

# UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

OCTOBER 14, 2024

6:00 P.M.

## MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on October 14, 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, Brian Jones, Ray Cook, and Anthony Depaepe being present. Scott Mischnick was absent.
- 2) **Public Comment.** Chief Jerry Taylor announced that the Red Cross would be handing out smoke alarms on October 26, 2024 at the First Methodist Church in Gilmer if any departments needed some for their residents. He also announced that the Gilmer Fire Department had a power unit for sale if any department was interested to make an offer.
- 3) **Announcements:**
  - A. **Update on ESD coverage map.**

Marc Nichols, Emergency Management Coordinator, was present to brief the Board on the status of the ESD coverage map.
  - B. **Update on Harmony station.**

Kenny Southwell advised the Board that the Harmony station building was 99% up. The interior walls are to be framed beginning on Monday, October 21, 2024.
  - C. **Discuss radio frequency list and time line.**

Ray Cook gave an update on the radio license. He informed the Board that the license is in hand. He further advised that he and Marc Nichols have met and put a plan together and will be putting a list together. He advised that the antennae will be up tomorrow at the Simpson Mountain. Once the antennae is up he will hook equipment up to it and monitor the frequencies. He advised that the goal is to make a January 1 cutover. Marc Nichols advised those present that he will get with the departments to see what their radio needs are. He will then set up a time to get the frequencies set up. He further advised that both digital and analog will be up simultaneously.
  - D. **Update regarding the new credit card account for the Upshur County ESD #1.**

Brian Jones announced that he has had trouble getting in contact with the credit card company but he will get with Terri Ross and the County Auditor to see if there is better contact information.

4) **Consent agenda items:**

- A. **Approval of the minutes of the September 9, 2024 and September 16, 2024 meetings.**
- B. **Accounts Payable.**
- C. **Reimburse rural fire departments for invoices submitted.**

Kenny Southwell announced that there was a problem with a bill submitted by East Mountain as it was a bill charged to a personal credit card. He advised the Board that East Mountain had provided a cancelled check from the fire department showing payment was made by East Mountain Fire Department in the amount of \$1,000.34. Brian Jones made a motion to approve items 4 A-C. Ray Cook made a second to that motion. Motion carried 4-0. Unanimous vote in favor. (SEE ATTACHED)

5) **Discuss and take action to adopt a Rollover Policy.**

Ray Cook made a motion with a second by Brian Jones to adopt the Rollover Policy as presented. (SEE ATTACHED) Motion carried 4-0. Unanimous vote in favor.

6) **Discuss and take action to pay TCMC this month's draw of \$97,112.00 minus the 10% retainage of \$9,712.00 which equals the amount of \$87,400.00 for the new construction of the Harmony VFD station.**

Kenny Southwell announced to the Board that the new accountant requested that the Board list the full amount requested minus the retainage and she will encumber the full amount in the budget. Motion by Brian Jones with a second by Anthony Depaepe to pay TCMC this month's draw of \$97,112.00 minus the 10% retainage of \$9,712.00 which equals the amount of \$87,400.00 for the new construction of the Harmony VFD station. Motion carried 4-0. Unanimous vote in favor.

7) **Discuss and take action on the 2024-2025 contracts as follows:**

- A. **Dispatching contract with City of Gilmer;**
- B. **Mutual aid contract with Upshur County ESD #2;**
- C. **Interlocal Agreements for Emergency Services with the City of Gilmer, City of Big Sandy, and City of Gladewater;**
- D. **Agreements for Providing Emergency Services with Bettie VFD, East Mountain ESD, Ewell ESD, Harmony VFD, Pleasant Grove VFD, Pritchett VFD, Simpsonville VFD, and West Mountain VFD.**

Kenny Southwell made a motion to approve the Interlocal Agreement with the City of Gilmer, and all volunteer fire departments. Brian Jones made a second to the motion. Motion carried 4-0. Unanimous vote in favor.

Kenny Southwell announced that the contract with the volunteer fire departments will be changed to reflect that bills will be due by 5:00 p.m. on the second Monday of the month.

**8) Discuss and take action to execute the audit engagement letter with Heard, Mcelroy & Vestal, LLC.**

Motion by Brian Jones with a second by Ray Cook to execute the audit engagement letter with Heard, Mcelroy & Vestal, LLC. Motion carried 4-0. Unanimous vote in favor.

**9) Discuss and take action to execute the change of auditor letter to former accountant.**

Motion by Brian Jones with a second by Anthony Depaepe to execute the change of auditor letter to former accountant as provided by Heard, Mcelroy & Vestal, LLC. Motion carried 4-0. Unanimous vote in favor.

**10) Discuss and take action to execute the engagement letter with Karen Jacks, CPA.**

Motion by Brian Jones with a second by Anthony Depaepe to execute the engagement letter with Karen Jacks, CPA. Motion carried 4-0. Unanimous vote in favor.

**11) Discuss and take action to renew Property/Casualty and Accident/Sickness policies with VFIS and approve payment.**

Motion by Ray Cook with a second by Brian Jones to renew the Property/Casualty and Accident/Sickness policies with VFIS and approve payment in the amount of \$94,011.67. Motion carried 4-0. Unanimous vote in favor.

**12) Discuss and take action to identify encumbrances committed for building for FYE 2024 for bookkeeping purposes.**

No action.

**13) Discuss and take action on adoption of the Internal Revenue per-diem and mileage tables to be used for travel by Board members and Administrator for ESD business.**

Motion by Ray Cook with a second by Kenny Southwell to adopt the Internal Revenue per-diem and mileage tables to be used for travel by Board members and Administrator for ESD business. Motion carried 4-0. Unanimous vote in favor.

There was discussion regarding the annual SAFE-D conference. The Board highly recommended if any member of any department that might be interested in serving on the

ESD Board in the future, it would be a good idea to attend the conference. The Board expressed that they would carry two members if interested.

**14) Discuss and take action on TESRA retirement paperwork needed for member information registration and pension board creation.**

Brian Jones announced that he had met with Scott Miller regarding the retirement program. He announced that he needs all of the Fire Chiefs to provide him with a list of active members which include the last and first name, date of birth, and date of entry into the department. Brian Jones advised those present that he needs this list by the December meeting. No further action.

**15) Discuss and take action to pay monthly for the Google account by auto draft from ESD #1 checking account.**

Motion by Brian Jones with a second by Anthony Depaepe to pay the Google account monthly by auto draft from the ESD #1 checking account. Motion carried 4-0. Unanimous vote in favor.

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

None.

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

None.

**18) Discuss and take action on any budget amendments.**

None.

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

Attendance to the SAFE-D conference

**20) Adjournment.**

Meeting adjourned at 7:10 p.m.

*Kenn S. [unclear]*

Presiding Officer Signature

Title: President

Date: 11-11-2024

## ACCOUNTS PAYABLE:

### FYE 2024

1)	City of Gilmer (September dispatching services)	\$ 3,000.00
2)	Terri Ross (September Bookkeeping/Clerical)	\$ 750.00
3)	Terri Ross (Reimbursement - Postage)	\$ 14.60
4)	ETEX Telephone (Draft Payment)	\$ 103.95
5)	Dwight Brannon (Legal services – Glenwood deed)	\$ 315.00
6)	Scott Mischnick (Reimbursement Google Workspace)	\$ 16.88
7)	TCMC (Agenda item 6)	\$ 87,400.80
8)	Karen Jacks (CPA services)	\$ 1,900.00
9)	Top Hat (Ewell VFD Bed and boxes install)	\$ 4,895.00
10)	Danko (Ewell VFD Skid Unit)	\$ 20,010.00
11)	Wingfield Home Projects (Ewell Substation)	\$ 3,950.00

### FYE 2025

1)	Swepco (Draft Payment)	\$ 41.24
2)	Streamline	\$ 2,400.00
3)	VFIS (Agenda item 11)	\$ 94,011.67
	Renewal A&S	\$ 9,702.00
	Renewal Property/Casualty	\$ 83,813.67
	Addition 2025 Pumper/Tanker	\$ 496.00
4)	First Government Lease (2020 Kenworth Truck)	\$ 92,015.53
5)	Terri Ross (Reimbursement office supplies)	\$ 50.49
6)	Penguin Management (ESD #2 1,764.00)	\$ 4,116.00
7)	Scott Mischnick (Reimbursement Hover domain)	\$ 19.17
8)	Carlton Firm	\$ 148.00

**RURAL DEPARTMENTS BILLS SUBMITTED TO BE PAID:**

1) Bettie VFD	\$ 779.59
2) East Mountain VFD	\$ 9,220.56
3) East Mountain VFD	\$ 1,000.34
4) Ewell VFD	\$ 2,356.67
5) Harmony VFD	\$ 794.61
6) Pleasant Grove VFD	\$ 5,590.89
7) Pritchett VFD (Aug & Sept)	\$ 6,460.17
8) West Mountain VFD	\$ 4,768.06

**Upshur County ESD #1 Excess (rollover) fund and capital expenditures  
Policy**

**September 16, 2024**

The Upshur County ESD #1 Commissioners will allow departments to use their saved funds from a current budget and move them into the following year's budget with the following understanding:

1. All excess (rollover) funds can only be used on invoices for items used to aid in firefighting activities and in building maintenance.
2. All excess funds (rollover) from the previous year's budget will be used first in the next year's expenditures for all VFD Departments.
3. All excess funds (rollover) will be used on capital expenditures and capital expenditures will be defined as a single purchase or a combination purchase of equipment which exceeds \$5000.
4. All excess funds (rollover) will be used first and subtracted from the VFD department's account and serve as part of the funds the ESD is supplying for any capital projects where the ESD is helping a VFD fund a project. Projects such as grant funding and capital expenditures where a department needs help are just two examples.

The commissioners can choose to not pay any invoice at their discretion if the VFD contract departments fail to comply with this policy or any other policy or directive which has been adopted by contract obligations or by a policy or SOP.

Approved by Commissioners and active on Date: October 17, 2024

Presiding Officer: 