

SMITH COUNTY EMERGENCY SERVICES DISTRICT TWO

8:00 P.M. * Monday * October 24, 2016

14128 SH 110 South * Whitehouse, Texas 75791

1. CALL TO ORDER

President Melton called the committee meeting to order at 8:00 p.m. Roll was called; Four commissioners were present, Randy Melton, Charles Wilson, Leroy Biggers, and Paul Perryman; with Matt Thiessen absent. It was certified that a quorum was present.

DISCUSS SCOPE OF WORK FOR CONTRACT WITH E.S.C.I.

ESCI Chief Executive Officer Sheldon Gilbert started off by saying, from what he and East Texas consultant Eric Metzger have seen, SCESD2 is light years ahead of most ESD's in Texas. He stated that the scope of work ESCI has come up with is an Agency Evaluation that has 4 phases; Phase 1: Project Initiation, develop a project work plan based on the scope of work and to retrieve data. Phase 2: Agency Analysis, a baseline assessment of the current conditions and current service performance of SCESD2. Phase 3: Financial Equity Analysis, review and make observations to provide options to address SCESD2 and Cherokee County fire and emergency services equity concerns. Phase 4: Evaluation Report, present the final project report. He stated that he projects the total cost to be \$30,000-\$35,000 and could get the contract ready to be signed by the November board meeting. He stated that if the contract is signed at the November meeting, ESCI can start their process December 1, 2016 and will take 4 months to complete the report. No motion necessary. (Scope of work will be included in the minutes.)

2. ADJOURNMENT OF MEETING

President Melton declared the meeting adjourned at 8:40 p.m.

Respectfully submitted by: _____
Paul Perryman, Secretary/Treasurer