

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

6:00 P.M. * Monday * October 22, 2018

Flint-Gresham VFD #1 18823 FM 2493, Flint, TX 75762

1. CALL TO ORDER

President Randy Melton called the Smith County ESD #2 meeting to order at 6:30 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

Matt Schaefer, Texas State Representative, District 6, 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 August 27, 2018 regular meeting, as written; (b.) the August 2018 financial report; 2nd by Earl Drott; motion carried 5-0.

6. PAYMENTS AND REIMBURSEMENTS

Paul Perryman made a motion to approve payment of bills: (a.) Current bills/quotes/checks over \$2,000: Card Service Center \$15,757.07–District Credit Card; Tractor Supply \$2,392.98-50/50 Split Fueling Tank; Mike’s Automotive \$2,377.75 – Troup Brush-10 Repairs; Checks Over \$2,000.00 – Ck #17402 Southern Tire Mart \$4,713.95, Ck #17414 Eagle Fuel & Oil \$2,288.70, Ck #17442 Big M Auto Supply \$3,163.81, Ck #17486 Eagle Fuel & Oil \$5,177.97 and all disbursement checks over \$2,000 in this month’s check register included in the financials; 2nd by Leroy Biggers; motion carried 5-0.

(b.) Contract payments made – no action necessary: Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,245.97 – August District Phones/Fax-bill never received & \$2,307.26 – October District Phones & Fax; Reliant Energy \$6,426.10– District Electric; Suddenlink \$3,487.17 – District Internet Account; UnitedHealthcare \$7,742.06– Employee Medical Insurance; Smith County Sheriff \$82,136.70 – Annual Dispatch Contract; UT Health East Texas EMS \$101,200.68 – Annual Tower Lease & System Maintenance; Mineola Fire Department \$3,750 – Fiscal Year 1st Quarter Contract Payment; Van Fire Department \$3,750 - Fiscal Year 1st Quarter Contract Payment; Arp VFD, Bullard VFD, Chapel Hill VFD, Dixie VFD, Flint-Gresham VFD, Jackson Heights VFD, Noonday VFD, Red Springs VFD, Troup VFD, Whitehouse VFD, & Winona VFD - \$4,800 to each department for 6 months Chief Stipend & Bookkeeper Expenses; SCESD2 Payroll \$70,799.63 – Date 09/28/18, \$34,374.26 – Date 10/11/18; \$35,790.51 – Date 10/12/18;

7. RFP ON SCESD2 MONEY MARKET INTEREST

Paul Perryman stated we are making .75% (¾ %) interest on our money market account and wants to send out an RFP to financial institutions to see if SCESD2 can get a better interest rate. He will get bids from local banks: Austin Bank, Southside Bank, Citizens First Bank, American State Bank and Regions Bank. We will also send one to our current bank, Citizens National Bank. He will make a recommendation to the board after obtaining the sealed bids. Paul Perryman made a motion to send out a RFP on money market banking to local banks and one nationwide bank; 2nd by Charles Wilson; motion carried 5-0.

8. REPAYING OUR BUDGET RESERVE ACCOUNT

Chief Rozell stated we borrowed \$452,565 from our Budget Reserve-Emergencies account to purchase the FM 14 property (the Maintenance Shop & Red Springs #2). He wants to pay the \$452,565 back to the budget reserve account. Leroy Biggers made a motion to transfer \$452,565 from the Operating Account to the Budget Reserve-Emergencies account to repay the money used to purchase the FM 14 property; 2nd by Charles Wilson; motion carried 5-0.

9. MUTUAL AID AGREEMENT

Chief Rozell stated we received a letter from the City of Hawkins wanting us to sign a mutual aid agreement. We need to be careful how it is written; FEMA will not reimburse any funds if we do not put a 12-hour cap on the mutual aid that we do not charge for. Chief Rozell had Hawkins add in section 4 - 418.1181.GC reimbursement of cost, if time exceeds 12 hours then we will be reimbursed. We need to adopt the City of Hawkins mutual aid agreement; putting a cap on the number of free hours we give and adopt the Texas state-wide mutual agreement. Charles Wilson made motion to have the board adopt the City of Hawkins mutual aid agreement and the Texas state-wide mutual aid agreement; 2nd by Leroy Biggers; motion carried 5-0.

10. SECOND PHASE TOWER PROJECT

Larry Locke stated it cost us more than originally budgeted on the tower project for grounding systems, heavy-duty foundations, and grounding cables needed for lightning strikes. We have towers at Troup #1 and the Admin facility. The microwave dishes are in and tower crews are scheduled to do the climb to install them. Chief Rozell stated he needs the approval of the board to move forward with the completion of the tower project using the \$20,000 budgeted for our fiscal year 2018/2019. Leroy Biggers made a motion to go forward with the tower project completion using the \$20,000 budgeted for the 2018/2019 fiscal year; 2nd by Charles Wilson; motion carried 5-0.

11. REQUEST HIGH END PRINTER FOR ADMIN

Larry Locke submitted 2 bids for a new Admin printer: PCM-G \$5,170.32 and CDW-G \$6,540.65. We have outgrown the printer we currently are using; with more personnel using it by adding our captains and chiefs. Larry Locke requested for the Maintenance Shop printer to be moved to Red Springs #1; the current Admin printer to be moved to maintenance and he requested the board to accept the low bid from PCM of \$5,170.32 which also includes a 3 year onsite maintenance. Earl Drott made motion to purchase a new Admin printer with the low bid from PCM-G for \$5,170.32; 2nd by Leroy Biggers; motion carried 5-0.

12. MOTOROLA BATTERIES

President Melton stated there is a need for the district to purchase 40 new Motorola radio batteries through Mobile Communication for \$3,400. This is a routine purchase from Mobile Communication using a previous low bid from them. Charles Wilson made motion to purchase the 40 batteries from Mobile Communication for \$3,400; 2nd by Leroy Biggers; motion carried 5-0.

13. 8 BARRELS CLASS A FOAM

Chief Rozell acquired 3 quotes for 8 barrels of Class A foam: Metro Fire \$8,352. MES \$8,870.73 and NAFECO \$7,587.32. Chief Rozell requested to take low bid of \$7,587.32 from NAFECO for the purchase of 8 barrels of Class A foam. Earl Drott made motion to approve the Class A foam purchase from NAFECO for \$7,587.32; 2nd by Charles Wilson; motion carried 5-0.

14. HIRING SENIOR IT TECH

President Melton stated it is the recommendation of the IT committee to hire a Senior IT Tech. The interview committee has chosen Robert Coda and asked the board to approve hiring him immediately. Earl Drott made a motion to hire Robert Coda as our Senior IT Tech effective immediately; 2nd by Charles Wilson; motion carried 5-0.

15. TAKE ACTION ON BULLARD ACCIDENT PERSONAL VEHICLE REPAIR

Chief Rozell stated he needs Board approval to accept a low bid to repair a personal vehicle that a Bullard VFD truck backed into when leaving on a call. Chief Rozell stated our deductible is \$5,000 and it would be more cost effective to repair ourselves instead of filing on the insurance. The 3 estimates: Juan's Body Shop \$1,241.58, Davis Green Paint & Body \$3,783.54 and the 3rd estimate was higher but Chief Rozell was unable to print. Paul Perryman made motion to accept the low bid from Juan's Body Shop \$1,241.00 for the repairs; 2nd by Leroy Biggers; motion carries 5-0.

16. NEW STATION PLANNING

Chief Rozell recapped his meeting with Chief Stone and Chief Arnold regarding the floor plan on a basic fire station. Chief Stone carried it to an architect to draw the plan and have it ready by the middle of November. We can take the floor plan to a couple of contractors to let them look at it and get a ball-park figure to have an idea of how much it will cost to build two new stations. We will need to look at how we will pay for them. Chief Rozell spoke with Ed King of Government Capital, along with architects; they stated that because of inflation, borrowing to build now would save money versus waiting 2 to 3 years. They gave Chief Rozell information on interest rate vs inflation rate. Chief Rozell is just presenting information to the Board at this time. No motion necessary.

17. ADMIN RENTING ADDITIONAL SPACE

President Melton stated we have rented the building where we have our monthly meetings; have made a conference room where we had storage and moved some of our storage to the new building. The old conference room is now an office for our two Battalion Chiefs. The additional building will be used for meetings and as much training as we want. Chief Rozell stated it was normally \$50 per day for usage; now it is \$500 a month for exclusive rights. Chief Rozell stated he is not asking for money right now, but may have to do a budget amendment later in the year since it was not a budgeted expense. No motion necessary.

18. FORKLIFT/TRACTOR/BRUSH HOG FOR MAINT SHOP

President Melton stated he had a discussion with Chief Rozell about the need to be able to unload pallets, tires, barrels of foam and to mow Winona #3 and the Maintenance Shop. Chief Rozell stated a new 70 hp 4- wheel drive could possibly be 35K and a used one 20K. President Melton asked Chief Rozell to research prices on brush hogs and multi-use tractors to bring to the Board next month. No motion necessary.

19. LONG RANGE PLANNING

Chief Stone stated that his Flint-Gresham Station #1, where this meeting was held, has been there for 46 years and needs an update & to be modernized. No motion necessary.

20. DIRECTOR OF IT REPORT

Director of IT, Larry Locke stated towers were installed in Whitehouse, Troup, & the Admin location. He stated he attended a class at Harris County for certification on programming our radios and he had about 60 support tickets this month. He has 40 tablets with issues that he is working with Verizon to fix.

21. CHIEF OF OPERATIONS REPORT

Chief Rozell introduced the new Administrative Assistant, Cassie Woodlee. He stated Denna and Larry are training her and she is working out really well. He stated the District had a good fire today and working it went well; things are moving forward and this was all he had to report.

22. PRESIDING OFFICER REMARKS

Paul Perryman stated response times have been better. Randy Melton stated that having the meeting at 6:00 pm tonight was a problem for some Chiefs to be able to attend and the Board agreed on the meeting times to go back to 7:00 pm.

23. CLOSED SESSION

Not necessary.

24. RETURN TO OPEN SESSION

Not necessary.

25. ADJOURNMENT OF MEETING

President Melton stated the next board meeting is at Smith County ESD #2, 14128 SH 110 South, Whitehouse, TX 75791; Monday, November 26, 2018 at 7:00 p.m.; he declared the meeting adjourned at 7:16 p.m.

Respectfully submitted by: _____

Paul Perryman, Secretary/Treasurer