

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

NOVEMBER 11, 2024

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on November 11, 2024, in the Upshur County Courtroom, Upshur County Courthouse, 150 E. Jefferson Street, Gilmer, Texas.

The District considered and acted upon the following matters:

- 1) **Call to order and establish quorum.** The meeting was called to order at 6:00 p.m. by Kenny Southwell and a quorum was present with Kenny Southwell, Scott Mischnick, Brian Jones, Raymond Cook, and Anthony Depaepe being present.

- 7) **Presentation of new recording software.** Billy Edwards and Will Wendel of Alpine Software gave a presentation of their recording software. Highlights of the software include reporting, roster management, scheduling of drills, meetings, and trainings, messaging, inventory, and inspections. They followed up and answered questions regarding the software.

- 3) **Announcements:**
 - A. **Update on ESD coverage map.**

Marc Nichols, Emergency Management Coordinator, was not present to give an update.
 - B. **Update on Harmony station.**

Kenny Southwell advised the Board that the doors were in and they were beginning to hang the sheetrock.
 - C. **Discuss radio frequency list and time line.**

Raymond Cook advised that they were still on the January time line.

- 2) **Public Comment.** David Atkinson with TEEX was present to announce upcoming trainings that were being offered. Chief Fell indicated that he would be interested in hosting a training at the Pritchett Fire Station. Chief Taylor announced a Cancer awareness class being held on November 26th at the Gilmer Fire Station. Kenny Southwell encouraged any of the Chiefs that want to host a class to contact TEEX and the ESD would assist in getting it set up. Ray Hubbard with VFIS was also present and announced that the Health and Wellness Grant was available through the end of the year. He also announced that any of the departments could sign up for the emails being sent by VFIS regarding announcements and other information provided by VFIS.

4) **Consent agenda items:**

- A. **Approval of the minutes of the October 14, 2024 meeting.**
- B. **Accounts Payable.**
- C. **Fund rural fire departments in the amount of \$3,500.00.**

Brian Jones made a motion to approve items 4 A-C. Scott Mischnick made a second to that motion. Motion carried 5-0. Unanimous vote in favor. (SEE ATTACHED)

Kenny Southwell announced that there were two invoices from Pro-Built for work on the Pleasant Grove truck that were not included in the list of Accounts Payable that needed approval before paying. Motion by Brian Jones with a second by Anthony Depaepe to pay the invoices in the total amount of \$2,713.56 to Pro-Built. Motion carried 5-0. Unanimous vote in favor.

5) **Discuss and take action to pay TCMC this month's draw of \$87,789.14 minus the 10% retainage of \$8,778.91 which equals the amount of \$79,010.23 for the new construction of the Harmony VFD station.**

Motion by Scott Mischnick with a second by Brian Jones to pay TCMC this month's draw of \$87,789.14 minus the 10% retainage of \$8,778.91 which equals the amount of \$79,010.23 for the new construction of the Harmony VFD station. Motion carried 5-0. Unanimous vote in favor.

6) **Discuss and take recommendations of Accountant for closing FYE24 books and make any budget amendments at the request of the Accountant.** Pass to November meeting at the request of the Accountant.

8) **Discuss and take action to approve the New Open Records Request Policy.**

Scott Mischnick announced that he has set up a process to request open records through the ESD #1 website. The current policy was updated to provide a new alias email for requesting public records. Motion by Raymond Cook with a second by Brian Jones to approve the new Open Records Request Policy as presented. Motion carried 5-0. Unanimous vote in favor. (SEE ATTACHED)

9) **Execute 2024-2025 contracts received and take action as needed.**

Contracts previously approved were executed by both Commissioners and Chiefs. No further action.

10) **Discuss and take action on any insurance claim payouts to rural departments.**

None.

11) Discuss and take action on any grant reimbursement requests submitted.

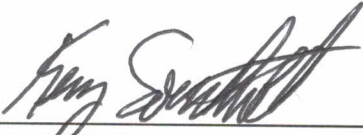
None.

12) Discuss and take action on items to be considered for next month's agenda.

Lafayette station remodel; Grants awarded to departments as announcements

13) Adjournment.

Meeting adjourned at 7:30 p.m.



Presiding Officer Signature

Title: _____

President

Date: _____

12-9-2024

ACCOUNTS PAYABLE:

1)	City of Gilmer (October dispatching services)	\$ 3,000.00
2)	Terri Ross (October services)	\$ 750.00
3)	Terri Ross (Reimbursement – payment to Kalahari)	\$ 195.00
4)	Lone Star Fire Specialties (Pump tests)	\$ 6,200.00
5)	SAFE-D (Conference Registration)	\$ 1,770.00
6)	SAFE-D (Annual Membership Dues)	\$ 2,225.00
7)	Pro-Built (Deduct from Bettie VFD budget)	\$ 650.00
8)	Pro-Built (Deduct from Pleasant Grove budget)	\$ 2,780.52
9)	VFIS (Property Insurance)	\$ 4,942.00
10)	ETEX (Draft)	\$ 103.95
11)	Swepco (Draft)	\$ 34.50
12)	Ray Cook (Reimbursement-payment to Kalahari)	\$ 195.00
13)	Brian Jones (Reimbursement-payment to Kalahari)	\$ 195.00
14)	Scott Mischnick (Reimbursement – Google invoice)	\$ 46.05
15)	Scott Mischnick (Reimbursement – payment to Kalahari)	\$ 195.00
16)	Siddons-Martin (Deduct from Ewell VFD rollover funds)	\$ 13,944.54
17)	TCMC (Harmony station – Agenda item 5)	\$ 79,010.23
18)	Kenny Southwell (Reimbursement – Payment to Kalahari)	\$ 195.00

Open Records Policy

Policy for: Process for submitting Open Records Request to Upshur County ESD #1

Title: Open Records Request Procedure

General description/purpose: The purpose of this policy is to provide direction on how to submit an Open Records Request to Upshur County ESD #1.

Going forward: It is the policy of Upshur County ESD #1 that anyone wishing to submit an Open Records Request begin by submitting the request per the following. Requests may be submitted via the written request, email, or form on the Upshur County ESD #1 website. If submitting in writing the request may be sent to P.O. Box 1432, Gilmer, Tx 75644. If submitting in writing and in person, it may be hand delivered to the board at a scheduled meeting. If submitting the request by email it may be sent to the following address:

- OpenRecords@upshuresd.com

Once the request is submitted, we will determine the cost for providing the same and we will notify the requester of the charge. If the requestor accepts the charge, then we will need a response in writing together with payment. The request will be considered withdrawn if the requestor does not notify us within ten days if they accept the charges. If records requested are already in a file on computer and the requestor accepts response by email with documents there is a \$0.10 per page charge up to \$40.00. If the requestor desires hard copies a fee of \$1.00 per page will be assessed up to \$40.00. In the event the request requires documents totaling over the \$40.00 amount and/or it requires research of items that cannot be found readily on file already there will be a \$15.00 per hour charge for labor to research the documents. In the event it is believed that this amount may go over the \$40.00 amount an estimation of charges will be provided to the requestor. These fees and processes are developed from Texas Government Code Subchapter F "CHARGES FOR PROVIDING COPIES OF PUBLIC INFORMATION".