

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* December 28, 2015

14128 SH 110 South \* Whitehouse, Texas 75791

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### 1. CALL TO ORDER

The Smith County ESD #2 board meeting was called to order at 7:00 p.m. by President Randy Melton. Roll was called; four commissioners were present: Randy Melton, Charles Wilson, Paul Perryman, and Matt Thiessen; with Leroy Biggers absent. It was certified that a quorum was present.

### 2. PRAYER AND PLEDGE

Noonday Fire Chief, Richard Adams 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 comment.

### 5. CONSENT AGENDA

Mr. Thiessen made a motion to approve the (a.) minutes of the November 23, 2015 Regular Meeting as written; (b.) November 2015 financial report; 2<sup>nd</sup> by Mr. Wilson; motion carried 4-0.

### 6. PAYMENTS AND REIMBURSEMENTS

Mr. Wilson made a motion to approve payment of bills: (a.) VFD Reimbursements – 11 November Packets for total of \$122,515.83; (b.) Current bills/quotes over \$2,000: \$2,007 Metro Fire – Bullard VFD Preventative Maintenance 2 sets of Holmatro Tools; \$3,386.29 Fire-Teck – Jackson Heights VFD – Engine #1 Repairs; \$3,655.38 Goolsbee Tires – Whitehouse Tanker #1 Tires – Budgeted Expense; 2<sup>nd</sup> by Mr. Perryman; motion carried 4-0. (c.) Contract payments made: \$3,750 Gladewater Fire Department, \$3,750 Mineola Fire Department, \$3,750 Van Fire Department - 2<sup>nd</sup> Quarter Fiscal Year Contract payments; \$3,010.50 Mobile Communications – District Paging Services; \$17,578 Smith County Appraisal District Fees; \$80,045.25 Smith County Tax Assessor-Collector – Tax Collection Fee; No action necessary.

### 7. SCESD2 2016 HOLIDAY SCHEDULE

President Melton presented the 2016 Holiday Schedule for SCESD2; it is basically the same as Smith County with 13 paid holidays; the only difference is we take Columbus Day instead of each employee having a floating holiday of their choice. Mr. Thiessen made a motion to approve the holiday schedule; 2<sup>nd</sup> by Mr. Perryman; motion carried 4-0.

### 8. MEETING WITH A LABOR LAW ATTORNEY

President Melton stated that they have been checking into the labor issue that has come up about paid firefighters working and volunteering at the same station; Ken Campbell from Austin is the lawyer that is being recommended for addressing this issue. It would cost approximately \$2,000 to bring him here for a day and a \$200 hourly fee for extra work. This has been an on-going issue that we need to have resolved; SAFE-D highly recommended Mr. Campbell. Mr. Thiessen made a motion for Chief Rozell to set up a meeting with Ken Campbell; 2<sup>nd</sup> by Mr. Wilson; motion carried 4-0.

## **9. JACKSON HEIGHTS PARKING & DRIVE AREA**

Chief Rozell stated that when the repair work was started at Jackson Heights VFD #2 on the parking and drive area additional problems were found; they ran into some major problems. They found that it was almost all clay and concrete blocks had been stuck in areas to try to stabilize it. To properly repair this; they removed the blocks and a lot of the clay; and installed a flex base before laying the crushed asphalt. This added an extra \$5,700 to the cost; he made the call to continue the repairs since they were in the middle of the repairs; he inspected the work when it was finished; they did an excellent job. Mr. Wilson made a motion to pay the additional \$5,700 for the needed revisions to the quote on the repair of the Jackson Heights drive and parking area; 2<sup>nd</sup> by Mr. Perryman; motion carried 4-0.

## **10. ACCESS CONTROL SOLUTION**

President Melton turned this over to Larry Locke, Director of IT. Mr. Locke stated that this \$3,966.50 will be a solution to control access to all of the fire departments and the fuel stations. This is the software to go on our server to implement using key fobs to enter stations and access the fuel; this will increase security and add accountability to the fuel usage. Over a period of time all of the departments will have doors to implement this entry system; Mr. Thiessen made a motion to buy the software for \$3,966.50; 2<sup>nd</sup> by Mr. Wilson; motion carried 4-0.

## **11. WINONA VFD #2 HEATING & PLUMBING**

In August of last year the City of Winona was doing a road bore to install a natural gas line to Winona VFD #2; we were under the impression that all of the work was finished and we paid the City of Winona \$3,549 for the gas meter to be installed; reimbursed Winona VFD the \$2,200 for the road bore and now we have learned that this was not done and they are now saying that they are not going to be able to complete the work. We need to get heat in the building; to do this we need to set a propane tank and install one heater in the truck bay. For the plumbing work and installing a heater the quote is \$2,320; we would also need to get a propane tank set and the line run into the station. When this is done, we will then approach the City of Winona for a complete refund on the funds paid out for the installation of the natural gas line. Chief Rozell said that the board needs to approve up to \$5,000 for setting the propane tank; installing the heater; connecting the stove and get this done. Mr. Wilson made a motion to approve spending up to \$5,000 to get heater, the stove and a propane tank for Winona VFD #2; 2<sup>nd</sup> by Mr. Thiessen; motion carries 4-0. The board will expect a report on the collection of the refund from the City of Winona (\$5,749).

## **12. FINANCIAL DATA POLICY**

Mr. Locke stated that that the IT Committee has written a financial data policy to require all of the departments to have their financial data facilitated by Smith County ESD2's Information Technology infrastructure utilizing the latest stable release of QuickBooks approved by the IT department. ESD2 will maintain administrator privileges to insure a lockout never occurs; this will alleviate some of the problems that have occurred in the last year with bookkeepers quitting and changes in regime at a department causing problems with the financial data and access to it. Mr. Thiessen made a motion to adopt the Information Technology Financial Data Policy as written (a copy to be included with the minutes); 2<sup>nd</sup> by Mr. Perryman; motion carried 4-0.

## **13. LONG RANGE PLANNING COMMITTEE AND SUB-COMMITTEES**

No Report

**14. LOANING NOONDAY RESCUE 1 TO RUSK COUNTY CRIMS CHAPEL VFD**

President Melton stated that there was a fire at Rusk County Crims Chapel VFD a couple of months ago; Marvin Vincent, our representative from VFIS is a member of that department. They have not been able to run any calls out of their department because of the damages. We are looking at loaning Crims Chapel VFD the Noonday VFD Rescue #1 that we were going to sell; this would enable them to transport equipment and respond to calls; they will carry the insurance with a \$75,000 agreed value; SCESD2 listed as the payee and have all maintenance done. Peter has all of the information and will write a MOU between SCESD2 and Crims Chapel. Mr. Thiessen made a motion to loan Noonday Rescue #1 to Crims Chapel VFD for a period of six months; 2<sup>nd</sup> by Mr. Wilson; motion carried 4-0.

**15. DIRECTOR OF IT REPORT**

Mr. Locke stated that we now have 4 departments running on the new server; still hoping to have the new QuickBooks installed in Mid-January and FireHouse in February.

**16. CHIEF OF OPERATIONS REPORT**

Chief Rozell told the departments to make sure that they get their grants sent in for the workers' comp cost share; he told the board that all of the new generators are installed and are being used; Dixie had to use theirs for a few hours yesterday and Jackson Heights was running off of theirs for several hours.

**17. PRESIDING OFFICER REMARKS**

President Melton stated that all of the board commissioners should have received an audit letter questionnaire form Squyres, Johnson, Squyres and he urged everyone to fill them out and return them ASAP. He also commended Red Springs VFD for being in the news for opening up a Red Cross shelter for their community a few weeks ago. He asked if all of the Texas Mutual workers' comp audits were finished; Denna Mangold stated that all departments finished their audits.

**18. CLOSED SESSION**

Not necessary.

**19. RETURN TO OPEN SESSION**

Not necessary.

**20. ADJOURNMENT OF MEETING**

President Melton stated the next board meeting will be at Smith County ESD #2, 14128 SH 110 South, Whitehouse, Texas 75791; Monday January 25, 2016 at 7:00 p.m.; he declared the meeting adjourned at 7:34 p.m.

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