

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

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

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

Leroy Biggers led the meeting in prayer. 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 comments.

5. CONSENT AGENDA

Charles Wilson made a motion to approve the (a) minutes of the October 28, 2019 Regular Meeting and the November 14, 2019 Called Meeting; (b) September 2019 financial report; 2nd by Leroy Biggers; motion carried 5-0.

6. PAYMENTS AND REIMBURSEMENTS

- a. Earl Drott made a motion to approve current bills/quotes/checks over \$2,000: Tower Specialist \$5,000.00, Tower Specialist \$4,415.00, Perkins Enterprise \$4,578.91, Carl Owens Truck & RV Collision Center \$2,053.28, Rush Truck Center \$2,029.60, Card Service Center \$20,983.17, Card Service Center \$2,941.97, Adams & Coker, PC \$2,502.90, Eagle Fuel & Oil LP \$2,266.55, Ck #18972 Arp VFD PPC \$3,440.00, Ck #18973 Bullard VFD PPC, Ck #Chapel Hill VFD PPC \$7,100.00, Ck #18975 Dixie VFD PPC \$3,650.00, Ck #18976 Flint Gresham VFD PPC \$5,272.47, Ck #18977 Jackson Heights VFD PPC \$2,460.00, Ck #18978 Noonday VFD PPC \$4,884.28, Ck #18981 Whitehouse VFD PPC \$2,780.00, Ck #18982 Winona VFD PPC \$6,630.00, Ck #19013 Eagle Fuel & Oil LP \$7,798.10, Ck #19028 Superior Fleet \$3,363.07, Ck #19042 Big M Auto Supply Limited \$2,921.64, Ck #19049 Price International \$4,801.53, Ck #19062 Sierra Packaging Inc \$2,611.31 Ck #19077 Eagle Fuel & Oil LP \$2,165.46, Ck #19096 Texas Mutual \$9,244.00; 2nd by Paul Perryman; motion carried 5-0.
- b. Contract payments made – no action necessary: Reliant \$5,896.62 District Electric Bills, Mobile Communications \$2,738.25 District Paging Services, Verizon \$4,378.73 District Wireless Account October 2019, Verizon \$4,329.91 District Wireless Account November 2019, Mineola FD \$3,750.00 1st Fiscal Quarter, Van FD \$3,750.00 1st Fiscal Quarter, SCESD2 Payroll – 10/11/2019 \$83,430.36, SCESD2 Payroll – 10/25/2019 \$82,981.28, SCESD2 Payroll – 11/08/2019 \$79,541.82, SCESD2 Payroll – 11/22/2019 \$84,287.72;
- c. New Construction bills/quotes/checks over \$2,000.00 – no action necessary: Arp WRL Payment #1 \$37,096.12, Flint Gresham WRL Payment #1 \$96,774.83, CDW Government \$35,836.47, \$13,155.56, \$8,601.91, \$18,472.31, \$7,369.91, \$8,030.56, \$3,211.94, Ck #9902 Amazon \$2,888.67, Ck #9904 Communication Services of North Texas \$35,287.98, Ck #9906 Regal Machine Mfg. \$9,751.00, Ck #9907 Tower Specialists Inc \$2,265.00, Ck #9908 Wilson Amplifiers \$9,900.49;

7. PURCHASE 30 PAGERS FROM MOBILE COMMUNICATIONS

President Melton stated that the district needs to purchase 30 pagers for the district from Mobile Communications for a cost of \$111.00 each for a total cost of \$3,330.00. Chief Rozell has a plan to get a handle on knowing where all of the pagers are, they will be going station by station to get these signed out and accounted for. Charles Wilson made a motion to purchase 30 pagers from Mobile Communications for a total cost of \$3,330.00; 2nd by Earl Drott; motion carried 5-0.

8. HR POSITION FOR SCESD2

The board discussed the need for the district to hire an HR person, especially before hiring all of the new people when we start staffing more stations 24/7 with the new sales tax. Paul Perryman took the lead on discussing the need for this position and hopes that they would be able to have someone in place by the 1st of March. After much discussion, this was tabled until a later date to compile more information and work on a job description.

9. STRATEGIC PLANNING MEETING DECEMBER 6 & 7 WITH MEALS

Chief Rozell stated that we need to provide meals during the Strategic Planning sessions this Friday and Saturday for approximately 30 people. After a discussion on what meals to serve and a plan of action lined out, Charles Wilson made a motion to provide meals during the planning session; 2nd by Earl Drott; motion carried 5-0.

10. PURCHASE OF 15 SCBA MASKS

The district needs to purchase additional SCBA mask for firefighters that need a size different from the mediums that we already have. Two bids were received from MES and Metro Fire, with MES being the lowest. Paul Perryman made a motion to approve the purchase of 15 SCBA masks from MES at a cost of \$4,355.00; 2nd by Leroy Biggers; motion carried 5-0.

11. ManageEngine THROUGH ZOHOCORPORATION ANNUAL RENEWAL \$7,791.00

Larry Locke stated that it is time to renew our subscription for the IT management suite, ManageEngine through the ZOHOCORPORATION. Leroy Biggers made a motion to renew ManageEngine through the ZOHOCORPORATION at a cost of \$7,791.00; 2nd by Charles Wilson; motion carried 5-0.

12. RAISING THE RETIREMENT CONTRIBUTION FROM 4% TO 5%;

Chief Rozell figured an increase into the 2019/2020 Budget to increase the retirement rate from 4% to 5% with the district still matching the employee funds. He stated that he is working up to having it at the max rate of 7%. Earl Drott made a motion to increase the employee retirement rate to 5% from the 4% that it is currently, with the district still matching the employee funds to take effect January 1, 2020; 2nd by Leroy Biggers; motion carried 5-0.

13. SCESD2 PERSONNEL

This item was taken into closed session – no action taken.

14. FIRE CHIEFS PRESENTING AND DISCUSSING ISSUES

Arp – Mack Arnold: They have started on the dirt work for the new station and he will be at the Strategic Planning both days.

Bullard – Justin Walker: Everything is going good in Bullard. They received two Texas A & M Forest Service grants, a \$10,000 Training Grant and a Wildland Fire Truck Grant; he will get with Chief Rozell to discuss specs for ordering the truck.

Chapel Hill – Dale Peterson: All is good in Chapel Hill and he will be attending the Saturday session for Strategic Planning.

Dixie – Matt York: All is good at Dixie and he will be attending both days of the Strategic Planning session.

Flint/Gresham – Tim Stone: Flint-Gresham is good and they are getting close to pouring concrete for the new station.

Jackson Heights – Mike VanWinkle: Jackson Heights is doing great and he will be attending the Strategic Planning Session.

Noonday – Mel Harper: All is good at Noonday and they received a Texas A & M Forest Service truck grant for \$200,000.

Red Springs – Mike Sammons – No Report

Troup – Tim Mager – No Report

Whitehouse – Gene Champion: Whitehouse is good. They have a brush truck that has been out of service for a while, but they now have a reserve brush truck in service.

Winona – Jared Jones – No Report

15. DIRECTOR OF IT REPORT

Larry Locke reported that IT closed 30 trouble tickets; sent the fit testor off to be repaired; programmed 6 radios; helping Chief Rozell organize the pager project; fleet cell phone repeater is installed, happy with the results from this; working on the Noonday & Winona P2P tower projects and overhauling the network at Noonday; we have 191 users that have not completed their “Know Before” training, will be disabled January 1, 2020; fencing installed around the Troup P2P tower; working with the engineers, architects and Chief Rozell on the new stations, organizing the incoming supplies for these stations; have three new gas detectors ready for Jackson Heights & Red Springs; and the Bullard training cart is completed. That has all been done in the last 30 days.

16. CHIEF OF OPERATIONS REPORT

Chief Rozell stated that the new NFPA standards on bunker gear came out and we are going to have to buy our full time and very active volunteers two sets of gear to be in compliance. We need to be thinking about how we can accomplish this. He also talked about the office building and problems with it making employees sick.

17. REMARKS BY PRESIDING OFFICE AND/OR BOARD MEMBERS

Decided to set the next meeting on December 19, 2019 at 7:00 p.m. No other comments or remarks.

18. CLOSED SESSION

Item #13 was taken into closed session at 7:58 p.m.

19. RETURN TO OPEN SESSION

Returned from closed session and called meeting back to order at 8:51 p.m.

20. ADJOURNMENT OF MEETING

President Melton stated the next board meeting is at Smith County ESD #2, 14218 SH 110 South, Whitehouse, TX 75791, Thursday, December 19, 2019 at 7:00 p.m.; he declared the meeting adjourned at 8:53 p.m.

Respectfully submitted by: _____

Paul Perryman, Secretary/Treasurer