pay for the Eatin' Dirt bid and allow money for putting sod down after the job is complete to keep it from washing away. Charles Wilson made a motion to approve \$14,000 for the crushed concrete and sod for the driveway and parking area for Dixie Station #1; 2<sup>nd</sup> Earl Drott; motion carried 5-0.

**12. ADOPTING A GOVERNMENT/MUNICIPAL/PUBLIC FUNDS BANKING RESOLUTION FOR CITIZEN STATE BANK**

Paul Perryman stated we moved the money market account from Vera Bank to Citizens State Bank. This resolution is a requirement for Citizens State Bank when they have a public funds account. President Melton stated if we adopt the resolution, he would need each board member to sign the original form. Paul Perryman made a motion to approve adopting the Government/Municipal/Public Funds Resolution for Citizens State Bank; 2<sup>nd</sup> Leroy Biggers; motion carried 5-0.

### **13. FIRE CHIEFS PRESENTING AND DISCUSSING ISSUES**

President Melton opened the floor to the chiefs. Arp Fire Chief Mack Arnold stated he had no major issues; he is ready for the new station construction to start. Bullard Fire Chief Justin Walker has all of his grants in and he wants to get with neighboring chiefs to work on regionalizing their assets. Chapel Hill Fire Dale Peterson stated they had a chili supper fundraiser and wanted to thank everyone that came out to help support them. Whitehouse Fire Chief Gene Champion stated all is good. Red Springs Fire Chief Mike Sammons stated it is a blessing having the Red Springs Station #2 crew coming in at 6 am; they have bridged a gap during the time volunteers are going to work. Noonday Fire Chief Mel Harper stated Noonday is good and has no issues. Jackson Heights Fire Chief Mike Van Winkle stated he had one member graduate from Kilgore Fire Academy. He would like to see a couple of more stations moved to 6 am to help cover the gaps like Red Springs. The more staffing they have at night and early morning the better, it will be. Winona Assistant Fire Chief William Allen stated that having Red Springs staffed at 6 am has helped Winona tremendously. Flint-Gresham Fire Chief Tim Stone stated they are good. He wanted bring up something that needs to be discussed. Are we going let the EMS/RFP die or are we going to do anything with that? President Melton stated this is a time for public comments and the board cannot respond back because it is not on the agenda. He stated that Chief Stone could speak with the district chief on this topic. No motion necessary.

### **14. APPROVING A CONTRACT FOR LAND TO BE USED TO BUILD FLINT-GRESHAM FIRE STATION**

President Melton stated he wanted to skip ahead to item #15. No motion taken at this time.

This item was the discussion in the closed session at 7:29 pm and we are now ready to discuss it in open session. The Flint-Gresham Community Improvement Association unanimously rejected the SCESD2 proposal on building the new fire station on their property. Because of this, we found two acres of land to purchase not far from the current station for the new Flint-Gresham location. Earl Drott made a motion to go forward with the acquisition of the two acres for the new Flint-Gresham Fire Station for approximately \$100,000; 2<sup>nd</sup> by Charles Wilson; motion carries 5-0.

### **15. DIRECTOR OF IT REPORT**

Larry Locke stated that IT has resolved 43 support tickets in the past month. The air fiber tower project phase III is complete at Jackson. They will be starting on the Winona towers at station #3 next week and had to replace the network enclosure at Jackson Station #3 and put in 2 more access control points. An IT plan is in the works for the two new stations as well, the UPS replacement project is complete, and they are working on the command platform. No motion necessary.

### **16. CHIEF OF OPERATIONS REPORT**

Chief Rozell stated March 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> they are having a prescribed TIFMAS burn in Wood County. This allows our personnel to go up there to do a lot of burning that will allow them to check off on some of their task for TIFMAS; this is a statewide project. We also will be supporting this training with the command platform, our mechanic, maintenance trailer, and dozer. No motion necessary.

### **17. REMARKS BY PRESIDING OFFICE AND/ OR BOARD MEMBERS**

President Melton shared some information on the ESDs across the state. Paul Perryman shared information on the size and coverage for our Smith County ESD #2. Charles Wilson wanted our ESD 2 and our departments recognized by the news agencies, not just everything referred to as the ESD. No motion necessary.

**18. CLOSED SESSION**

The board convened in a closed session at 7:29 pm to discuss Item #14.

**19. RETURN TO OPEN SESSION**

Returned to open session at 7:36 pm.

**20. ADJOURNMENT OF MEETING**

President Melton stated the next board meeting is at Smith County ESD #2, 14128 SH 110 South, Whitehouse, TX 75791, Monday, March 25, 2019 at 7:00 pm; he declared the meeting adjourned at 7:45 pm.

Respectfully submitted by: \_\_\_\_\_  
Paul Perryman, Secretary/Treasurer