

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. * Monday * August 28, 2017

14128 SH 110 South * Whitehouse, Texas 75791

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; four commissioners were present, Randy Melton, Charles Wilson, Leroy Biggers and Paul Perryman; with Matt Thiessen absent. He 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

Arp VFD Chief Mac Arnold wanted to let the board know there will be a fundraiser for Arp Volunteer James Stark, who was recently diagnosed with a brain tumor. The benefit will be September 30, 2017, 3-7 pm to raise money for his medical expenses and there will be a Fish Fry.

5. CONSENT AGENDA

Paul Perryman made a motion to approve the (a.) minutes of the July 24, 2017 regular meeting as written; (b.) the July 2017 financial report; 2nd by Charles Wilson; motion carried 4-0.

6. PAYMENTS AND REIMBURSEMENTS

Leroy Biggers made a motion to approve payment of bills: (a.) Current bills/quotes/past & current checks over \$2,000: Card Service Center \$12,439.68, E-Pay \$2,469.45 – District Credit Card; Fire-Teck \$2,700.88 – Arp E-2 Repairs, \$3,436.48 – Arp E-2 Brakes, \$2,356.91 – Dixie E-1 Repairs, \$2,123.37 – Noonday E-2 Repairs; Perkins Enterprises \$3,591.04 – District Air Analysis; Price International \$3,253.32 – Dixie E-1 Repairs; Pro One Automotive \$2,204.91 – Chapel Hill A-2 Repairs; Past Checks Over \$2,000.00 – Advanced Rescue Systems – Ck #14890 \$2,950.00, Communication Services of North Texas – Ck #14843 \$2,124.12, Ck #15196 \$2,784.41, Eagle Fuel & Oil – Ck #14807 \$4,823.50, Ck #14848 \$2,485.35, Ck #14950 \$3,118.09, Ck #15000 \$2,436.33, Ck #15065 \$4,175.78, Ck #15135 \$3,142.04, Ck #15205 \$6,538.53, Ck #15241 \$2,945.85, Fire-Teck – Ck #14819 \$4,116.43, Ck #14873 \$15,180.86, Ck #14915 \$2,527.56, Ck #14964 \$9,329.63, Ck #15066 \$3,263.25, Ck #15159 \$9,681.94; Goolsbee Tire Service – Ck #15138 \$5,045.98, Metro Fire – Ck #14955 \$2,719.00, PCM/TigerDirect – Ck # 14989 \$3,362.90, Ck #15141 \$2,306.66, Roquemore's – Ck #14653 \$7,649.67, Ck #14772 \$2,576.16; Current Checks Over \$2,000.00 – Ck #15783 \$3,335.44 Superior Fleet Service, Ck #15805 \$2,853.96 Eagle Fuel & Oil, Ck#15850 \$2,051.72 Eagle Fuel & Oil, Ck #15863 \$3,799.54 Superior Fleet Service, and all disbursement checks over \$2,000 in this month's check register included in the financials; 2nd by Charles Wilson; motion carried 4-0. (b.) Contract payments made – no action necessary: Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,236.79 – District Phones/Fax; Reliant Energy \$6,546.43 – District Electric; Suddenlink July 2017 \$2,376.27, August 2017 \$2,363.21 – District Internet Account; TML September 2017 \$5,775.14 – Employee Medical Insurance; VFIS \$8,711.00 – Re-write of Accident/Sickness Policy; SCESD2 Payroll \$57,239.78 – Date 08/04/2017, Payroll \$53,716.26 – Date 08/18/2017.

7. TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM

President Melton introduced Roxanne Aldridge with Texas County & District Retirement System. Mrs. Aldridge gave a presentation to the board explaining how their retirement system works. The board discussed that this is something they would like to look at and talk about in a future budget year. No motion necessary.

8. SMITH COUNTY ESD #2 TAX ABATEMENT POLICY

President Melton stated every 2 years SCESD2 is required by law to re-adopt the tax abatement policy. The last time the board re-adopted the policy was during the June 22, 2015 board meeting. Charles Wilson made a motion to approve re-adopting the SCESD2 tax abatement policy; 2nd by Leroy Biggers; motion carried 4-0.

9. RESIGNATION LETTER FROM SCESD2 BOARD COMMISSIONER MATT THIESSEN

President Melton stated Board Commissioner Matt Thiessen sent in a letter resigning as SCESD2 District #5 Board Commissioner. Paul Perryman made a motion to accept Matt Thiessen's resignation letter as SCESD2 District #5 Board Commissioner; 2nd by Charles Wilson; motion carried 4-0.

10. FILLING VACANT POSITION OF SCESD2 DISTRICT #5 BOARD COMMISSIONER

President Melton stated 775 allows the board to appoint a person to serve the unexpired term of a commissioner that resigns before his term has ended. Matt Thiessen's term is not up for re-election until December 2018, so the board will need to appoint a commissioner to fulfill that term. The qualifications to be eligible for SCESD2 District #5 Board Commissioner are you have to be at least 18 years of age and be a resident of District #5, which includes the Bullard and Flint Gresham area. A letter of interest with your name, age, address and intention will need to be turned in to the SCESD2 Admin Office, **14128 SH 110 South, Whitehouse TX 75791**, no later than September 15, 2017 at 5 p.m.. Charles Wilson made a motion to approve advertising to fill the vacant position for SCESD2 District #5 Board Commissioner; 2nd by Paul Perryman; motion carried 4-0.

11. SETTING DATE FOR TOWN HALL MEETING IN GARDEN VALLEY

Commissioner Charles Wilson stated he spoke with the Hamman family about holding off on donating land to SCESD2 until we have a town hall meeting in the Garden Valley/Jamestown area. This meeting would be to get public opinions on building a fire department in that area. Commissioner Wilson stated he would like to table this item until next month to set a date in October for the town hall meeting with the residents in the Garden Valley/ Jamestown area.

12. PURCHASING 4 TFT VORTEX NOZZLES WITH 15/16" STRAIGHT TIPS

President Melton stated the new engines at Jackson Heights VFD and Winona VFD need 4 TFT Vortex nozzles with 15/16" straight tips to go on the trucks. Chief Rozell stated that Metro Fire has the lowest bid at \$2,780.00. Leroy Biggers made a motion to approve purchasing 4 TFT Vortex nozzles with 15/16" straight tip from Metro Fire for \$2,780.00 for the new engines at Jackson Heights and Winona; 2nd by Charles Wilson; motion carried 4-0.

13. PURCHASING 2 APOLLO DECK GUNS WITH STACK TIPS

President Melton stated the new engines at Jackson Heights VFD and Winona VFD need 2 Apollo Deck Guns with stack tips to go on the trucks. Chief Rozell stated that Ferrara Fire Apparatus has the lowest bid at \$5,531.68. Charles Wilson made a motion to approve purchasing 2 Apollo Deck Guns with stack tips from Ferrara Fire Apparatus for \$5,531.68 for the new engines at Jackson Heights and Winona; 2nd by Leroy Biggers; motion carried 4-0.

14. LISTING A 1989 SPARTAN HEAVY RESCUE TRUCK AND RED SPRINGS OLD DOZER FOR SALE USING AN AUCTION COMPANY

Chief Rozell stated the Board approved to list the 1989 heavy rescue truck for sale on Brindley Mountain Fire Apparatus during the February 27, 2017 Board Meeting. He stated that the truck has not received many offers and would like for the board to approve listing it for sale with Commissioner Charles Wilson's auction company as well. Chief Rozell stated that Red Springs old Dozer needs to be listed for sale along with the Heavy Rescue truck. Leroy Biggers made a motion to approve listing the 1989 Spartan Heavy Rescue truck and Red Springs old Dozer for sale using Commissioner Charles Wilson's auction company; 2nd by Paul Perryman; motion carried 3-0. (*Commissioner Charles Wilson signed an affidavit due to the company being his, which will be auctioning off the items.*)

15. APPROVING UP TO \$60,000 MATCHING FUNDS FOR \$208,000 WINONA VFD GRANT

Chief Rozell stated that Winona VFD received a \$208,000 grant to purchase a firetruck, which will need up to \$60,000 in matching funds to purchase the truck the department is looking at. Chief Rozell stated SCESD2 would be out \$60,000 max but will be receiving a truck that is worth \$208,000, which is a good deal. Leroy Biggers made a motion to approve up to \$60,000 in matching funds for a \$208,000 firetruck grant for Winona VFD; 2nd by Paul Perryman; motion carried 4-0.

16. EMERGENCY VEHICLE TECHNICIAN POSITION

Chief Rozell stated he would like for the board to approve creating an Emergency Vehicle Technician position so SCESD2 can start looking for an EVT to begin the process of opening the maintenance facility and working on the apparatus in house. He stated that this position is in the budget for next year but he needs the board to determine a salary range. He recommends \$45,000-\$50,000 to be the range for an EVT that will be working towards their Master EVT certification. He stated that creating this position will be cost saving for SCESD2 in the long run and hopes to have this position approved to hire someone in October. Leroy Biggers made a motion to approve creating the Emergency Vehicle Technician position and setting the salary range to \$45,000-\$50,000; 2nd by Paul Perryman; motion carried 4-0.

President Melton recessed the meeting at 8:12 and called the meeting back to order at 8:20.

17. FUNDING FOR 2017 FORD F-450 CHASSIS PURCHASE APPROVED FEBRUARY 27, 2017

President Melton stated that on February 27, 2017 the board approved the purchase of a 2017 Ford F-450 chassis from Chastang Ford at a cost of \$34,385 for Winona VFD with SCESD2 remounting an existing truck bed and skid unit on this chassis for it to be used as a brush truck. This was not a budgeted expense and the board needs to vote on the funding for this truck and increase this year's budget by \$34,385. (a.) Paul Perryman made a motion to use \$34,385 from the unbudgeted funds, account #46431 Fire Recovery USA Billing Funds to pay for the truck; 2nd by Charles Wilson; motion carried 4-0. (b.) Leroy Biggers made a motion to increase the 2016/2017 Budget by \$34,385 under account #53000 Capital Purchases; 2nd by Charles Wilson; motion carried 4-0.

18. ANSWERING SIGNIFICANT DEFICIENCIES NAMED IN THE AUDIT Y/E 09/30/2016

President Melton stated that in our last audit for the year ending September 30, 2016, we had three significant deficiencies named:

(1.) Commissioners' Continuing Education: To address this issue we will make a schedule to keep track of all the commissioner's CE along with deadlines and research online and physical classes that can be taken. All five of our commissioners completed the required *Open Meetings Act & Texas Public Information Act* within the required 90 days of taking office, this is only 2 hours of CE; the requirement is 6 hours of certified CE every 2 years. The easiest way to keep all of our commissioners in compliance would be for each one to attend the SAFE-D Conference at least every other year. No action necessary.

(2.) Capital Expenditure/Budget: At the July 25, 2016 board meeting we voted to purchase a 2017 Ford F-450 chassis from Chastang Ford for \$33,985 and to pay Fire-Teck \$4,000 to remove the bed from an old truck and remount it on the new chassis for Winona VFD. The auditors stated that the purchase of this truck was improperly recorded as being purchased in the 2015/2016 Budget year. We did not take delivery or pay for the truck until October 2016; the auditors had a journal entry done to move this purchase to the 2016/2017 Budget year. We now need to make a motion to pay for this truck with carry-over funds from the previous 2015/2016 Budget year and to amend and

increase our 2016/2017 Budget by \$37,985 in #53000 Capital Purchases. (a.) Leroy Biggers made a motion to pay for the 2017 Ford chassis with 2015/2016 carry-over funds; 2nd by Charles Wilson; motion carried 4-0. (b.) Paul Perryman made a motion to amend and increase our 2016/2017 Budget by \$37,985 to cover this purchase; 2nd by Leroy Biggers; motion carried 4-0.

(3.) Approving Expenditures: During the audit, one disbursement check over \$2,000 was discovered that was not specifically approved by the board. It was a check paying for multiple invoices, with none of them over \$2,000, but when paid together they totaled more than \$2,000. Now all checks over \$2,000 that are not approved on a separate line item or for a purchase previously approved, will be listed in the consent agenda for approval and we need to start including a statement in the minutes that states that the board reviewed and approved all disbursement checks over \$2,000 for the month. Paul Perryman made a motion to implement using this statement on disbursements in the board minutes; 2nd by Charles Wilson; motion carried 4-0.

19. 2017/2018 BUDGET, 2017 TAX RATE, & PUBLIC HEARINGS

President Melton stated that we have a proposed 2017/2018 budget of \$5,201,620. To support this budget, we are proposing to set the 2017 Tax Rate at \$0.084648 per \$100 evaluation. We need to place these proposals on our September 25, 2017 board meeting agenda for adoption. This is the same tax rate that we have had for the past six years, but with the increased property appraisals our revenue will be more. This will be considered a tax increase. Because of this, we are required to hold two public hearings before adopting the tax rate. The dates we are looking at are Tuesday, September 5, 2017 and Monday, September 11, 2017 with both hearings held at 6 p.m. (a.) Charles Wilson made a motion to place the proposed 2017/2018 Budget and the proposed Tax Rate on the September 25, 2017 agenda for possible adoption; 2nd by Paul Perryman; motion carried 4-0. (b.) Paul Perryman made a motion to hold the two public hearings on Tuesday, September 5 and Monday, September 11 at 6 p.m. at the SCESD2 office; 2nd by Charles Wilson; motion carried 4-0. We will publish the *Notice of Public Hearing on Tax Increase* in the Tyler paper and post it on our website.

20. LONG RANGE PLANNING COMMITTEE AND SUB-COMMITTEES

No report.

21. DIRECTOR OF IT REPORT

Director of IT, Larry Locke, stated that 67 support tickets have been completed since the last meeting, and SCESD2 no longer has to pay the Firehouse annual renewal cost of \$4,820 due to having the in-house reporting system. He stated the IT work at the Maintenance building and Red Springs #2 is to be completed by September 4th, project delays were made due to Suddenlink.

22. CHIEF OF OPERATIONS REPORT

Chief Rozell stated the amount brought in by the surplus items listed through the auction company is currently at \$6,168. SCESD2 has received \$38,863 from Fire Recovery for this budget year so far. He hopes Winona station #3 will be completed in the middle of September. He stated he appreciates all of the support he has been getting during this time from the loss of his dad. The apparatus turn out at his visitation and funeral were great and he wants to tell everyone thank you.

23. PRESIDING OFFICER REMARKS

President Melton stated that he did not have anything to report.

24. CLOSED SESSION

Not necessary.

25. RETURN TO OPEN SESSION

Not necessary.

26. ADJOURNMENT OF MEETING

President Melton stated the two required Public Hearings will be at Smith County ESD #2, 14128 SH 110 South, Whitehouse, Texas 75791, Tuesday, September 5, 2017 at 6:00 p.m. and Monday, September 11, 2017 at 6:00 p.m.; he stated the next board meeting will be at Smith County ESD #2, 14128 SH 110 South, Whitehouse, Texas 75791; Monday, September 25, 2017 at 7:00 p.m.; he declared the meeting adjourned at 8:50 p.m.

Respectfully submitted by: _____
Paul Perryman, Secretary/Treasurer