

WALKER COUNTY EMERGENCY SERVICES DISTRICT #2
411 FM 1375 E New Waverly, TX 77358

Minutes June 7, 2024

The WCESD2 Board met in open session in the meeting room of NWVFD, at Station 71 with Vice President Thomas Malak presiding. Present were Commissioners: Jane Ellisor, Keith Fitzpatrick & Logan Moore. All members were present with the exception of Commissioner James Gregory, therefore constituting a quorum. Also, present was Fire Chief Jacob Slott, Assistant Fire Chief Shawn Byler, Deputy Chief Kevin Traylor, and guest GLS Courtney Kelly.

Opening prayer was given by Deputy Chief Kevin Traylor.

CALL TO ORDER

Meeting was called to order at 9:01 AM. Commissioner Malak announced that a quorum was present, and that public notice was given in accordance with the Texas Government Code.

GENERAL ITEMS

On a motion by Commissioner Moore, seconded by Commissioner Fitzpatrick the minutes of the May 3rd meeting was approved.

SPECIAL ITEMS

TREASURER'S REPORT

Commissioner Ellisor presented the WCESD2 Treasures report. Motion was made by Commissioner Malak and second by Commissioner Moore, the board voted unanimously to accept the account balance as presented.

Commissioner Ellisor presented the WCESD2 expense report. Motion was made by Commissioner Fitzpatrick and second by Commissioner Moore, the board voted unanimously to accept the expense report as presented.

NWVFD CHIEF'S REPORT

Fire Chief Slott presented the NWVFD Expense report, Account Balance. Motion was made by Commissioner Malak and second by Commissioner Fitzpatrick, the board voted unanimously to accept the Chiefs report as presented. Motion was made by Commissioner Malak and seconded by Commissioner Moore; the board voted unanimously to accept the Chiefs expense report as presented.

Chief Slott informed the board that we had 965 calls last month.

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MATTERS OF THE PUBLIC

Public was present but had no matters to discuss.

OLD BUSINESS

- A. GLS Courtney Kelley presented the final drawing and explained the next step which is the bid process. Courtney explained that there are two different bid processes for Contractors which is Competitive approach or going out to Market. Courtney informed the board that she recommends going the competitive route. She also states that you will have to hire a 3rd party inspector. She also recommends talking to the city about getting permit fees waived or lowered to save on some of the cost. She estimates this projects eta of completion to be between 15 – 18 months. Motion made by Commissioner Moore and seconded by Commissioner Malak; the board voted unanimously to have a meeting with City of New Waverly before we start any application or the bid process.
- B. Engine 71 taking longer to complete due to the front bumper was having to be replaced in order to fit the various tools that gets stored there. Once the front bumper is fixed then the Engine will need to be inspected before we can pick it up. Motion was made by Commissioner Moore and seconded by Commissioner Ellisor; the board voted unanimously to accept the update on Engine 71.
- C. Blocker Truck has arrived at the station but still needs the stripes and the lights before it can be utilized. Assistant Chief Byler presented to the board an estimate from Emerge services for all lights and equipment needed and it was under the budget allotted. After the blocker truck gets outfitted, it will then be housed at Station 75 as a traffic control Vehicle. Motion was made by Commissioner Moore and seconded by Commissioner Ellisor; the board voted unanimously to accept the update on The Blocker Truck.
- D. Station 79 Easement update is Pct. 4 Commissioner Brandon Decker having Entergy to push the powerlines to the road and estimates it will be done in 2 weeks. Assistant Chief Byler informs the board that Sam Houston is not going to return our full amount we paid for the down payment to hook up the electric but we will get some money for the easement usage. Assistant Fire Chief Byler states that there is a document that needs to be signed in order for this transaction to be complete and is asking the board for Authorization to take care of this. Motion was made by Commissioner Malak and seconded by Commissioner Moore; the board voted unanimously to authorize Assistant Chief Byler to sign the document needed to complete the Easement transaction for Sam Houston Electric.

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NEW BUSINESS

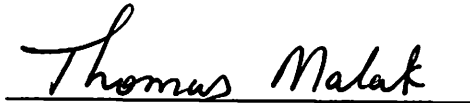
- A. Firefighter Ryan Head presented to the board 3 IT service management companies quotes. We decided to select Centerforce IT Pros for our IT service management. Motion was made by Commissioner Fitzpatrick and seconded by Commissioner Moore; the board voted unanimously to accept Centerforce IT Pros as our new IT service management company.
- B. Commissioner Ellisor is requesting that Office Manager Kayla Gibson starts the bidding process for a new CPA and Audit Services for FY2024-2025. Motion was made by Commissioner Ellisor and seconded by Commissioner Moore; the board voted unanimously to allow Office Manager Gibson to start the bidding process for a new CPA and audit Services.
- C. Chief Slott informed the board that Office Manager Kayla Gibson has the ability file the necessary paperwork to start the application process for FEMA claim for the 26 April – 5 June severe storms. Chief Slott asked the board if they would like Office Manager Gibson to handle the FEMA submission or if we wanted to go through Walker County like we have done in the past. Motion was made by Commissioner Fitzpatrick and seconded by Commissioner Malak; the board voted unanimously to allow Office Manager Gibson to process the FEMA submission for WCESD2 and not submit it through Walker County.
- D. There is the potential to buy a rebuilt Highwater from an individual that is in very good condition. Chief Slott has purposing to the board that we buy this rebuilt highwater for the asking price \$8,500.00. Motion was made by Commissioner Malak and seconded by Commissioner Moore; the board voted unanimously to all Chief Slott the authorization to purchase the rebuilt Highwater vehicle with a spending limit of \$10,000.
- E. Chief Slott informed the board that there have been communication issues due to the Sheriff's office encrypting the radio communication, in order to block EMS and Fire. Chief Slott has asked the board to form a committee that will speak to the Sheriff's Office to discuss how to get this resolved. Motion was made by Commissioner Moore and seconded by Commissioner Fitzpatrick; the board voted unanimously to assist Chief Slott resolve the communications issues.

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ADJOURN

Next meeting will be held on July 5th, 2024, in meeting room at NWVFD.

With nothing further to discuss a motion was made by Commissioner Ellisor and seconded by Commissioner Moore to adjourn at 10:10 am; the board voted unanimously to accept the next meeting date and motion passed.

Handwritten signature of Thomas Malak in cursive script, underlined.

Thomas Malak, Vice President / Secretary WCESD#2