

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* July 27, 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; five commissioners were present: Randy Melton, Charles Wilson, Leroy Biggers, Matthew McKeethan. He certified that a quorum was present.

### 2. PRAYER AND PLEDGE

President Melton led the meeting in prayer and led the Pledge of Allegiance to the United States and Texas flags.

### 3. RECOGNITION OF GUESTS

President Melton welcomed all guests.

### 4. PUBLIC COMMENTS

No public comments.

### 5. CONSENT AGENDA

Matthew McKeethan made the motion to approve (a) the minutes of the June 22, 2020 regular meeting, and the June 26, 2020 called meeting as written, (b) financial reports May 2020; 2<sup>nd</sup> by Leroy Biggers Motion carried 4-0.

### 6. PAYMENTS AND REIMBURSEMENTS

Charles Wilson 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 Leroy Biggers; motion carried 4-0.

- a. Current bills/quotes/checks over \$2,000: Preferred On-Site Fleet \$3022.07; Preferred On-Site Fleet \$3,459.77; Southern Tire Mart \$2,928.52; NAFECO \$5,026; DCW Government \$10,663.75.
- b. Contract payments made – no action necessary: Mobile Communications \$2,738.25; Smith County Appraisal District \$20,636; Van Fire Dept. \$3,750; Mineola Fire Dept. \$3,750; Bullard VFD \$4,110 Pay Per Call; Chapel Hill VFD \$9,280 Pay Per Call; Dixie VFD \$3,380 Pay Per Call; Flint/Gresham \$3,850 Pay Per Call; Jackson Heights VFD \$2,760 Pay Per Call; Whitehouse VFD \$3,170 Pay Per Call; Winona VFD \$5,420 Pay Per Call; Whitehouse VFD \$2,400 Chief's Stipend & Bookkeeping; Troup \$2,400 Chief's Stipend & Bookkeeping; Red Springs \$2,400 Chief's Stipend & Bookkeeping; Noonday \$2,400 Chief's Stipend & Bookkeeping; Jackson Heights \$2,400 Chief's Stipend & Bookkeeping; Flint/ Gresham \$2,400 Chief's Stipend & Bookkeeping; Dixie VFD \$2,400 Chief's Stipend & Bookkeeping; Chapel Hill VFD \$2,400 Chief's Stipend & Bookkeeping; Arp VFD \$2,400 Chiefs Stipend & Bookkeeping; Winona VFD \$2400 Chief's Stipend & Bookkeeping; Verizon \$2,957.65 District Wireless Acct; Suddenlink Business \$2,501 District Fiber Account
- c. New Construction bills/quotes/checks over \$2,000.00: Delta \$4,997.25 New Arp Station; Melson Lawn Service \$3,000 New Flint Station; WRL \$286,243.46 New Arp Station pymt #9; WRL \$302,199.37 New Flint Station pymt #9; Regal Machine \$5,125 New Stations 50/50; CDW-G \$2,175.35 New Arp Station; Office Barn \$11,968.20 New Stations Furniture 50/50 pymt #1; EBay \$2,484.34 New Flint Station

### 7. PERSONNEL AND EMPLOYMENT FOR SCESD2

President Melton asked Kathryn Anderson, Director of Human Resources to discuss information regarding overtime for ESD2 employed personnel who also volunteered and the impact FLSA (Fair Labor Standards Act) and the opinion provided by ESD2's personnel attorney, Eric Kolder. Kathryn presented an e-mail sent to her by Assistant Volunteer Flint Fire Chief, Keith Tate that spurred her to contact ESD2's attorney, because of it being such a gray area and she could not determine a definitive answer. She also presented information regarding nepotism and based on Eric Kolder's review, the nepotism clause does not apply to Chief Terry Rozell. Emails are attached from Keith Tate and Eric Kolder. Kathryn presented the new overtime policy for paid ESD2 staff volunteering. Leroy Biggers made the motion to approve the policy with grace period of volunteers remaining until August 15<sup>th</sup>, 2020, 2<sup>nd</sup> by Matthew McKeethan. Motion carried 4-0.

#### **8. EMS PROVIDERS IN SCESD2 DISTRICT**

President Melton stated that invitations would be issued to UT Health and Christus to speak with Smith County ESD2 regarding their services to the district. Matthew McKeethan made a motion to table discussion of EMS Providers for SCESD2 district until a later date or when more discussion was necessary, 2<sup>nd</sup> by Leroy Biggers. Motion carried 4-0.

#### **9. ONE-TIME STIPEND AND MONTHLY TOOL ALLOWANCE FOR SHOP PERSONNEL**

President Melton asked Chief Rozell to present information regarding the one-time and monthly stipends to the Board. Chief Rozell explained the shop had one Master Mechanic with an open toolbox policy, but felt it would be in the best interest of ESD2 to assist the newer Shop Captain to build his toolbox and allow the Master Mechanic to purchase additional tools with the one-time stipend to increase the amount of tools available to work on ESD2 equipment. Chief Rozell stated the monthly stipend again would assist in building each shop person's toolbox and provide additional tools to work on ESD2 equipment. Matthew McKeethan stated he had done some research and most mechanics purchased their own tools and stipends were not the norm. Leroy Biggers stated he felt Administration should review the shop personnel's salaries to ensure they were compensated in manner that would allow them to purchase additional tools. Matthew McKeethan made a motion table until Administration had an opportunity to review the shop personnel's salaries; 2<sup>nd</sup> by Leroy Biggers. Motion carried 4-0.

#### **10. INVESTMENT FIRM TO MANAGE INCOME FOR SALES TAX REVENUE**

President Melton presented information regarding the possibility of beginning to look at investment firms to manage the income for sales tax revenue. Leroy Biggers stated he thought ESD2 would need a reserve prior to starting to look at possible investment firms and made a motion to table until at least a \$4 million reserve was in place; 2<sup>nd</sup> by Matthew McKeethan. Motion carried 4-0.

#### **11. RADIO SERVICE AGREEMENT WITH UT HEALTH**

Larry Locke, Director IT stated this was a renewal of the current contract. Charles Wilson made the motion to approve the renewal of the radio service agreement with UT Health; 2<sup>nd</sup> by Matthew McKeethan. Motion carried 4-0.

#### **12. BUILD OUT OF 5 TON TRUCK FOR RED SPRINGS**

Chief Rozell presented information regarding the build out of the 5-ton truck for Red Springs a majority of the cost would be offset by a \$20,000 grant and ESD2 would only be out \$14,000. The cab and chassis were purchased via a grant at no cost to ESD2. Matthew McKeethan made the motion to approve; 2<sup>nd</sup> by Charles Wilson. Motion carried 4-0.

#### **13. DIRECTOR OF IT REPORT**

IT Director Larry Locke stated that there had been were currently wiring the new Arp Station.

#### **14. CHIEF OF OPERATIONS REPORT**

Chief Rozell stated that the Chiefs were still working on items in the strategic plan. He discussed the proposed budget and discussed restructuring compensation for the volunteers and volunteer training coordinators. He also spoke about PPE for the volunteers and his initial budget numbers that included these new outlays for the volunteers.

**15. FIRE CHIEF PRESENTING AND DISCUSSING ISSUES**

Arp stated they were good and IT had resolved the beeping issue in their station. Chapel Hill stated everything was good nothing else to report. Dixie stated the crews had responded to a bad MVA earlier in the day, and that the crews did great. Flint stated that 2 trucks went down, but 1 was back up, and the station is coming along. Jackson Heights stated everything was good. The new parking lot was great. Noonday stated everything was good with nothing else to report. Red Springs stated everything was good with nothing else to report. Troup stated everything was good with nothing else to report. Whitehouse stated they will have 2 firework shows, and the boat will be out on the lake. Winona stated everything was good with nothing to report.

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

President Melton thanked everyone for the attendance.

**17. CLOSED SESSION**

The board went into closed session at 07:37pm to discuss item number 7.

**18. RETURN TO OPEN SESSION**

The board returned to open session at 07:48pm. No action was taken during closed session.

**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, August 24, 2020 at 7:00 p.m.; he declared the meeting adjourned at 8:27 p.m.

Respectfully submitted by: \_\_\_\_\_

Paul Perryman, Secretary/Treasurer