

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Thursday \* January 16, 2020  
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; three commissioners were present: Randy Melton, Charles Wilson, and Leroy Biggers, with Paul Perryman, and Earl Drott absent. He certified that a quorum was present.

### 2. PRAYER AND PLEDGE

President Melton 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 the motion to approve (a) the minutes of the November 25, 2019 regular meeting, the December 19, 2019 regular meeting, and the January 6, 2020 called meeting as written, 2<sup>nd</sup> by Leroy Biggers: Motion carried 3-0. The b) December 2019 financial reports were not available; they will be presented at the February meeting.

### 6. PAYMENTS AND REIMBURSEMENTS

Leroy Biggers made a motion to approve payment of bills: (a.) Current bills/quotes/checks over \$2,000 and all disbursement checks over \$2,000 in this month's check register included in the financials; 2<sup>nd</sup> by Charles Wilson; motion carried 3-0.

- a. Current bills/quotes/checks over \$2,000: Card Service Center \$8,393.77 01-08-2020 District Credit Card; George P. Bane \$2,223.54 Red Springs Dozer Repair; Ck #19209 \$13,773.85 & Ck #19279 \$8,541.71 Eagle Fuel & Oil - District Fuel;
- b. Contract payments made – no action necessary: United Healthcare \$9,380.28-Jan 2020 & \$13,556.03-Feb 2020 Employee Medical Insurance; Texas Mutual \$2,117.00 Chapel Hill Final W/C Audit; Suddenlink \$2,153.94 Oct 2019 & \$2,164.01 Dec 2019 - District Internet; Mobile Communications \$2,738.25 District Paging Services; Mineola Fire Dept \$3,750.00 2<sup>nd</sup> Fiscal Qtr Contract Payment; Van Fire Dept \$3,750.00 2<sup>nd</sup> Fiscal Qtr Contract; Verizon \$3,225.71 District Wireless Dec 2019; SCESD2 Payroll \$82,197.57 12-20-2019, \$79,428.95 01-03-2020;
- c. New Construction bills/quotes/checks over \$2,000.00: Elliott Electric Ck #9921 \$7,660.63;

### 7. JACKSON HEIGHTS STATION 1

Chief Rozell presented a letter from Jackson Heights VFD Board of directors approving Chief Van Winkle to approach the ESD for assistance in finishing the remodel of Jackson Heights Station 1. Chief Rozell advised that this is something that will be looked at in the future, but wanted to inform the board at this time. This letter was for information purposes only and no action was needed.

## **8. BANK PROPOSALS FROM GOVERNMENT CAPITAL**

Ed King from Government Capital presented loan proposals for the three new engines. After sending the information out to several banks, he recommended that ESD 2 use Southside Bank for a three year term. The interest rate for the loan would be 2.20% and could be paid off any time after January 1, 2021 without penalty. Charles Wilson made a motion to go with Southside Bank, 2<sup>nd</sup> by Leroy Biggers: Motion carried 3-0.

## **9. HR POSITION AND POSTING JOB OPENING**

Chief Rozell presented to the board a job description for creating an HR Position for ESD 2. He stated that the HR Committee had met the prior week and had approved the job description and set a salary range. Leroy Biggers made a motion approving the job description and the posting of the opening, 2<sup>nd</sup> by Charles Wilson: Motion carried 3-0.

## **10. MAINTENANCE SHOP SOFTWARE**

Captain Meadows and IT Director Locke stated that the current software the shop uses to diagnose vehicles was expiring. Captain Meadows and Michael Crowley conducted research and found that a different software would allow the ESD 2 shop to read and diagnose all of our vehicles. The current software will not work with some of the vehicles. It was also stated that in the long run the software is cheaper than the current software. Charles Wilson made the motion to approve the purchase, 2<sup>nd</sup> by Leroy Biggers: Motion carried 3-0.

## **11. PURCHASE OF A BED FOR JACKSON SUPPORT 1 BEING CONVERTED TO SHOP 2**

Chief Rozell presented a proposal for a replacement bed for Jackson Heights Support 1 that is being converted to Shop 2. The purchase is from 271 Trailers for \$6,650.00. It was stated that 271 Trailers is the only manufacturer that makes the bed in the configuration that is needed for that vehicle. Leroy Biggers made the motion to approve the purchase, 2<sup>nd</sup> by Charles Wilson: Motion carried 3-0.

## **12. VFD CHIEF'S REPORT**

President Melton opened the floor for the VFD Chief's to discuss any issues they may have with their department. Chief Arnold stated that things were good in Arp. Chief Walker stated things were good in Bullard, and that he will present a proposal in the future for a training prop. Chief Peterson stated things were good in Chapel Hill, and that their annual Chili Supper is February 22, 2020. Chief Tate was asked by Chief Stone to inquire about their tanker that was in the shop. Chief Smith stated that the tanker was being taken care of. Chief Trotty stated that things were good in Jackson Heights. Chief Cox stated things were good in Noonday, and that they were hosting an EMT-B class. Chief Mager stated things were good in Troup. Firefighter Snow stated that things were good in Whitehouse.

## **13. ESD 2 PERSONNEL AND EMPLOYMENT**

President Melton stated there was no business to discuss on this item. No action needed.

## **14. DIRECTOR OF IT REPORT**

IT Director Locke stated that IT had completed 60 IT tickets, and 87 users had been deactivated on January 1 due to incomplete training. He also stated that several of those have now completed training and were being reactivated. 2 radios had been programmed. The Noonday and Winona station 2 tower projects were underway.

## **15. CHIEF OF OPERATIONS REPORT**

Chief Rozell advised the board of the preparations for the chance of inclement weather on January 10, 2020. He stated that all stations had gone into Emergency Management mode, and that an IAP was written in case of bad weather. He stated that things went well, and that all previous preparations and training were put to use.

**16. REMARKS BY PRESIDING OFFICE AND/ OR BOARD MEMBERS**

President Melton stated that the process for replacing the Admin Assistant position was underway. He stated that ESD 2 was working with Remedy staffing for that position.

**17. CLOSED SESSION**

The board did not meet in closed session

**18. RETURN TO OPEN SESSION**

No action needed

**19. ADJOURNMENT OF MEETING**

President Melton stated the next board meeting will be at Smith County ESD #2, 14128 SH 110 South, Whitehouse, TX 75791; Monday, February 24, 2020 at 7:00 p.m.; he declared the meeting adjourned at 8:40 p.m.

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