

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* October 23, 2017

584 CR 1143 \* Tyler, Texas 75704

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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

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.

### 5. CONSENT AGENDA

Leroy Biggers made a motion to approve the (a.) minutes of the September 25, 2017 regular meeting as written; (b.) the September 2017 financial report; 2<sup>nd</sup> by Charles Wilson; motion carried 4-0.

### 6. PAYMENTS AND REIMBURSEMENTS

Paul Perryman made a motion to approve payment of bills: (a.) Card Service Center \$8,336.47 – District Credit Card; Fire-Teck \$6,993.61 – Chapel Hill T-2 Repairs, \$2,024.83 – Jackson Heights E-2 Repairs; NAFECO \$2,983.19 – District Fire Gloves; Wildfire Truck & Equipment \$3,630.00 – Noonday B-1; Checks Over \$2,000.00 – Ck #15981 \$5,475.65 Eagle Fuel & Oil, Ck #16008 \$2,144.20 Eagle Fuel & Oil, Ck #16032 \$39,670.00 Texas Mutual W/C Insurance Renewal, Ck #16062 \$5,049.97 Eagle Fuel & Oil, Ck #16073 \$2,552.50 Scott Jones, 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: Emergency Services Consulting International \$3,440.00 – Project Complete; Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,257.27 – District Phones/Fax; Reliant Energy \$5,456.92 – District Electric; Smith County Sheriff's Office \$82,136.70 – 2017/2018 Dispatching Services; Suddenlink \$2,754.41 – District Internet Account; TML November 2017 \$5,525.38 – Employee Medical Insurance; VFIS \$30,534.00 – County Wide Accident/Sickness Policy; 1<sup>st</sup> Fiscal Qtr Contract Payment– Mineola Fire Department \$3,750.00, Van Fire Department \$3,750.00; SCESD2 Payroll \$56,003.26 – Date 09/29/2017, Payroll \$54,491.38 – Date 10/13/2017.

### 7. APPOINTING VACANT POSITION FOR SCESD2 DISTRICT #5 BOARD COMMISSIONER

President Melton stated the position for SCESD2 District #5 Board Commissioner was discussed in closed session; Paul Perryman made a motion to appoint Craig Licciardi to fill the vacant position of SCESD2 District #5 Board Commissioner; there was no second. Charles Wilson made a motion to appoint Earl Drott to fill the vacant position of SCESD2 District #5 Board Commissioner; 2<sup>nd</sup> by Leroy Biggers; motion carried 3-1 (Paul Perryman against).

### 8. ADMINISTERING OATH OF OFFICE TO APPOINTED SCESD2 DISTRICT #5 BOARD COMMISSIONER

President Melton introduced Judge Mitch Shamburger to administer the Oath of Office to the newly appointed SCESD2 District #5 Board Commissioner Mr. Earl Drott. No motion necessary.

## **9. RETAINING LAWYER**

President Melton stated that the lawyer SCESD2 has used for the last few years has moved out of the area and SCESD2 needs to retain a new lawyer. He stated he and Chief Rozell went and visited with Mike Coker, a lawyer that has experience with first responder agencies, he currently represents ETMC EMS. President Melton recommended retaining Mike Coker as the new lawyer. Earl Drott made a motion to approve retaining Mike Coker as the new lawyer; 2<sup>nd</sup> by Charles Wilson; motion carried 5-0.

## **10. COMMUNITY SERVICE RESTITUTION FOR RED SPRINGS VFD #1**

Commissioner Charles Wilson stated he has used probationers for community service for many years. He mentioned when he was the Fire Chief at Red Springs VFD he used them for multiple jobs. He stated the agenda says Red Springs Station #1 will be receiving the community services workers, it will actually be the SCESD2 Maintenance Facility. It states in the contract for Red Springs VFD #1, this will be changed to the correct station. Mr. Wilson stated he will be supervising the community services workers while they are at the facility. Charles Wilson made a motion to approve the contract to use community services workers at the SCESD2 Maintenance Facility; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

## **11. PURCHASING 1 SET OF STERTIL-KONI HEAVY DUTY MOBILE COLUMN LIFTS**

Chief Rozell stated the Maintenance Shop is in need of mobile column lifts, to lift up the trucks to underneath them. He stated he received 2 quotes for 1 set of Stertil-Koni Heavy Duty Mobile Column Lifts; HGAC \$45,266.00, and Reeder Distributors \$46,645.00. He mentioned the maintenance mechanic has worked with this brand before and knows how to use them. Charles Wilson made a motion to approve purchasing 1 set of Stertil-Koni Heavy Duty Mobile Column Lifts from HGAC for \$45,266.00; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

## **12. PURCHASING TOOLS AND EQUIPMENT FOR THE MAINTENANCE FACILITY**

President Melton stated the maintenance shop needs tools and equipment to start working on the trucks. Chief Rozell received prices from Big M Supply and to get the shop started with tools and equipment it will be \$15,539.29. Leroy Biggers made a motion to approve purchasing tools and equipment from Big M Supply for \$15,539.29; 2<sup>nd</sup> by Charles Wilson; motion carried 5-0.

## **13. RENEWING BARRACUDA BACKUP**

Director of IT, Larry Locke stated the off-site Barracuda backup that data is being stored in, is up for the yearly renewal for \$3,058.20 from ComWare. Paul Perryman made a motion to approve renewing the Barracuda backup for \$3,058.20 from ComWare for 1 year; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

## **14. PURCHASING A BARRACUDA NEXT GEN FIREWALL F180**

Director of IT, Larry Locke stated the firewall for the Admin office is becoming too small. When the firewall was first purchased there were only 3 people in the office, now there are 6 and a lot more data is being used. He recommends moving the Admin firewall to the Tower trailer and purchasing a Barracuda Next Gen Firewall F180, which is a bigger firewall, for Admin from ComWare for \$2,865.44. Earl Drott made a motion to approve purchasing a Barracuda Next Gen Firewall F180 from ComWare for \$2,865.44; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

## **15. RED SPRINGS VFD #1 A/C REPAIR**

Chief Rozell stated an emergency A/C replacement was needed at Red Springs Station 1, the A/C has been leaking, because of that it would not shut off and made the electric bill go up. Doran Mechanical replaced the A/C but we need the board to approve paying the \$2,400 bill. Charles Wilson made a motion to approve paying \$2,400.00 for a new A/C at Red Springs #1 to Doran Mechanical; 2<sup>nd</sup> by Paul Perryman; motion carried 5-0.

## **16. ADOPTING THE 2018 HOLIDAY SCHEDULE**

President Melton stated that SCESD2's holiday schedule is based off the Smith County holidays. Paul Perryman made a motion to approve adopting the 2018 holiday schedule; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0. (Copy will be included in the minutes)

## **17. ITEM #13 FROM 9-25-2017 AFG SCBA FEDERAL GRANT COST SHARE**

During the September 25, 2017 board meeting Charles Wilson made a motion to approve Item #13 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. We want to let the approval for paying the cost share to stand, but need to reconsider and amend to pay this cost share from the 2017/2018 budget line item #60940 New Equipment Large and not use carry-over funds for this expense. Charles Wilson made a motion to reconsider and amend the previous action by approving the \$57,490 cost share payment to be paid from the 2017/2018 SCESD2 #60940 budget; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

## **18. ITEM #15 FROM 9-25-2017 MAINTENANCE SHOP/RED SPRINGS VFD #2 RENOVATION AND START UP**

During the September 25, 2017 board meeting Charles Wilson made a motion for Item #15 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. We want the approval of \$100,000 for the renovation and start-up for the Maintenance Shop & Red Springs VFD #2 to stand, but need to reconsider and amend this item for the funds to come from the current 2017/2018 budget line item #53000 Capital Purchases and not use carry-over funds and not set up a budget reserve fund. Paul Perryman made a motion to reconsider and amend the previous action by approving the \$100,000 to be paid from the 2017/2018 SCESD2 #53000 budget; 2<sup>nd</sup> by Charles Wilson; motion carried 5-0.

## **19. ITEM #16 FROM 9-25-2017 MAINTENANCE SHOP TRUCK**

During the September 25, 2017 board meeting Charles Wilson made a motion to approve Item #16 purchasing the 2017 Ford F-250 Regular Cab XL from Tyler Ford for \$31,183.94 and to set up a \$35,000 Budget Reserve Fund-Apparatus from carry-over funds to cover the cost of the vehicle, radios, and graphics; 2<sup>nd</sup> by Leroy Biggers; motion carried 3-1 (Paul Perryman against). We want the approval to purchase this vehicle for the shop truck to stand, but need to reconsider and amend this motion for the \$35,000 in funds to come from the current 2017/2018 budget line item #53000 Capital Purchases and not use carry-over funds and not set up a Budget Reserve Fund- Apparatus. Charles Wilson made a motion to reconsider and amend the previous action by approving for the \$35,000 to be paid from the 2017/2018 #53000 budget; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

## **20. ITEM #17 FROM 9-25-2017 WINONA VFD GRANT COST SHARE**

During the September 25, 2017 board meeting Leroy Biggers made a motion to approve Item #17 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. We still want to cover the cost share for the Winona VFD Tanker Grant; but need to reconsider and amend this \$60,000 Cost share to be paid from the current 2017/2018 budget line item #53000 Capital Purchases and not use carry-over funds to cover this expense and not set up a Budget Reserve Fund-Apparatus. Leroy Biggers made a motion to reconsider and amend the previous action by approving the \$60,000 cost-share to be paid from the 2017/2018 #53000 budget; 2<sup>nd</sup> by Charles Wilson; motion carried 5-0.

## **21. LOANING WINONA VFD \$262,000 FOR NEW TANKER**

President Melton stated the proposal for Winona VFD's new tanker from Siddons-Martin is ready. If they pay \$262,000, in full when it is ordered, they will receive a prepayment discount of \$7,723, which is a substantial savings. Chief Rozell stated Winona VFD does not have the funds to be able to pay for it up front and is recommending that SCESD2 loan Winona VFD the full amount from budget line item #53000 Capital Purchases and Winona will repay SCESD2 the amount of the grant when the money is received. SCESD2 will still be paying the cost-share of up to \$60,000 that was

approved during the August 28, 2017 board meeting. Paul Perryman made a motion to approve loaning Winona VFD \$262,000 for their tanker from budget line item #53000 Capital Purchases; 2<sup>nd</sup> by Leroy Biggers; motion carried 5-0.

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

No report.

**23. DIRECTOR OF IT REPORT**

Director of IT, Larry Locke, stated that 31 support tickets have been completed since the last meeting, the IT work at Winona Station #3 is complete, an intercom has been added at the Maintenance Shop gate, and the electrical problem at Flint Gresham Station #1 is resolved.

**24. CHIEF OF OPERATIONS REPORT**

Chief Rozell stated the mechanic has been working at the maintenance shop for a week now and has already worked on 9 trucks. He stated the mechanic is going to save SCESD2 a lot of money by doing the majority of everything in house. Chief Rozell asked the board members to look around Dixie VFD #1 and see all the hard work the SCESD2 employees and Dixie volunteers put into the building. They saved SCESD2 a tremendous amount of money by doing a lot of the remodel themselves. He stated he wants to thank everyone who was involved in the renovation.

**25. PRESIDING OFFICER REMARKS**

President Melton stated there will not be a November board meeting and the next board meeting will be at Winona VFD #3, 22033 Hwy 271, Gladewater TX 75647, on December 11, 2017 at 7:00 P.M..

**26. CLOSED SESSION**

The board went into closed session at 7:10 p.m. to discuss Item #7.

**27. RETURN TO OPEN SESSION**

The board returned to open session at 7:22 p.m.

**28. ADJOURNMENT OF MEETING**

President Melton stated the next board meeting will be at Winona VFD Station #3, 22033 Hwy 271, Gladewater, Texas 75647; Monday, December 11, 2017 at 7:00 p.m.; he declared the meeting adjourned at 8:15 p.m.

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