

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* September 25, 2017

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; four commissioners were present, Randy Melton, Charles Wilson, Leroy Biggers and Paul Perryman. He certified that a quorum was present.

### 2. PRAYER AND PLEDGE

Commissioner Leroy Biggers 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

Leroy Biggers made a motion to approve the (a.) minutes of the August 28, 2017 regular meeting, September 05, 2017 1<sup>st</sup> Public Hearing and September 11, 2017 2<sup>nd</sup> Public Hearing, as written; (b.) the August 2017 financial report; 2<sup>nd</sup> by Charles Wilson; motion carried 4-0.

### 6. PAYMENTS AND REIMBURSEMENTS

Charles Wilson made a motion to approve payment of bills: (a.) Card Service Center \$5,645.30 – District Credit Card; Fire-Teck \$4,549.29 – Arp R-1 Repairs, \$3,328.04 – Chapel Hill T-1 Repairs; Tyler Ford \$5,196.33 – Whitehouse B-1; Checks Over \$2,000.00 – Ck #15904 \$3,278.70 Eagle Fuel & Oil, 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. (b.) Contract payments made – no action necessary: Britton Construction \$3,280 – R/S #2 Overhead Door, Approved 06/29/2017 Ck #15900; ETMC EMS \$101,200.68 – District Tower Lease & Maintenance 2017/2018; Harris Craig Architects \$3,359.65 – Winona #3; Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,236.79 – District Phones/Fax; Reliant Energy \$5,249.31 – District Electric; Smith County Appraisal District \$18,882.75 – 4<sup>th</sup> Quarter Appraisal District Fees; Suddenlink \$2,372.49 – District Internet Account; TCMC Commercial \$45,615.29 – Winona #3 Retainage Payment, \$150,070.43 – Winona #3 Final Payment; TML October 2017 \$5,297.62 – Employee Medical Insurance; VFIS \$86,404.00 – Auto/Property Insurance; SCESD2 Payroll \$54,264.26 – Date 09/01/2017, Payroll \$55,125.02 – Date 09/15/2017.

### 7. TOWN HALL MEETING IN THE GARDEN VALLEY/JAMESTOWN AREA

President Melton tabled this item until the next board meeting.

### 8. FILLING VACANT POSITION FOR SCESD2 DISTRICT #5 BOARD COMMISSIONER

President Melton stated 2 board members will be meeting with the applicants and wants to table this item until the next board meeting to appoint a new board member.

### 9. COMPLETION OF WINONA VFD #3

Chief Rozell stated he did a walkthrough at Winona VFD #3 and there were a few issues, nothing out of the ordinary. The station is close to completion and will be \$23,797.13 under the original bid. No motion necessary.

**10. RELEASING BOARD DESIGNATED BUDGET RESERVES #10120 CASH – FIRE STATION RESERVES \$245,800**

President Melton stated the construction of Winona VFD #3 is nearing completion, now the Board needs to release the \$245,800 Board Designated #10120 Fire Station Reserve Fund that was set aside for this station from the 2015/2016 budget. Paul Perryman made a motion to release the \$245,800 #10120 Fire Station Reserve Fund; 2<sup>nd</sup> by Leroy Biggers; motion carried 4-0.

**11. TERMINATION OF CITY OF GLADEWATER/SCESD2 CONTRACT**

Chief Rozell stated with opening Winona VFD #3 we no longer need the contract with Gladewater Fire Dept. He would like the board to approve sending a letter to the City of Gladewater to terminate their services for SCESD2 effective October 31, 2017. Leroy Biggers made a motion to approve terminating the Gladewater Fire Dept. contract and ending the services October 31, 2017; 2<sup>nd</sup> by Charles Wilson; motion carried 4-0.

**12. HIRING EVT CERTIFIED MECHANIC**

Chief Rozell stated that we received one application for the EVT Certified Mechanic position, Michael Crowley. Mr. Crowley has been working for the City of Longview as the Fleet Mechanic for the past three years. He stated he would like to hire Mr. Crowley as the EVT Certified Mechanic to run the maintenance shop and do repairs in house and would like him to start October 16, 2017. Charles Wilson made a motion to approve Chief Rozell to hire Michael Crowley as the EVT Certified Mechanic; 2<sup>nd</sup> by Leroy Biggers; motion carried 4-0.

**13. AFG SCBA \$632,400 FEDERAL GRANT/COST SHARE \$57,490**

Chief Rozell stated Flint-Gresham VFD received a \$632,400 Federal Assistance to Firefighters Grant to purchase AFG SCBA Air Packs. The federal share will be \$574,910 with a \$57,490 cost share. He is asking the Board to set aside \$57,490 of our carry-over funds for the cost share. Charles Wilson made a motion to approve paying the cost share for the grant received by Flint-Gresham VFD to purchase AFG SCBA Air Packs with \$57,490 from carry-over funds; 2<sup>nd</sup> by Leroy Biggers; motion carried 4-0.

**14. SQUYRES, JOHNSON, SQUYRES AUDIT ENGAGEMENT LETTER FOR Y/E 09/30/2017**

President Melton stated that Squyres, Johnson, Squyres has done the external audit for SCESD2 for the last few years and the board needs to approve the engagement letter to start the audit for the 2016-2017 fiscal year at a cost of \$21,000 plus travel and out-of-pocket costs. Chief Rozell stated that Squyres, Johnson, Squyres has been a very good firm to work with. Paul Perryman made a motion to approve the engagement letter with Squyres, Johnson, Squyres for the 2016/2017 fiscal year audit at a cost of \$21,000 plus expenses; 2<sup>nd</sup> by Leroy Biggers; motion carried 4-0.

**15. MAINTENANCE SHOP/RED SPRINGS VFD #2 RENOVATION & START-UP**

Chief Rozell stated that time ran out on getting projects from this budget year started or completed. He is asking the Board to set aside \$100,000 in a Budget Reserve Fund-Maintenance Shop/Red Springs VFD #2 from carry-over funds for the renovation and start-up cost of the Maintenance Shop and Red Springs VFD #2. Charles Wilson made a motion to set up a \$100,000 Budget Reserve Fund-Maintenance Shop/Red Springs VFD #2 from carry-over funds; 2<sup>nd</sup> by Paul Perryman; motion carried 4-0.

**16. MAINTENANCE SHOP TRUCK**

Chief Rozell stated that the district needs a shop truck for the mechanic to use; he will be required to travel to different stations and to be on call for breakdowns. He stated multiple quotes were received but are not exactly the same truck; Tyler Ford – 2017 Ford F-250 Regular Cab XL for \$31,183.94, HGAC – 2017 Ford F-250 Pickup for \$32,902.75, HGAC – 2017 Ford F-350 Regular Cab for \$33,202.75, HGAC – 2018 Chevrolet Silverado 2500HD for \$32,400.00, and HGAC – 2018 Chevrolet Silverado 3500HD for \$33,701.00. He is asking the Board to set aside \$35,000 in a Budget Reserve Fund - Apparatus from carry-over funds to cover the cost of the truck, radios, and graphics.

Charles Wilson made a motion to approve purchasing the 2017 Ford F-250 Regular Cab XL from Tyler Ford for \$31,183.94 and set up a \$35,000 Budget Reserve Fund - Apparatus from carry-over funds; 2<sup>nd</sup> by Leroy Biggers; motion carried 3-1 (Paul Perryman against).

**17. BUDGET RESERVE FOR WINONA VFD GRANT COST SHARE FUNDS**

Chief Rozell is asking the board to add onto the \$35,000 Budget Reserve Fund - Apparatus and increase it to \$95,000 to cover the cost share of \$60,000 for the Fire Truck Grant received by Winona VFD. Leroy Biggers made a motion to approve raising the Budget Reserve Fund - Apparatus to \$95,000 from the carry-over funds to include this cost share of \$60,000; 2<sup>nd</sup> by Charles Wilson; motion carried 4-0.

**18. ADOPTING THE PROPOSED 2017/2018 \$5,201,620 BUDGET**

President Melton stated that the district held the required public hearings, September 5, 2017 and September 11, 2017, where the board members discussed the 2017/2018 \$5,201,620 budget, it is now time to adopt the budget. Paul Perryman made a motion to adopt the proposed 2017/2018 \$5,201,620 budget; 2<sup>nd</sup> by Leroy Biggers; motion carried 4-0.

**19. ADOPTING THE PROPOSED 2017 TAX RATE OF 0.084648 PER \$100 EVALUATION**

President Melton stated that the district held the required two public hearings, September 5, 2017 and September 11, 2017, where the board members discussed the 2017 tax rate of 0.084648 per \$100 evaluation, he stated in the meetings that for the past six years SCESD2 has maintained this tax rate. Charles Wilson made a motion to adopt the proposed 2017 tax rate of 0.084648 per \$100 evaluation; 2<sup>nd</sup> by Paul Perryman; motion carried 4-0.

**20. LONG RANGE PLANNING COMMITTEE AND SUB-COMMITTEES**

No report.

**21. DIRECTOR OF IT REPORT**

Director of IT, Larry Locke, stated that 65 support tickets have been completed since the last meeting, the IT work at the Maintenance building and Red Springs VFD #2 is complete, and Winona VFD#3 IT work is near completion.

**22. CHIEF OF OPERATIONS REPORT**

Chief Rozell stated the amount brought in by the sale of surplus items listed through the auction company is currently \$6,818.80. SCESD2 has received over \$43,000 from Fire Recovery for this budget year.

**23. PRESIDING OFFICER REMARKS**

Commissioner Paul Perryman spoke about the Rose City Triathlon and wanted to thank all the volunteer firefighters that helped. President Melton stated he, Paul Perryman and Chief Rozell met with members of Grassroots America We the People at the maintenance facility and talked about many items, one in particular was the need of volunteers and how to get more people to volunteer at the fire departments. He stated if anyone has any ideas on how to get more people involved, bring them to Chief Rozell. President Melton stated the next board meeting will be at Dixie VFD #1, 584 CR 1143, Tyler TX 75704, on October 23, 2017 at 7:00 p.m.. We will not have a November board meeting, and the December board meeting will be December 11, 2017 at Winona VFD #3, 22033 Hwy 271, Gladewater TX 75647 at 7:00 p.m..

**24. CLOSED SESSION**

Not necessary.

**25. RETURN TO OPEN SESSION**

Not necessary.

**26. ADJOURNMENT OF MEETING**

President Melton stated the next board meeting will be at Dixie VFD Station #1, 584 CR 1143, Tyler, Texas 75704; Monday, October 23, 2017 at 7:00 p.m.; he declared the meeting adjourned at 7:45 p.m.

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