

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. * Monday * September 24, 2018
14128 SH 110 South * Whitehouse, Texas 75791

1. CALL TO ORDER

President Randy Melton called the Smith County ESD #2 called 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

Leroy Biggers 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

Leroy Biggers made a motion to approve the (a.) minutes of the August 27, 2018 regular meeting, as written; (b.) the August 2018 financial report; 2nd by Charles Wilson; motion carried 5-0.

6. PAYMENTS AND REIMBURSEMENTS

Leroy Biggers made a motion to approve payment of bills: (a.) Current bills/quotes/checks over \$2,000: Card Service Center \$10,681.02 – District Credit Card; Eagle Fuel & Oil \$2,111.25 Dixie Fuel & \$2,294.23 Winona Fuel; Southern Tire Mart \$2,107.70 – Troup Engine 2 Tires; O'Rourke Petroleum \$2,103.75 – Maint Shop Bulk Oil; Checks over \$2,000.00 – Metro Fire Ck #17280 \$2,060.00, Big M Auto Supply Ck #17323 \$3,210.12, Eagle Fuel & Oil Ck #17274 \$3,355.65, Ck #17322 \$9,010.14, Ck #17367 \$3,985.75, and all disbursement checks over \$2,000 in this month's check register included in the financials; 2nd by Charles Wilson; motion carries 5-0.

(b.) Contract payments made – no action necessary: Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,245.97 – District Phones/Fax; Reliant Energy \$7,118.57 – District Electric; Suddenlink \$3,584.72 – District Internet Account; TML \$5,824.86 – Employee Medical Insurance; UnitedHealthcare \$6,670.04 – Employee Medical Insurance; Verizon \$2,624.84 – District Wireless Account; Smith County Appraisal District \$19,806.50 – 4th Qtr Appraisal Fees; VFIS \$97,863 – 2018/2019 Property, Auto & Liability Insurance; SCESD2 Payroll \$67,891.10 – Date 08/31/2018, \$66,540.29. – Date 09/14/2018;

7. SQUYRES JOHNSON SQUYRES ENGAGEMENT LETTER–2017/2018 AUDIT

President Melton stated that Squyres, Johnson, Squyres has presented an engagement letter for performing the 2017/2018 yearly audit at a cost of \$21,750; it was \$21,000 the previous year. They have done the audit for the past four years; they do a good job and are easy to work with. Earl Drott made a motion to accept the engagement letter and have Squyres, Johnson Squyres perform the 2017/2018 audit at a cost of \$21,750; 2nd by Paul Perryman; motion carried 5-0.

8. MASTER & STRATEGIC PLAN FROM ESCI

President Melton stated that at the July 23, 2018 board meeting, Sheldon Gilbert with Emergency Services Consulting International gave a presentation on the next steps for doing a Master Plan and Strategic Plan for Smith County ESD #2. At that time, the board requested that the cost for these plans to be sent to Chief Terry Rozell. Chief Rozell stated that Mike Montgomery with ESCI sent

him a Proposed Scope of Work on doing the Master & Strategic Plans for a cost of \$34,000 with an estimated period of 120 days for it to be completed. Leroy Biggers made a motion to approve the bid of \$34,000 from ESCI for a Master and Strategic Plan for Smith County ESD #2; 2nd by Charles Wilson; motion carried 5-0.

9. GRIEVANCE COMMITTEE 10/01/2018 TO 09/30/2019

President Melton stated that Charles Wilson and Leroy Biggers have agreed to serve on the Grievance Committee as the SCESD2 board representation, with Connie McCoy-Wasson, Smith County Fire Marshal; Tim Mager, Troup VFD Fire Chief; and Richmond Crumpton, Chapel Hill VFD Volunteer Fireman. Earl Drott made a motion to approve the Grievance Committee members for 10/01/2018 to 09/30/2020; 2nd by Paul Perryman; motion carried 5-0.

10. APPROVING ADDITIONAL \$18,000 ON 3 NEW ENGINES FOR UPDATED A/C SYSTEM

President Melton stated that after we ordered the three new engines, Pierce came out with a heavy-duty engine and an updated A/C unit. Going with this update will cost an additional \$18,000. Earl Drott asked what the difference in the updated A/C unit meant and Chief Rozell stated that this unit will provide rear air; the fire chiefs have all come to him stating that this is needed in the engines because it gets so hot in the back. It is now a package deal with the larger engine. Earl Drott made a motion to approve the \$18,000 additional cost on the three new engines for the heavy-duty engine and the updated A/C system; 2nd by Leroy Biggers; motion carried 5-0.

11. PARTICIPATION IN TIFMAS PROGRAM

President Melton and Chief Rozell turned the floor over to Captain Kelcey Trotty to give a short synopsis on the Texas Intrastate Fire Mutual Aid System (TIFMAS). He explained that it is managed through the Texas A & M Forest Service and how it works as far as your equipment and personnel being deployed to catastrophes. This is a statewide mutual aid with the possibility of receiving equipment and training through this program. Charles Wilson made a motion to allow SCESD2 to proceed with participating in the TIFMAS Program; 2nd by Leroy Biggers; motion carried 5-0.

12. ADDITIONAL COST OF \$2,263.22 FOR 40 TABLETS

President Melton stated at the July 23, 2018 meeting on item #9 the board approve the purchase of forty certified used tablets for \$10,135.60, by the time we were ready to order these they were no longer available. We have received a price quote on forty new tablets; they will cost an additional \$2,263.22, but Verizon will give us a \$100 credit for each tablet on our next bill making the new ones have a final cost of \$209 each; the used ones would have been \$249 each. Leroy Biggers made a motion to approve the \$2,263.22 additional cost for the 40 tablets approved for purchase at the 07/23/2018 board meeting; 2nd by Leroy Biggers; motion carried 5-0.

13. RESTRUCTURING IT SUBSCRIPTIONS

President Melton stated that we have IT subscriptions on our software coming due at various times throughout the year; Director of IT, Larry Locke has been working on getting them to all come due on November 1st yearly. This would be at a cost of \$31,989, but some of them will be for 14 to 16 months and some 8 months just to get them all on the same due date in the future. By doing this, he was also able to receive some discounted prices. Paul Perryman made a motion to allow the restructuring of all IT subscriptions to have them renewing on the same date for a total cost of \$31,989; 2nd by Earl Drott; motion carried 5-0.

14. ADVERTISING FOR SENIOR IT TECHNICIAN – ANNUAL SALARY \$42,000

President Melton stated that we have implemented many projects in the IT field and Larry Locke needs help; a backup that can step in if Larry is out, help implement projects and fix problems that may arise. This was one of the red flags in our ESCI report, only one IT person. IT is requesting to advertise for a senior IT technician at an annual salary of \$42,000. Paul Perryman made a motion

to advertise for a senior IT technician at an annual salary of \$42,000; 2nd by Leroy Biggers; motion carries 5-0.

15. EMERGENCY A/C REPAIRS FOR ARP VFD #2 \$2,872.60

President Melton stated that the A/C unit went out at Arp VFD #2. A station that we staff every week. Freddy's Mechanical Services made the emergency repair at a cost of \$2,872.60. Charles Wilson made a motion to approve the emergency A/C repairs at Arp #2 for a cost of \$2,872.60; 2nd by Earl Drott; motion carried 5-0.

16. 2017/2018 BUDGET AMENDMENT

Chief Rozell stated that we have been fortunate this year with our district receiving many grants, but this made for expenditures that were not budgeted. There will be grant money coming in that would cover these, but not before this budget year ends; we need to make a \$395,000 amendment to our 2017/2018 Budget. We would use the \$456,938 received from the FEMA SCBA grant to fund this \$395,000 amendment; \$245,000 to 53000 Capital Expenditures, \$90,000 to 60430 Parts for in House Repairs, and \$60,000 to 60440 Vehicle Repair-Outside Vendors. Charles Wilson made a motion to approve the \$395,000 20017/2018 Budget Amendment; 2nd by Earl Drott; motion carried 5-0.

17. RUN RESPONSE ISSUES – VARIOUS FIRE DEPARTMENTS

President Melton stated that the district has had some issues with department response times to some incidents; the board has asked for a report on a monthly basis. Chief Rozell stated that a few calls did not have the correct number of people or made in the correct amount of time. He discussed several specific incidents in detail; Kevin Londoff, Noonday VFD Interim Fire Chief spoke on issues with his department and stated that not all of the information in the reports that Chief Rozell highlighted were accurate. Bullard Fire Chief Justin Walker spoke on issues also. The discussion turned to the fact that all of the reports need to be more accurate with all of the details included; people and apparatus in route, people on stand-by at the station, and information about calls cancelled. Staffing was discussed; staggering times, staffing by workload and time of day. Pager problems were discussed, radio issues and ways to handle these. This will be on going; deciding how to resolve these issues and we need to work together. No action necessary.

18. APPOINTMENT OF CHIEFS REVIEW BOARD

President Melton turned the floor over to Paul Perryman, who stated that the chief's monthly stipend will be raised back to \$700 monthly from the \$500 that it had be lowered to. With this, there will be a chief's duty list (Item #19) of things for the chiefs to do. If there are any problems and a chief is not doing his duties, it is be taken up by the Chiefs Review Board. The review board presented will be Randy Melton and Paul Perryman from the SCESD2 Board; President of the SCVFFA, Brad Burger; Bullard Fire Chief, Justin Walker; Dixie Fire Chief, Matt York; and Jackson Heights Fire Chief, Mike VanWinkle. Having this review board will allow for a checks & balances system to keep from abusing the power to withhold a Chief's pay for failing to do a request. Charles Wilson made a motion to approve the Chiefs Review Board as presented; 2nd by Leroy Biggers; motion carried 5-0.

19. CHIEF'S DUTY LIST

Paul Perryman discussed the Chief's Duty List and stated that if the chief of each department makes a good faith effort to meet the guidelines in the duty list, they will receive the \$700 monthly stipend. If there are problems with any chief's performance, it will go before the previously approved Chiefs Review Board (Item #18). A copy of the Chief's Duty List will be included with these minutes. Leroy Biggers made a motion to approve the Chief's Duty List; 2nd by Paul Perryman; motion carried 5-0.

20. LONG RANGE PLAN REPORT FROM PARKER COUNTY TRIP

President Melton stated that on September 19, 2018 he made a trip to Aledo in Parker County along with Chief Rozell, Arp Fire Chief Mack Arnold, and Battalion Chief Adam Melson. They toured the two new fire stations built recently, a five bay for approximately \$1.1 million and a three bay for

around \$800,000. These were not plush, but very nice; well laid out, with good use of all space. This trip was to get ideas for moving forward with plans for building new stations for Arp VFD and Flint-Gresham VFD. No action necessary.

21. LONG RANGE PLANNING COMMITTEE AND SUB-COMMITTEES

No report.

22. DIRECTOR OF IT REPORT

Director of IT, Larry Locke, stated that he has completed 51 support tickets since the last meeting. The foundation for the approved tower project is completed; with the tower to be set on September 27, 2018. This will be a good thing; the internet provider for Troup has shut down and we need to get this up and going to fix their problem. They replaced the weather station in the command platform and repaired the damaged large format printer. He has a class to attend on October 3, 2018 to enable the district to program their own radios.

23. CHIEF OF OPERATIONS REPORT

Chief Rozell stated that around two weeks ago, lightning hit the north radio tower and Lindale Fire Department had no radio communication. We were able to take our antenna trailer and our command platform to Lindale and set it up to enable them to have radio communications. It worked well and they used it for around 360 hours until they had the tower repaired. He went on to talk about how important the volunteers are; there are 8,760 hours in a year with the paid staff covering around 3,650 of those hours and the volunteers 5,110 hours. This is a rough estimate, but gives you an idea of what the volunteers cover; we could not make it without them. We received a partial payment on the FEMA SCBA Grant of over \$456,000 with another 100,000 plus to pay later. Fire Recovery funds were over \$70,000 for this budget year. He turned the floor over to Captain David Gerald to report on the fund raisers held for Chris Vannoy. Whataburger in Henderson raised \$4,200 with a matching gift to make it \$8,400 and with the donations received there; the total was right at \$9,000. The hamburger diner and fund raiser at the Shrine Center was held Saturday, September 22, 2018 raising around \$10,200.

24. PRESIDING OFFICER REMARKS

President Melton stated he that he would like to see the meetings start at 6:00 p.m. during the winter months; Flint-Gresham Fire Chief Tim Stone stated that would be fine with him; the next meeting is to be at Flint-Gresham Station #1. Paul Perryman thanked the departments and volunteers that helped with the Rose City Triathlon again this year and said that there will be another donation from them to the Smith County Volunteer Firefighters Association.

25. CLOSED SESSION

Not necessary.

26. RETURN TO OPEN SESSION

Not necessary.

27. ADJOURNMENT OF MEETING

President Melton stated the next board meeting is at Flint-Gresham VFD #1, 18823 FM 2493, Flint, Texas 75762; Monday, October 22, 2018 at 6:00 p.m.; he declared the meeting adjourned at 8:23 p.m.

Respectfully submitted by: _____

Paul Perryman, Secretary/Treasurer