

## SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. \* Monday \* December 11, 2017  
22033 Hwy 271 \* Gladewater, Texas 75647

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### 1. CALL TO ORDER

President Randy Melton called the Smith County ESD #2 board meeting to order at 7:20 p.m. Roll was called; three commissioners were present, Randy Melton, Charles Wilson, and Earl Drott; with Leroy Biggers and Paul Perryman 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 flag.

### 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

Earl Drott made a motion to approve the (a.) minutes of the October 23, 2017 regular meeting as written; (b.) the October 2017 financial report; 2<sup>nd</sup> by Charles Wilson; motion carried 3-0.

### 6. PAYMENTS AND REIMBURSEMENTS

Charles Wilson made a motion to approve payment of bills: (a.) Big M Auto Supply \$3,200.00 – Maintenance Shop Cooler; Card Service Center \$11,578.84 – District Credit Card; Mobile Communications \$2,150.00 – Paging System Updates; O'Rourke Petroleum \$2,636.30 – Maint Shop Oil & Grease; Perkins Enterprises \$3,207.36 – District Air Analysis; Southern Tire Mart \$3,449.50 – Arp T-1, \$3,606.50 – Arp E-1, \$2,094.00 – SCESD2 Stock; Checks Over \$2,000.00 – Ck #16075 \$4,362.59 Communication Services of North Texas, Ck #16089 \$2,605.79 Elliott Electric Supply, Ck #16091 \$2,492.03 Fire-Teck, Ck #16104 \$3,375.92 Pro One Automotive, Ck #16108 \$6,644.87 Eagle Fuel & Oil, Ck #16142 \$3,031.69 Eagle Fuel & Oil, Ck #16154 \$3,076.24 Mobile Communications, Ck #16164 \$2,789.69 Sierra Packaging, Ck #16168 \$2,760.72 Southern Tire Mart, Ck #16177 \$4,779.82 Wildfire Truck & Equipment, Ck #16183 \$3,650.00 Advanced Rescue Systems, Ck #16192 \$12,621.93 Big M Auto Supply, Ck #16200 \$3,728.40 Eagle Fuel & Oil, Ck #16272 \$9,579.50 Southern Tire Mart, and all disbursement checks over \$2,000 in this month's check register included in the financials; 2<sup>nd</sup> by Earl Drott; motion carried 3-0. (b.) Contract payments made – no action necessary: Big M Auto Supply \$8,865.26 – Maintenance Shop Tools; Mobile Communications November 2017 \$2,738.25, December 2017 \$2,738.25 – District Paging Services; Nextiva November 2017 \$2,257.27, December 2017 \$2,257.27 – District Phones/Fax (Nov.2017); Pat Evans Air System \$6,120.00 – Maintenance Shop A/C; Reliant Energy \$5,188.64 – District Electric; Smith County Tax Assessor-Collector \$77,952.00 – Tax Collection Fee; Suddenlink \$6,796.02 – District Internet Account; TCMC Commercial \$45,615.29 – Winona #3 Retainage Fee Final Payment; TML December 2017 \$6,524.42 – Employee Medical Insurance; 1<sup>st</sup> ½ (November 1, 2017) and 2<sup>nd</sup> ½ (February 1, 2018) of 2017/2018 Contract Amounts to the VFDs for Bookkeeping, Chief's Stipends, and Pay Per Calls: Arp 1<sup>st</sup> ½ \$7,036.50, Arp 2<sup>nd</sup> ½ \$7,036.50, Bullard 1<sup>st</sup> ½ \$9,153.50, Bullard 2<sup>nd</sup> ½ \$9,153.50, Chapel Hill 1<sup>st</sup> ½ \$11,328.50, Chapel Hill 2<sup>nd</sup> ½ \$11,328.50, Dixie 1<sup>st</sup> ½ \$10,806.50, Dixie 2<sup>nd</sup> ½ \$10,806.50, Flint-Gresham 1<sup>st</sup> ½ \$9,632.00, Flint-Gresham 2<sup>nd</sup> ½ \$9,632.00, Jackson Heights 1<sup>st</sup> ½ \$6,717.50, Jackson Heights 2<sup>nd</sup> ½ \$6,717.50, Noonday 1<sup>st</sup> ½ \$10,429.50, Noonday 2<sup>nd</sup> ½ \$10,429.50, Red Springs 1<sup>st</sup> ½ \$9,168.00, Red Springs 2<sup>nd</sup> ½ \$9,168.00, Troup 1<sup>st</sup> ½ \$6,500.00, Troup 2<sup>nd</sup> ½ \$6,500.00, Whitehouse 1<sup>st</sup> ½ \$8,602.50, Whitehouse 2<sup>nd</sup> ½ \$8,602.50, Winona 1<sup>st</sup> ½ \$10,357.00, and Winona 2<sup>nd</sup> ½ \$10,357.00, SCESD2 Payroll \$60,067.23 – Date 10/27/2017, Payroll \$59,500.64 – Date 11/9/2017, Payroll \$65,956.34 – Date 11/24/2017, Payroll \$63,303.61 – Date 12/08/2017.

**7. BUDGET AMENDMENT TO INCREASE THE BUDGET BY \$15,000 WITH CARRY-OVER FUNDS FROM THE 2016/2017 FUNDS**

Chief Rozell stated in the 2016/2017 budget year the 911 Communication District gave SCESD2 \$15,000 to go towards the Antenna Trailer Project. He stated the money was not spent on the project during the 2016/2017 budget year; and is asking the board to and increase the 2017/2018 budget by \$15,000 with carry-over funds to be used on the Antenna Trailer Project. Earl Drott made a motion to approve increasing the 2017/2018 budget by \$15,000 with carry-over funds to be used on the Antenna Trailer Project; 2<sup>nd</sup> by Charles Wilson; motion carried 3-0.

**8. ADDING A LEAN TO ENCLOSURE ON TO THE EXISTING MAINTENANCE BUILDING**

Chief Rozell stated a lean to enclosure is needed at the Maintenance Building to house the Command Platform and Antenna Trailer. He stated a very low bid was received from Brewer Construction for \$10,000. Charles Wilson made a motion to approve adding a lean to enclosure on to the Maintenance Building from Brewer Construction for \$10,000: from 53000 Capital Purchases; 2<sup>nd</sup> by Earl Drott; motion carried 3-0.

**9. PURCHASING A DIAGNOSTIC PROGRAM AND COMPUTER FOR THE MAINTENANCE SHOP**

Chief Rozell stated a diagnostic program is needed to help the maintenance mechanic diagnose problems with the trucks; to know exactly what is wrong. He stated the computer will be on a cart with two monitors and a scanner to scan the barcode on the truck to get all of the general information needed. Chief Rozell stated it will not all be purchased from Big M Supply, the diagnostic program is \$3,199.00 from Big M Supply and the whole computer set-up will be \$3,741.90 from CDW-G. Earl Drott made a motion to approve purchasing the diagnostic program from Big M Auto for \$3,199.00 and purchasing the computer from CDW-G for \$3,741.90: from 60940 New Equipment Large; 2<sup>nd</sup> by Charles Wilson; motion carried 3-0.

**10. PURCHASING CAMERAS AND A RECORDER FOR VIDEO SURVEILLANCE AND SECONDARY ACCESS CONTROL SYSTEMS**

Chief Rozell stated currently all of the stations have an access control system to allow people to swipe their ID card to unlock and enter the building. If the card reader fails and you don't have the physical key to get into the building, you would be locked out. He stated he would like to have a secondary access control system on a different door at every station, if the primary one fails, there will be a back-up access to get in. Director of IT, Larry Locke, stated every station is needing an NVR (Network Video Recorder) and video surveillance cameras on the outside of the buildings and on the fuel pumps. Charles Wilson made a motion to approve purchasing cameras and a recorder for video surveillance and secondary access control systems from Communication Services of North Texas for \$28,350.02: from 54100 IT Equipment and Supplies; 2<sup>nd</sup> by Earl Drott; motion carried 3-0.

**11. PURCHASING A WEB APPLICATION FIREWALL FOR THE SERVER**

Director of IT, Larry Locke, stated all stations have a firewall, that enables SCESD2 to link all of the stations under one big system. This specific firewall will be a special layer of security for the SCESD2 volunteer and employee website. The sole purpose of this firewall is to protect the server room from being hacked, so all the information on the SCESD2 system will be safe. Charles Wilson made a motion to approve purchasing a web application firewall for the server room from ComWare for \$10,500: from 54100 IT Equipment and Supplies; 2<sup>nd</sup> by Earl Drott; motion carried 3-0.

**12. PURCHASING 2 THERMAL IMAGING CAMERA KITS**

Chief Rozell stated every station has a thermal imaging camera and one of these cameras he is wanting to purchase will be replacing the thermal imaging camera at Dixie VFD and the other will possibly go to Arp VFD. 3 quotes were received: Chiefs Supply \$7,501.87, Gamut \$8,569.70, and Grainger \$8,310.00. Earl Drott made a motion to approve purchasing 2 Thermal Imaging Camera Kits from Chief's Supply for \$7,501.87; 2<sup>nd</sup> by Charles Wilson; motion carried 3-0.

**13. DISCUSSING COMMUNITY SERVICE WORKERS**

Chief Rozell stated when community service workers come to a fire department, there needs to be a representative from that VFD to supervise. SCESD2 employees are not responsible for supervising and signing off on the worker's timesheet, the contract was made through the VFD so it will need to be the VFD that supervises. No motion necessary.

**14. \$20,000 FFP SLIP ON 5 TON UNIT GRANT RECEIVED BY JACKSON HEIGHTS VFD**

Chief Rozell stated Jackson Heights VFD received a grant for a FFP Slip On 5-Ton Unit from Texas Forest Service for \$20,000. He stated the Slip On Unit Jackson Heights is looking at is \$29,000 and they are asking SCESD2 to pay the \$9,000 difference. Earl Drott made a motion to approve paying the \$9,000 difference for the FFP Slip On 5-Ton Unit: from 53000 Capital Purchases; 2<sup>nd</sup> by Charles Wilson; motion carried 3-0.

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

Chief Rozell stated January 9<sup>th</sup> he will be meeting with 11 Fire Chiefs to map out a long range plan, concerning equipment, apparatus, facilities and manning for the next 2-3 years. He stated he should have a long range plan to present to the board in the next few months.

**16. DIRECTOR OF IT REPORT**

Director of IT, Larry Locke, stated there was a planned system down-time to do updates and improvements to the Server Room. Everything went smoothly.

**17. CHIEF OF OPERATIONS REPORT**

Chief Rozell stated Winona Station #3 passed the inspection and is now a manned station. The Fire Recovery Billing total for this budget year, since October 2017, is \$26,140.00. He stated the SCESD2 Office received a bill from Metro Fire from October 2016 for \$2,225.00 to repair the Holmatro (jaws of life) at Chapel Hill. With the bill being over \$2,000 the board will need to approve making the payment. Earl Drott made a motion to approve paying the past due bill from Metro Fire for \$2,225; 2<sup>nd</sup> by Charles Wilson; motion carried 3-0.

**18. PRESIDING OFFICER REMARKS**

President Melton stated the Safe-D Conference is February 22-24, 2018, 3 board members will be attending along with Chief Rozell. He sated the Jamestown/Garden Valley town hall meeting will be January 27<sup>th</sup> at 6 p.m. at the Jamestown Church of Christ located at 22022 FM 1253, Mineola TX 75773. President Melton thanked the Winona VFD for feeding everyone and the new Winona VFD #3 looks great.

**19. CLOSED SESSION**

Not necessary.

**20. RETURN TO OPEN SESSION**

Not necessary.

**21. ADJOURNMENT OF MEETING**

President Melton stated the next board meeting will be at the Smith County ESD #2 Maintenance Facility, 11047 FM 14, Tyler, TX 75706; Monday, January 22, 2018 at 7:00 p.m.; he declared the meeting adjourned at 8:30 p.m.

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