

# UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

SEPTEMBER 26, 2023

6:00 P.M.

## MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on September 26, 2023, in the Upshur County Courtroom, Upshur County Courthouse, 150 E. Jefferson Street, Gilmer, Texas.

### The District considered and acted upon the following matters:

- 1) **Open meeting.** The meeting was opened at 6:11 p.m. by Michael Kuza.
- 2) **Call meeting to order, Roll Call of Board and establish quorum.** Michael Kuza called the meeting to order. Michael Kuza determined a quorum with Michael Kuza, Scott Mischnick, Bobby Jenkins and Cloddie Henson being present. Kenny Southwell was absent.
- 3) **Consider and take action on approval of:**
  - A. The minutes of the previous meetings;
  - B. Accounts payable.

Cloddie Henson made a motion with a second by Scott Mischnick to approve the minutes of the meeting held September 19, 2023. Motion carried 4-0. Unanimous vote in favor.

Cloddie Henson made a motion with a second by Bobby Jenkins to pay the following bill:

Terri Ross (Reimbursement office supplies)      \$ 100.49

Motion carried 4-0. Unanimous vote in favor.

Motion made by Cloddie Henson with a second by Scott Mischnick to pay the bill from Siddons-Martin submitted by Chief Taylor in the amount of \$1,044.10. Motion carried 4-0. Unanimous vote in favor.

- 4) **Discuss and take action regarding dispatching guidelines.** Discussion to amend the wording to the dispatching guidelines as presented. Motion by Scott Mischnick with a second by Cloddie Henson to amend the dispatching guidelines to change the wording as discussed. Scott Mischnick made a motion to amend his motion to also include amending the change of the wording from ISO to NIMS in the dispatching guidelines. Motion carried 4-0. Unanimous vote in favor. (SEE AMENDED GUIDELINES ATTACHED)

**5) Discuss and take action on the Contract for Dispatching Services Between the City of Gilmer and Upshur County Emergency Services District #1.**

Motion by Bobby Jenkins with a second by Scott Mischnick to execute the Contract for Dispatching Services Between the City of Gilmer and Upshur County Emergency Services District #1. Motion carried 4-0. Unanimous vote in favor.

**6) Discuss and take action on the Contract for Services Between the Upshur County Emergency Services District #1 and the Upshur County Emergency Services District #2.**

Motion by Bobby Jenkins with a second by Cloddie Henson to execute the Contract for Services Between the Upshur County Emergency Services District #1 and the Upshur County Emergency Services District #2. Motion carried 4-0. Unanimous vote in favor.

**7) Discuss and take action on the Contracts for Fire Fighting Services Between the ESD #1 and the fire departments in the district.**

Motion by Bobby Jenkins with a second by Cloddie Henson to execute the Contracts for Fire Fighting Services Between the ESD #1 and the fire departments in the district. Motion carried 4-0. Unanimous vote in favor.

**8) Discuss and take action on the Contracts for Fire Fighting Services Between the ESD #1 and the City of Gilmer.**

Motion by Bobby Jenkins with a second by Cloddie Henson to execute the Contract for Fire Fighting Services Between the ESD #1 and the City of Gilmer. Motion carried 4-0. Unanimous vote in favor.

**9) Discuss and take action on the Contracts for Fire Fighting Services Between the ESD #1 and the cities of Big Sandy and Gladewater.**

Motion by Bobby Jenkins with a second by Cloddie Henson to execute the Contracts for Fire Fighting Services Between the ESD #1 and the City of Big Sandy and the City of Gladewater. Motion carried 4-0. Unanimous vote in favor.

**10) Discuss and take action regarding insurance costs and ways to reduce costs, including a policy for alcohol, and process to start liquidating older fire apparatus.** No action.


**11) Discuss and take action regarding the property, equipment and liens at Glenwood station.** Michael Kuza announced that he had taken the note payment to Gilmer National Bank and that the note was paid up to date. No action.

**12) Discuss and take action on the ESD paying for the DOT tires purchased by East Mountain VFD (station 2).** No action.

**13) Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.**

Motion by Cloddie Henson with a second by Scott Mischnick to pay the bills submitted for Simpsonville VFD in the amount of \$7,071.14 with the overage to come out of their retained unspent funds. Motion carried 4-0. Unanimous vote in favor.

- 14) **Discuss and take action on any insurance claim pay outs to rural departments.** A check was received from VFIS for claims paid for damages to the 2020 Kenworth Pumper Tanker VIN 0483 in the amount of \$6,171.29. Cloddie Henson made a motion with a second by Scott Mischnick to deposit the check in the amounts of \$6,171.29 into the ESD checking account until further action. Motion carried 4-0. Unanimous vote in favor.
- 15) **Discuss and take action on any grant reimbursement requests submitted.** No action.
- 16) **Discuss and take action on any budget amendments.** No action.
- 17) **Items to be considered for next month's agenda.**
- 18) **Adjournment.** Meeting adjourned at 7:17 p.m.

  
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Presiding Officer Signature  
Title: President

Date: 10-9-23

# Office DEPOT OfficeMax<sup>®</sup>

LONGVIEW - (903) 757-9757

09/20/2023 5:20 PM



VTVT7P4P4X5YXX6B

*TERRI ROSS*  
*# 100.49*

SALE	2254-2-1072-545184-23.9.2	
420283	PPR, COPY, OD, RE	
2 @ 12.99		25.98
Promotion		-10.98
<b>You Pay</b>		<b>15.00SS</b>
334901	TNR, HYLD, BRTHR	85.49 SS
	Subtotal:	100.49
	Sales and Use Tax 8.29	
	Total:	108.78
	Debit Card 0287:	108.78

AUTH CODE 416881  
TDS Chip Read  
AID A0000000042203 US Debit  
TVR 8000048000  
CVS PIN Verified

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TERRI ROSS 56\*\*\*\*\*143  
Please create your online rewards  
account at [officedepot.com/rewards](http://officedepot.com/rewards).  
You must complete your account to  
claim your rewards and view your  
status.

Total Savings:  
**\$10.98**

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**WE WANT TO HEAR FROM YOU!**  
Visit [survey.officedepot.com](http://survey.officedepot.com)  
and enter the survey code below  
**16KJ FNDT FEGA**  
or scan the below QR code



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SEP 05 2023



Siddons-Martin Emergency Group  
188 Corporate Rd  
Longview, TX, 75603  
USA  
Phone: (903) 686-3135

Initial

<b>Invoice #:</b>	319-0000000533
<b>PO #:</b>	
<b>Date:</b>	8/28/2023

*[Handwritten signature]*

Remit to: PO Box 679827 Dallas, TX, 75267 USA  
ACH/Wire instructions available upon request

<b>Customer info:</b> Gilmer Fire Departme P.O. Box 760 Gilmer, TX, 75644 USA	<b>Document info:</b> Work order #: 319- W00000002673 Service advisor: Logan Peninger (A05C)	<b>Job #:</b> 461483 <b>VIN:</b> 2NKHLJ0X8MM461483 <b>Unit:</b> 461483	<b>Unit info:</b> In / Out Hours: 679/679 Miles: 7573/7573
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Line #	Description:	Part description:	Part #:	Qty:	Item price:	Total price:
1	<b>Condition:</b> NO EMERGENCY LIGHTING <b>Correction:</b> REPAIR SHORTED WIRING IN CROSSMEMBER					
<b>Labor total - \$850.00</b>		<b>Parts total - \$0.00</b>		<b>Sublet total - \$0.00</b>		<b>Line total - \$850.00</b>

Line #	Description:	Part description:	Part #:	Qty:	Item price:	Total price:
2	<b>Condition:</b> TRAVEL <b>Correction:</b>					
<b>Labor total - \$135.00</b>		<b>Parts total - \$0.00</b>		<b>Sublet total - \$0.00</b>		<b>Line total - \$135.00</b>

Line #	Description:	Part description:	Part #:	Qty:	Item price:	Total price:
3	<b>Condition:</b> 132 INSPECTION <b>Correction:</b>					
<b>Labor total - \$0.00</b>		<b>Parts total - \$0.00</b>		<b>Sublet total - \$0.00</b>		<b>Line total - \$0.00</b>

Line #	Description:	Part description:	Part #:	Qty:	Item price:	Total price:
4	<b>Condition:</b> QC <b>Correction:</b>					
<b>Labor total - \$0.00</b>		<b>Parts total - \$0.00</b>		<b>Sublet total - \$0.00</b>		<b>Line total - \$0.00</b>

Total of All Services			
Labor total	\$985.00	Shop supplies	\$59.10
Parts total	\$0.00	Sublet total	\$0.00
Freight total	\$0.00	Sales tax	\$0.00

**Invoice total: \$1,044.10**

## Upshur ESD #1 Dispatch Guidelines

Effective date 10/01/2023

### Definitions:

Upshur ESD #1 – ESD 1

Gilmer Volunteer Fire Department – Gilmer

Upshur ESD Volunteer Fire Departments – Call by community name Bettie, East Mountain 1 and 2, West Mountain, Simpsonville 1 and 2, Ewell 1 and 2, Pleasant Grove, Pritchett, Harmony

### General:

All calls for service shall be dispatched as soon as possible to help mitigate the potential emergency.

The goal should be to have all first box assignments dispatched out within 1 minute of receiving the call from Upshur County Sheriff Department.

Since most of the fire departments in ESD #1 are volunteers, it is imperative that adequate resources are dispatched at the beginning of each call for service **thus the need for a box alarm system of dispatching is considered necessary.**

Gilmer Fire Department, being a combination of paid and volunteers within ESD #1, has a contract agreement that they will send a unit, if one is available, to structure fires and extrication calls as of the writing of this document.

It is possible that someone who is not in a department apparatus may arrive on the scene and give an initial report, this arrival shall be documented and counted as an arriving unit/person by dispatch.

**The first person/unit to arrive should immediately give their Department Name, scene size up report for responding units, and set up an incident command.**

All fire department units shall announce over the radio the following, “enroute, on scene, returning to quarters, and back in quarters” so that times can be documented and recorded by dispatch. The contracted dispatch agency shall document and track these times.

**The first arriving officer should verbally assume command on their arrive if there is no current officer in Command of the Incident. A corrected or update may be given about the incident. All changes of command will be announced over the radio to all incoming units.**

Any complaints/concerns about a call dispatch shall be documented in writing to the ESD #1 Commissioners as soon as possible after a call. This complaint will be reviewed within 5 days by Commissioners and then forwarded to the appropriate agency for explanation/resolution/correction.

All departments and staff shall use the Incident Command System as set up by NIMS. A specific amount of information should be conveyed by the first arriving unit or person arriving to have an orderly

command structure throughout an incident's time frame. It is imperative that the first unit/person give a scene size up and description for other responding units.

All 911 calls within Upshur County are received and processed by Upshur County Sheriff Department. The calls for service are then forwarded to the appropriate agency for dispatching.

Gilmer Volunteer Fire Department is the Contracted agency for dispatching Upshur ESD #1 assets.

ESD #1 renews its contract with Gilmer Fire Department on an annual basis.

### **Call Types and Responses:**

**Reported Structure Fire** – In district Unit Engine/Tanker followed by the next 3 closest district fire departments. Further assistance will be determined by the Incident Commander.

**Major MVA with potential entrapment** – In district Engine/Tanker/Extrication equipment followed by next 2 closest district departments with extrication equipment.

**MVA Basic** – In district department followed by the next closest rural department.

**Medical Assist** – In district department **if they are listed as a first responder department.**

**Wildland Fire** – In district department followed by the next closest rural department.

**Wildland Fire Large or with Threats** – In district department followed by the next 2 closest rural departments.

All simple calls for service will be answered by dispatching the closest district department.

When calls are dispatched and there is no response within 3 minutes by radio or phone, the next closest department shall be dispatched until a response is received. Dispatch shall honor all automatic mutual aid agreements between departments as submitted. At the writing of this report, the ESD has no automatic mutual aid with Longview Fire Department or Judson Fire Department. There is a verbal agreement to respond to mutual aid calls as requested during an incident.

Dispatch shall honor all requests from departments for pages for meetings, training, etc. Furthermore, dispatch shall announce all ESD #1 meetings when conducting the test pages or when requested by ESD Commissioners.