

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* April 25, 2016

14128 SH 110 South \* Whitehouse, Texas 75791

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### 1. CALL TO ORDER

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

### 2. PRAYER AND PLEDGE

President Melton led the meeting in prayer and 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, but Mr. Perryman wanted to take this time to give kudos to Noonday VFD for a job well done on handling a situation where a bucket of hydraulic fluid fell in the roadway; they blocked traffic; got it cleaned up quickly.

### 5. CONSENT AGENDA

Mr. Wilson made a motion to approve the (a.) minutes of the March 28, 2016 regular meeting as written; (b.) the March 2016 financial report; 2<sup>nd</sup> by Mr. Thiessen; motion carried 5-0.

### 6. PAYMENTS AND REIMBURSEMENTS

Mr. Biggers made a motion to approve payment of bills: (a.) VFD Reimbursements – 11 March Packets for total of \$128,209.37; (b.) Current bills/quotes over \$2,000: Rowe Industries \$4,320– Bulk Purchase/Class A Foam; Fire-Teck \$2,653.08– Noonday E-2 Repairs, \$2,834.04 – Winona T-7 Repairs; Metro Fire \$2,447.00 – Red Springs Holmatro Service & Repairs; Siddons-Martin \$2,949.68 – Dixie E-1 Repairs; 2<sup>nd</sup> by Mr. Perryman; motion carried 5-0.

(c.) Contract payments made: \$2,180.66 Nextiva – District Phones & Faxes; \$3,051.75 Mobile Communications – District Paging Services; \$2,646.42 Reliant Energy – March Electric Bills; \$2,715.08 Reliant Energy - April Electric Bills; Squyres, Johnson, Squyres & Company \$9,509 Final Audit Invoice; no action necessary.

### 7. HIRING ADMINISTRATIVE SECRETARY/CREATING DIRECTOR OF FINANCE POSITION

President Melton and Chief Terry Rozell discussed the restructure of the district; bringing all of the fire department bills and payroll in house and creating a Director of Finance position and promoting Denna Mangold into that position with a 3% raise for the added responsibilities.

Mr. Thiessen made a motion to create the position of Director of Finance with Mrs. Mangold promoted to that position; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

Mr. Thiessen made a motion for Mrs. Mangold to receive a 3% raise with the promotion; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

Chief Rozell stated that with Mrs. Mangold's promotion, we need to hire an Administrative Secretary. All of the applicants for the Administrative Secretary position were interviewed; President Melton and

Mr. Perryman interviewed two applicants selected for second interviews and we are asking the board to go with the recommendation to hire Kirsti Molloy for this position. Mr. Perryman made a motion to hire Ms. Molloy as the new Administrative Secretary at \$12 an hour starting May 2, 2016; 2<sup>nd</sup> by Mr. Wilson; motion carried 5-0.

#### **8. BUNKER GEAR PURCHASE FOR NOONDAY VFD**

Noonday VFD is asking to purchase four sets of Lion bunker gear from NAFECO for \$9,336.84; they have gear that is going out of date; this is a budgeted purchase. Mr. Wilson made a motion to allow the purchase from NAFECO for \$9,336.84; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

#### **9. REVISED EMPLOYEE HANDBOOK**

Chief Rozell stated that with SCESD2 becoming the employer for the paid firefighters, the employee handbook needed to be revised. Peter Kerr, the district's legal counsel reviewed the revisions and were approved by him. Mr. Thiessen made a motion to adopt the new employee handbook; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

#### **10. VEHICLE MAINTENANCE PROPOSALS/DISCUSSION ON FUTURE MAINTENANCE FACILITY/OFFICE**

Chief Rozell stated that we have major maintenance issues right now; we have over 100 pieces of equipment and it is hard for the departments to keep up with the maintenance schedule on all of these. We will be taking over the maintenance schedule when we start manning the stations; there will be a captain named to be in charge of maintenance. That captain will be in charge of keeping logs of the maintenance on every piece of equipment; with this we will know when each piece of equipment is due for preventative maintenance. We went out for proposals on having our preventative maintenance done; we received proposals from Fire-Teck and Siddons-Martin; with Metro Fire declining. Siddons-Martin is a good company, but with the travel they would have to do; it would cost more to go with their company. Fire-Teck has done good work and with them being more local it would be less expensive; they will be able to pick the trucks up and return them to the stations; he is comfortable with recommending to the board that we go with Fire-Teck to perform our fleet maintenance. Mr. Thiessen made a motion to have our vehicle maintenance performed by Fire-Teck; 2<sup>nd</sup> by Mr. Wilson; motion carried 5-0.

#### **11. PURCHASE OF MAINTENANCE TRAILER**

Chief Rozell is asking to purchase an enclosed maintenance trailer to go to each of the stations to perform maintenance on the small engines that each department has. The maintenance captain will be in charge of this and the firefighters on duty will help perform maintenance on all of the equipment. He wants to use the approximately \$9,000 left in 53000 Capital Purchases to purchase the trailer and equip it with the tools needed. Mr. Perryman made a motion to purchase a maintenance trailer and equip it using the balance in 53000 Capital Purchases; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

#### **12. CONTRACTING WITH GOVPAYNET**

Director of IT Larry Locke explained that we need a way for people to pay for items with credit cards; i.e. training classes; extra uniforms or lost ID cards. Using GovPayNet would be at no cost to SCESD2 and the user fees would be charged to the person making the purchase. Mr. Perryman made a motion to contract with GovPayNet; 2<sup>nd</sup> by Mr. Thiessen; motion carried 5-0.

#### **13. IT/TRAINING EVENT MANAGEMENT**

Mr. Locke stated that the training committee needs a way to publish the training classes, allow

people to enroll in the classes and pay for them. In doing this we also need to open a checking account with proceeds from training classes just for the fees and costs for training. Mr. Thiessen made a motion to contract with Event Management and to open a training funds checking account; 2<sup>nd</sup> by Mr. Wilson; motion carried 5-0.

#### **14. PROVIDING TRAINING MEALS**

Chief Rozell stated that we are now providing training classes that lasts 6-7 hours. The cost of a meal is factored into the cost of the class, but we need the board to approve for us to pay for the training meals with these funds. Mr. Thiessen made a motion for SCESD2 to provide a meal when a training class is at least 6 hours long; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

#### **15. IT INFRASTRUCTURE & LICENSING**

Mr. Locke explained the readers that are needed for the fuel access control and will also be utilized for the firefighters to clock in and out at the stations. Mr. Thiessen made a motion to purchase the needed equipment for the fuel pump access; that will also be used by the time clocks from Communications Services of North Texas for \$10,667.01 to funds will come out of the fuel budget; 2<sup>nd</sup> by Mr. Wilson; motion carried 5-0.

Mr. Locke explained that in testing Firehouse they have found that the way the company had told them to do it will not work for all of our departments; it needs to be set up as 12 virtual machines and to have this up and running the right way the equipment and licenses will be a one-time fee of \$12,394.99 through PCM TigerDirect. Mr. Thiessen made a motion to allow this purchase from the IT budget; 2<sup>nd</sup> by Mr. Wilson; motion carried 5-0.

Mr. Locke explained the need to have all of the departments on the same email system; smithcountyfire.org; to do this for 288 emails will a one-time fee of \$18,576. Mr. Thiessen made a motion to make this purchase; it would protect us when it comes to open records; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

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

Flint-Gresham Fire Chief Tim Stone stated that the committee is still working on the issue of the retention of volunteers; Pay Per Call; they are discussing this with all of the chiefs and with the volunteers. They do not know what the answer is, but will keep researching it.

#### **17. DIRECTOR OF IT REPORT**

Director of IT Larry Locke stated that he cleared 39 support tickets for the month and has been working on Firehouse issues to get it up and working for the departments.

#### **18. CHIEF OF OPERATIONS REPORT**

Chief Rozell stated that the district is working on having all spare bunker gear in one location and keeping a current inventory of what is available. There will be one person in charge of this and any department with a need will be able to contact this person.

#### **19. PRESIDING OFFICER REMARKS**

President Melton commented on the new tanker truck for Troup and stated that he did not have any additional comments.

#### **20. CLOSED SESSION**

Not necessary.

**21. RETURN TO OPEN SESSION**

Not necessary.

**22. ADJOURNMENT OF MEETING**

President Melton stated the next board meeting would be at Smith County ESD #2, 14128 SH 110 South, Whitehouse, Texas 75791; Monday May 23, 2016 at 7:00 p.m.; he declared the meeting adjourned at 8:36 p.m.

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