

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

7:00 P.M. * Monday * January 22, 2018

11047 FM 14 * Tyler, Texas 75706

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

2. PRAYER AND PLEDGE

Commissioner Paul Perryman 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

Charles Wilson made a motion to approve the (a.) minutes of the December 11, 2017 regular meeting as written; (b.) the November 2017 and December 2017 financial reports; 2nd by Earl Drott; motion carried 5-0.

6. PAYMENTS AND REIMBURSEMENTS

Earl Drott made a motion to approve payment of bills: (a.) Current bills/quotes/checks over \$2,000; Card Service Center \$10,620.71 – District Credit Card; Gear Cleaning Solutions \$3,858.77 – Bunker Gear Inspection/Repair/Maintenance; Mobile Communications \$3,400.00 – District Radio Batteries; Tyler Ford \$2,596.44 – Arp R-1 Repairs, \$7,188.76 – Bullard B-1 Repairs; Checks Over \$2,000.00 – Ck #16273 \$10,236.22 Big M Supply, Ck #16318 \$7,270.36 Eagle Fuel & Oil, Ck #16395 \$3,015.10 Eagle Fuel & Oil, Ck #16398 \$8,815.91 Big M Supply, and all disbursement checks over \$2,000 in this month's check register included in the financials; 2nd by Leroy Biggers; motion carried 5-0. (b.) Contract payments made – no action necessary: Mobile Communications \$2,738.25 – District Paging Services; Nextiva \$2,266.06 – District Phones/Fax; Reliant Energy \$4,995.34 – District Electric; Smith County Appraisal District \$19,806.50 – 2018 1st Qtr Appraisal Fees; Suddenlink December 2017 \$2,666.85, January 2018 \$2,662.56 – District Internet Account; TML January 2018 \$5,775.14, February 2018 \$5,775.14 – Employee Medical Insurance; Verizon \$2,062.12 – District Wireless Account; 2nd Quarterly Contract Payment – Mineola Fire Department \$3,750.00, Van Fire Department \$3,750.00; SCESD2 Payroll \$59,417.00 – Date 12/22/2017, Payroll \$60,067.15 – Date 1/5/2018, Payroll \$59,224.71 – Date 1/19/2018.

7. PURCHASING CLASS A FOAM

Chief Rozell stated SCESD2 has more CAFS Engines that require Class A Foam; the district is out of foam and we need to order more. He received 2 bids for 5 barrels of Phos Chek Class A Foam; Rowe CAFS \$4,873, and Metro Fire \$4,814. Charles Wilson made a motion to approve the lowest bid to purchase of 5 barrels of Phos Chek Class A Foam from Metro Fire for \$4,814; 2nd by Earl Drott; motion carried 5-0.

8. PURCHASING 34 18" LED STOP AND SLOW SIGNS FOR TRAFFIC CONTROL

Chief Rozell stated at the Chiefs Meeting some departments stated they were in need of flashlights or traffic cones to direct traffic at an incident during the night. He received 2 quotes for 34 18" LED Stop and Slow Signs; Brimar \$6,757.50 and SafetySign.com \$8,160.00. Whitehouse VFD tested one of these traffic control signs and said they work very well and think purchasing these signs would benefit the county in traffic control and traffic safety. Leroy Biggers made a motion to approve purchasing 34 18" LED Stop and Slow Signs from Brimar for \$6,757.50; 2nd by Charles Wilson; motion carried 5-0.

9. ADOPTING THE UPDATED EMPLOYEE HANDBOOK

Chief Rozell stated Legal Counsel Mike Coker has looked at the updated employee handbook and stated he did not see anything out of the ordinary, unethical and everything looks good. President Melton stated he would like to revise some wording and change Board of Directors to Board Commissioners. Chief Rozell stated there was a typo in the handbook and the hours part-time employees can work in a week needs to be changed from 30 to 36. Earl Drott made a motion to approve adopting the updated Employee Handbook with the few revisions; 2nd by Paul Perryman; motion carried 5-0.

10. PURCHASE NEW COMPUTERS AND VIDEO MATRIX SYSTEM TO UPDATE THE COMMAND PLATFORM

Chief Rozell stated the current IT equipment in the Command Platform is out of date and it will need to be completely redone. He stated purchasing new computers and Video Matrix System will fix all of the fundamental problems they have been having with the Command Platform. Director of IT, Larry Locke stated all of the IT equipment needed to update the Platform will cost \$12,555.33 from CDW-G. Leroy Biggers made a motion to approve purchasing new computers and Video Matrix System to update the Command Platform from CDW-G for \$12,555.33; 2nd by Charles Wilson; motion carried 5-0.

11. BUDGET AMENDMENT TO INCREASE THE BUDGET BY \$15,000

Chief Rozell requested that the board make a budget amendment to increase the 2017/2018 Budget by \$15,000 to fund the needed updates to the Command Platform. He stated the \$15,000 increase would be for line item 51850 ESD/VFD Command and Support Trailers; the increase would be supported with unbudgeted income from 46431 Fire Recovery USA. Paul Perryman made a motion to approve the \$15,000 2017/2018 Budget amendment requested with funds from 46431 Fire Recovery Billing USA; 2nd by Charles Wilson; motion carried 5-0.

12. PURCHASING A FIREKING STANDARD 4-DRAWER FIREPROOF FILING CABINET

Chief Rozell stated the current filing cabinet that holds all SCESD2 personnel files, paid and volunteer, is completely full. He recommends purchasing the same filing cabinet that administration uses for financials. It is a FireKing Standard 44" 4-Drawer Fireproof Lockable Filing Cabinet. A quote was received from Sierra Packaging for \$5,180.00. Charles Wilson made a motion to approve purchasing a FireKing filing cabinet from Sierra Packaging for \$5,180.00; 2nd by Earl Drott; motion carried 5-0.

13. PAYING THE \$5,000 DEDUCTIBLE FOR BULLARD STATION #1

Chief Rozell stated an accident happened at Bullard Station #1 that damaged the building. The firefighters were headed on a call and a compartment on the truck popped open as they were pulling out of the bay. The compartment door hit the side of the bay and bent the beam frame and knocked the brick off of the outside wall. He stated the building repair will be paid for by insurance, SCESD2 just needs to pay the \$5,000 deductible. Charles Wilson made a motion to approve paying the \$5,000 deductible for Bullard Station #1; 2nd by Paul Perryman; motion carried 5-0.

14. PERSONNEL ISSUES AT RED SPRINGS VFD

The board returned from closed session and moved straight to making a motion. Earl Drott made a motion to seek legal counsel before the board moves any further with this item; 2nd by Leroy Biggers; motion carried 5-0.

15. LONG RANGE PLANNING COMMITTEE AND SUB-COMMITTEES

Flint Gresham VFD Chief Tim Stone stated they had a very good Chiefs Meeting a few weeks ago and are going to start getting all of the departments on the same page as in Policies and Procedures. He stated they talked about what the departments need and looking into getting a timeline together to bring to the board of when stations will need to be updated and when trucks will need to be replaced.

16. DIRECTOR OF IT REPORT

Director of IT, Larry Locke, stated that 68 support tickets have been completed since the last meeting. The camera installation is complete at 4 stations and the web application firewall has been installed.

17. CHIEF OF OPERATIONS REPORT

Chief Rozell stated he did not have anything to report.

18. PRESIDING OFFICER REMARKS

President Melton stated the public townhall meeting will be held at 6:00 p.m., on Saturday, January 27, 2018, at the Jamestown Church of Christ, located at 22022 FM 1253, Mineola, TX 75773.

19. CLOSED SESSION

The board went into closed session at 7:41 p.m. to discuss Item #14.

20. RETURN TO OPEN SESSION

The board returned to open session at 8:18 p.m.

21. ADJOURNMENT OF MEETING

President Melton stated the next board meeting would be at Smith County ESD #2, 14128 SH 110 South, Whitehouse, Texas 75791; Monday, February 26, 2018 at 7:00 p.m.; he declared the meeting adjourned at 8:20 p.m.

Respectfully submitted by: _____
Paul Perryman, Secretary/Treasurer