

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. * Monday * August 22, 2016

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; all five commissioners were present, Randy Melton, Charles Wilson, Leroy Biggers, Paul Perryman, and Matt Thiessen. It was certified that a quorum was present.

2. PRAYER AND PLEDGE

Noonday VFD 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

Tax payer and member of the GAWTP Art Cameron made a public comment stating that he appreciates seeing the extra details added to the agenda; having the items to be purchased and prices; this information lets people know what is going on.

5. CONSENT AGENDA

Leroy Biggers made a motion to approve the (a.) minutes of the July 25, 2016 regular meeting as written; (b.) the July 2016 financial report; 2nd by Charles Wilson; motion carried 5-0.

6. PAYMENTS AND REIMBURSEMENTS

Charles Wilson made a motion to approve payment of bills: (a.) VFD Reimbursements – 11 July Packets for total of \$75,199.27; (b.) Current bills/quotes over \$2,000: Crosspoint Communications \$3,651.60 – Bulk Purchase of Motorola Radio Batteries; Rowe CAFS LLC \$4,320.00 – Bulk Purchase of Class A Foam; Fire-Teck \$2,254.93 – Dixie B-2 Repairs, \$2,341.65 – Jackson Heights B-2 Repairs; Perkins Enterprises \$3,249.41 - District Air Analysis & Repairs; MES \$3,434.00 – District Job Shirts, \$17,592.80 – District Class B Uniforms; 1st Class Design \$2,620 – District Work T-Shirts; 2nd by Leroy Biggers; motion carried 5-0. (c.) Contract payments made – no action necessary: Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,199.97 - District Phones & Fax Service.

7. SCESD2 BID EVALUATION PROCEDURE

Chief Rozell stated that SCESD2 needs a procedure for formal bids, mainly for ones over \$50,000; he drew up a template that allows a committee to look at bids and rank them by the scoring system on the template and then do a worksheet to present to the Board so they have something to guide them in making the proper decision. The Committee will include the Long Range Planning Building Committee and at least one, but no more than two SCESD2 board members. Paul Perryman made a motion to adopt the Bid Evaluation Procedure; 2nd by Matt Thiessen; motion carried 5-0. A copy of this Bid Evaluation Procedure will be a part of these minutes.

8. SCESD2 GRIEVANCE POLICY

President Melton stated that since SCESD2 has more employees a grievance policy/committee needs to be in place. Chief Rozell stated that the Grievance Committee will be made up of a volunteer firefighter with a minimum of five years of service with any one of the eleven VFDs that make up SCESD2; a volunteer Fire Chief with a minimum of five years of service with at least two years as a

fire chief with any one of the eleven VFDs that make up SCESD2; an employee of the Smith County Fire Marshal's Office and any two board members, excluding the board president; the steps for the grievance procedure is lined out in this policy. The Grievance Policy will be added to the Employee Handbook. Matt Thiessen made a motion to adopt the Grievance Policy as written; 2nd by Charles Wilson; motion carried 5-0. A copy of the Grievance Policy will be a part of these minutes.

9. APPROVAL OF GENERAL WARRANTY DEED FOR WINONA VFD

Chief Rozell stated he took the paperwork to an attorney for the property transfer from Winona VFD to Smith County ESD #2. The attorney drew up the Warranty Deed; Winona VFD Board President Bruce Burnham signed the deed and it was notarized. Chief Rozell stated he will carry the deed back to the attorney to be filed with the County. Charles Wilson made a motion to approve the acceptance of the Warranty Deed to transfer the Winona VFD Property to SCESD2; 2nd by Leroy Biggers; motion carried 5-0.

10. CONSULTING SERVICE FOR SCESD2/CHEROKEE COUNTY FIRE PROTECTION

President Melton stated that SCESD2 needs help from a consulting service to evaluate our fire district and the emergency services that are provided inside Cherokee County. Chief Rozell stated that Emergency Services Consulting International gave him a scope of work pertaining to the different things they can evaluate; he stated that there needs to be a committee put together to go through the scope of work line by line and then pick what SCESD2 needs to contract for the firm to do. The committee would choose what SCESD2 needs; turn it in to consulting service for them to come back with a bid of what it would cost. Chief Rozell stated that he has \$30,000 for this in the 2016/2017 budget. Commissioners Paul Perryman and Leroy Biggers volunteered to be part of the committee and Chief Rozell will talk to the VFD Fire Chiefs to see who would like to volunteer to be a part of this committee. Charles Wilson made a motion to approve the two commissioners to be part of the committee; 2nd by Matt Thiessen; motion carried 5-0.

11. BULK PURCHASE OF FIRE HOSE

Chief Rozell stated that we have not purchased fire hose in two years and we save money buying them in bulk; four quotes were received: MES \$6,979.70, Ferrara \$7,219.14, Metro Fire \$7,388.00, and Casco \$8,280.00. He is asking to purchase the fire hose using the lowest bid received. Matt Thiessen made a motion to approve the bulk purchase of fire hose from MES for \$6,979.70; 2nd by Paul Perryman; motion carried 5-0.

12. PURCHASE 3 THERMAL IMAGING CAMERAS

Chief Rozell stated that Arp VFD, Dixie VFD and Troup VFD are in need of new thermal imaging cameras, the ones they have are 10 years old or older. Bids were received from Chief \$11,249.56; Whelen \$13,815; he is asking to purchase using the lowest bid received from Chief. Leroy Biggers made a motion to purchase three thermal imaging cameras from Chief for \$11,249.56; 2nd by Charles Wilson; motion carried 5-0.

13. PURCHASE LAWN MOWER FOR FLINT-GRESHAM VFD

Chief Rozell stated that Flint-Gresham VFD is in need of a lawnmower, they have been borrowing one for the past five years. He said that they need a larger lawnmower due to mowing the community center behind the station and the large empty lot beside it. SCESD2 got a bid for an Exmark Pioneer E Series 48-inch mower from Roquemore's Hardware for \$4,423.99. Matt Thiessen made a motion to purchase the Exmark Pioneer E Series 48-inch mower from Roquemore's Hardware for \$4,423.99; 2nd by Leroy Biggers; motion carried 5-0.

14. REPAIRING RED SPRINGS VFD PLOW TRUCK

Chief Rozell stated that the 1989 International Plow Truck at Red Springs VFD had catastrophic engine failure on the way back from a fire; the cost of the repair would be approximately \$12,400 and the truck is not worth spending that amount of money on fixing it. He stated he found a 1998 International 4900 Plow Truck to replace it for a total cost of \$16,500, which includes the less trade-in of \$1,000 and the cost to shorten the truck and change the bed is \$4,000. Chief Rozell stated that the 1997 is nine years newer; it will last another ten years. Charles Wilson made a motion to purchase the 1997 International for \$16,500 from Hallman Trucks & Trailers; 2nd by Matt Thiessen; motion carried 5-0.

15. PURCHASE BACK UP GENERATOR FOR CHAPEL HILL VFD

President Melton stated the new building for Chapel Hill, that was donated by the city, is in need of a backup generator. Chief Rozell came up with a price of \$6,000 but found other issues. He mentioned generally there is supposed to be generator circuits and main circuits, he called an electrician and by the time the electrician was done with the generator circuits there was hardly anywhere for the main circuits. Chief Rozell stated the \$6,000 price was for a 22KW but that would not run everything due to the building having 3 A/C units; they would need to have a Water Cool 35KW with 400 Amps and a dual circuit instead which would cost \$17,875. He stated the price might be high but the building is also a community center and if a disaster was to happen the entire building would need to be powered. Chief Rozell stated that the above is the reason why the amount in the agenda was \$6,000 and then the actual price comes out to be \$17,875. Matt Thiessen made a motion to purchase a back-up generator for \$17,875 for Chapel Hill VFD; 2nd by Leroy Biggers; motion carried 5-0.

16. PURCHASE IT BACK UP SERVER

Director of IT, Larry Locke, stated that SCESD2 experienced a data corruption event that occurred when a backup of data was going on during a system update. Currently all backups of data go to the server room at Whitehouse VFD, if any type of disaster was to happen at Whitehouse VFD, SCESD2 could possibly lose all data. Larry stated that if SCESD2 purchased a backup server for the server room in Whitehouse he would be able to take all backups and transfer them at an off-site location with the initial up front cost of \$8,691.73 from Comware and an annual fee of \$4,000. This would keep backups on-site and also backup everything to the cloud; SCESD2 would have access to five years of data at a time. Matt Thiessen made a motion to purchase a Backup server from Comware for \$8691.73; 2nd by Paul Perryman; motion carried 5-0.

17. PERSONNEL BUDGET TRANSFER

Paul Perryman made a motion to transfer the remaining balance of \$342,892.21 61200 VFD Personnel Budget to SCESD2 50051 Admin Salary & Wages \$317,000 and SCESD2 50052 Payroll Taxes \$25,892.21; 2nd by Charles Wilson; motion carried 5-0.

18. ADOPTING 2016/2017 BUDGET

President Melton stated the proposed budget for the 2016/2017 fiscal year is \$4,969,212; it is based on maintaining the same tax rate of 0.084648 per \$100 evaluation as in previous years; the board has discussed this budget and is now ready to entertain a motion to adopt the proposed 2016/2017 budget. Matt Thiessen made a motion to adopt the 2016/2017 Budget of \$4,969,212 as written in Resolution #2016-002; 2nd by Paul Perryman; motion carried 5-0.

19. PROPOSED 2016 TAX RATE

President Melton stated that to support the 2016/2017 budget SCESD2 plans on setting the 2016 tax rate at 0.084648 per \$100 evaluation; this is the same tax rate that was adopted for 2015. He stated

that he would entertain a motion to place the adoption of the 2016 tax rate on the agenda for the Board Meeting on September 26, 2016. In setting the tax rate at 0.084648 there will be a 1.29 percent increase in tax revenue funds; due to the increase SCESD2 is required to hold two public hearings on the tax increase. These two public hearings will be held on Monday, September 12, 2016 at 6:00 p.m. and Monday, September 19, 2016 at 6:00 p.m. at Smith County ESD #2, 14128 SH 110 South, Whitehouse, TX 75791. Matt Thiessen made a motion to place the adoption of the 2016 tax rate on the agenda of the September 26, 2016 Board Meeting; 2nd by Leroy Biggers; motion carried 5-0.

20. LONG RANGE PLANNING COMMITTEE AND SUB-COMMITTEES

There was no report from the committees.

21. DIRECTOR OF IT REPORT

Director of IT, Larry Locke, stated that 68 Support Tickets have been completed since last board meeting and all the stations are now on Firehouse on the new server.

22. CHIEF OF OPERATIONS REPORT

Chief Rozell stated that he already talked about everything that was in his report.

23. PRESIDING OFFICER REMARKS

President Melton stated that he did not have anything else to address in the meeting.

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, Monday, September 12, 2016 at 6:00 p.m. and Monday, September 19, 2016 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 26, 2016 at 7:00 p.m.; he declared the meeting adjourned at 8:05 p.m.

Respectfully submitted by: _____
Paul Perryman, Secretary/Treasurer