

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* May 23, 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

Noonday Fire Chief Richard Adams 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 in for Public Comments.

### 5. CONSENT AGENDA

Mr. Wilson made a motion to approve the (a.) minutes of the April 25, 2016 regular meeting as written; (b.) the April 2016 financial report; 2<sup>nd</sup> by Mr. Thiessen; motion carried 5-0.

### 6. PAYMENTS AND REIMBURSEMENTS

Mr. Thiessen made a motion to approve payment of bills: (a.) VFD Reimbursements – 11 April Packets for total of \$149,365.12; (b.) Current bills/quotes over \$2,000: WRL General Contractors \$2,065 – Flint-Gresham VFD new door locks to enable the access control; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

(c.) Contract payments made: \$2,159.11 Nextiva – District Phones & Faxes; \$2,721.75 Mobile Communications – District Paging Services; no action necessary.

### 7. TYLER ECONOMIC DEVELOPMENT ANNUAL ABATEMENT REVIEW

President Melton gave a short summary on the tax abatements that the Tyler Economic Development Council submitted for review; there are no new abatements at this time. Scotts Hyponex's tax abatement ended December 31, 2015; no additional abatement is due. Their recommendation for 2016 tax abatements are: John Soules Foods – 2<sup>nd</sup> of 5 years – 100% tax abatement and Reef Services – 5<sup>th</sup> of 5 years – 100% tax abatement, President Melton stated that this helps build a strong economy for our community; helps employ our citizens. Mr. Wilson made a motion to allow the tax abatements for John Soules Foods and Reef Services; 2<sup>nd</sup> by Mr. Biggers; motion carried 5-0.

### 8. SCESD2 EMERGENCY FUND REVIEW

President Melton stated that we would be discussing our emergency funds and the possibility of increasing them; he turned the floor over to Mr. Thiessen who stated that in going to the SAFE-D Conferences he learned that we need to be prepared for emergencies such as the Bastrop fires and should have 1 to 1 ½ years' worth of revenue put up in accounts such as CDs. Right now we have roughly \$968,000, we need to come up with a mathematical plan on increasing this in our long-range planning. Mr. Perryman asked if FEMA came in and reimbursed Bastrop for some of the expenses of their catastrophic fires; Chief Rozell stated that he was sure they helped them; Mr. Thiessen stated that we didn't need to depend on FEMA to do that in case of an emergency. Chief Rozell stated that they

need to quit focusing on what happened in Bastrop; things are so different here, but he stated that it is not fair to our citizens to withhold any services just to put money up in the bank. They all agree that we need to build up reserves, but that we need to build new stations; buy new equipment and staff our stations. President Melton stated that we need to consciously make an effort to increase the emergency fund; Mr. Thiessen stated that he would try to come up with some ideas for implementing a plan to start increasing the reserves for the next meeting. This was tabled until the June meeting.

#### **9. SCESD2 WORKERS' COMP POLICY**

Chief Rozell gave a presentation on Texas Mutual Workers' Comp insurance through VFIS for SCESD2 when becoming the employer for the firefighters; for administration and the firefighters this would be \$38,053; Mr. Thiessen wanted to get more quotes; Chief Rozell stated that it does not have to be bid out; we have been happy with Texas Mutual and VFIS. After a discussion on TML and Texas Mutual; Mr. Thiessen made a motion to table for time to go out for more quotes; motion died for lack of a second. Mr. Wilson made a motion to go with the Texas Mutual W/C policy for \$38,053; 2<sup>nd</sup> by Mr. Perryman; motion carried 5-0.

#### **10. LIST OF ELIGIBLE CANDIDATES FOR PAID FIREFIGHTERS**

President Melton stated that each board member was given a list of basic requirements and the hiring procedures for the paid firefighters and a list of candidates for employment; Chief Rozell explained how the interviews were conducted and what would be expected of each person hired. Mr. Biggers made a motion to go with hiring the list of candidates presented with the stipulation that they pass a background check and drug test; 2<sup>nd</sup> by Mr. Thiessen; motion carried 5-0.

#### **11. IT EMAIL USE POLICY**

Director of IT, Larry Locke presented an IT Email Use Policy written by the IT Committee to the board; this would be that no personal use of work email and no personal emails used for work. These are all subject to open records requests. Mr. Thiessen made a motion to adopt this policy; 2<sup>nd</sup> by Mr. Perryman; motion carried 5-0. A copy of this policy is included with these minutes.

#### **12. IT END USER AGREEMENT**

Mr. Locke presented changes to the IT End User Agreement that the district is already using. Mr. Biggers made a motion to adopt the changes to the agreement; 2<sup>nd</sup> by Mr. Thiessen; motion carried 5-0. A copy of this revised IT End User Agreement is included with these minutes.

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

Flint-Gresham Fire Chief Tim Stone stated that other items on the agenda have covered what he would have reported on; no other report from them.

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

Director of IT Larry Locke stated the email system is ready to put into place; it will take a couple of months to get all of them up and running. The firehouse server has come in; it is installed and in the process of being configured; updates to the web site have been done; 48 support tickets cleared; 9 stations have their access control installed and about 50% of the stations have their time clock and fuel pump control installed.

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

Chief Rozell stated that at the next meeting he will be asking to spend some money; he is looking at a new engine for Jackson Heights to replace a truck that is not fitting the bill; he is looking at a possible remodel for Dixie Station #1; if anyone wants to discuss this with him before the next meeting just

come by his office. He also reminded the fire departments to have the addresses on their utility bills changed to come directly to the SCESD2 office.

**16. PRESIDING OFFICER REMARKS**

President Melton stated that Mr. Wilson would like to have the dive team on the next agenda; Chief Rozell asked to visit with Mr. Wilson and the others involved with the dive team after the meeting. President Melton also talked about a Chamber of Commerce meeting that he attended with Chief Rozell that was about the future expansion of Loop 49; he then gave kudos to the Jackson Heights VFD he saw them out was their fire engine on Friday and stated that he is very happy that we have a real, live person answering the SCESD2 phone again.

**17. CLOSED SESSION**

Not necessary.

**18. RETURN TO OPEN SESSION**

Not necessary.

**19. 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 June 27, 2016 at 7:00 p.m.; he declared the meeting adjourned at 7:53 p.m.

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