

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

JANUARY 9, 2023

7:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on January 9, 2023, in the Upshur County Courtroom, Upshur County Courthouse, 100 W. Tyler Street, Gilmer, Texas.

The District considered and acted upon the following matters:

- 1) **Open meeting.** The meeting was opened at 7:04 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 was present with Michael Kuza, Scott Mischnick, Cloddie Henson, and Kenny Southwell present. Bobby Jenkins arrived at 7:18 p.m.
- 3) **To receive public comment.** Ray Cook announced his support of the Harmony Fire Station as well as West Mountain, Simpsonville, and other members in attendance. Chief Taylor thanked those members of the Board that submitted their CE hours to him per his public information request.
- 4) **Election of Officers:**

President: Cloddie Henson nominated Michael Kuza for President. Michael Kuza elected with 3 votes. Michael Kuza abstained.

Vice-President: Scott Mischnick nominated Bobby Jenkins for Vice-President. Bobby Jenkins elected with 4 votes.

Secretary/Assistant Treasurer: Cloddie Henson nominated Scott Mischnick for Secretary/Assistant Treasurer. Scott Mischnick nominated Kenny Southwell for Secretary/Assistant Treasurer. 1 vote for Scott Mischnick; 2 votes for Kenny Southwell. Kenny Southwell elected with 2 votes. Kenny Southwell abstained.

Treasurer/Assistant Secretary: Cloddie Henson nominated Scott Mischnick for Treasurer/Assistant Secretary. Scott Mischnick elected with 3 votes. Scott Mischnick abstained.
- 5) **To discuss and take action regarding policies for ESD #1.** Motion was made by Kenny Southwell and second by Scott Mischnick to adopt the policy as read regarding public comments procedure. Motion carried 4-0. Unanimous vote in favor.

Cloddie Henson made a motion with a second by Kenny Southwell to adopt the policy as read regarding open records request procedure. Motion carried 4-0. Unanimous vote in favor.

- 6) **To read and take action on approval of the minutes from the Special meeting held November 17, 2022; Regular meeting held December 12, 2022; Special meeting held December 12, 2022; and Special meeting held December 16, 2022.** Motion by Cloddie Henson and second by Scott Mischnick to approve the minutes from the meetings held November 17, 2022, December 12, 2022, and December 16, 2022. Motion carried 4-0. Unanimous vote in favor.
- 7) **To discuss and take action to obtain an auditor for the annual audits.** Cloddie Henson made a motion to table with a second by Kenny Southwell. Motion carried 4-0.
- 8) **To discuss office supplies.** No action.
- 9) **To discuss board members attendance for SAFE-D conference to be held February 2-4, 2023 in Round Rock, Texas.** Michael Kuza entertained a motion that all members attend the SAFE-D conference. Cloddie Henson seconded the motion. Motion carried 5-0.
- 10) **To discuss and take action if necessary regarding the Harmony VFD fire station.** Scott Mischnick made a motion to proceed with the build contingent upon a deed being drawn up to transfer the property to the Upshur County Emergency Services District #1. Kenny Southwell made a motion to amend Scott's motion. Motion to amend carried 4 for with 1 against. Kenny Southwell made a motion with a second by Scott Mischnick to proceed with the build not to exceed \$472,000.00 and contingent upon a deed being drawn up to transfer the property to the Upshur County Emergency Services District #1 and with provisions to discuss value engineering from this date going forward at future meetings. Motion carried 4 for and 1 against.
- 11) **Presentation by Matt Burnett regarding sales tax election.**
- 12) **To pay the City of Gilmer for dispatching services for the month of December, 2022.** Motion by Kenny Southwell and second by Bobby Jenkins to pay the City of Gilmer for dispatching services for the month of December, 2022 in the amount of \$3,000.00. Motion carried 5-0. Unanimous vote in favor.
- 13) **To pay bills for the Upshur County Emergency Services District No. 1 as submitted and approved.** Motion by Scott Mischnick and second by Cloddie Henson to pay the following bills as submitted. Motion carried 5-0. Unanimous vote in favor.

ETEX Telephone	\$	104.95
Terri Ross (December Bookkeeping/Clerical)	\$	750.00

- 14) **To pay bills for Bettie VFD as submitted and approved.** Motion by Cloddie Henson with a second by Kenny Southwell to pay Bettie VFD in the amount of \$10,958.07. Motion carried 4-0 with Michael Kuza abstaining.
- 15) **To pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** No bills submitted.
- 16) **To pay bills for Ewell VFD as submitted and approved.** Motion by Cloddie Henson with a second by Scott Mischnick to pay Ewell VFD in the amount of \$1,285.76. Motion carried 5-0. Unanimous vote in favor.
- 17) **To pay bills for Harmony VFD as submitted and approved.** Motion by Bobby Jenkins with a second by Kenny Southwell to pay Harmony VFD in the amount of \$1,931.08. Motion carried 5-0. Unanimous vote in favor.
- 18) **To pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Bobby Jenkins with a second by Cloddie Henson to pay Pleasant Grove VFD in the amount of \$1,653.15. Motion carried 4-0 with Scott Mischnick abstaining.
- 19) **To pay bills for Pritchett VFD as submitted and approved.** Motion by Cloddie Henson with a second by Kenny Southwell to pay Pritchett VFD in the amount of \$4,463.47. Motion carried 5-0. Unanimous vote in favor.
- 20) **To pay bills for Simpsonville VFD as submitted and approved.** No bills submitted.
- 21) **To pay bills for West Mountain VFD as submitted and approved.** Motion by Cloddie Henson and second by Bobby Jenkins to pay West Mountain VFD in the amount of \$7,139.25. Motion carried 5-0. Unanimous vote in favor.
- 22) **To review and take action on any insurance claim pay outs to rural departments.** No action taken.
- 23) **To review and take action on any grant reimbursement requests submitted.** No action.
- 24) **To review and take action on any budget amendments.** No action taken.
- 25) **To review and discuss any items to be considered for next month's agenda.** Glenwood PPE grant; Glenwood preparation going forward; Harmony construction presentation; SAFE-D conference
- 26) **Adjournment.** Motion by Cloddie Henson and second by Kenny Southwell to adjourn. Motion carried 5-0. Unanimous vote in favor.

Michael Kuya
Presiding Officer Signature
Title: President

Date: 2-13-23