

# UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

JUNE 12, 2023

7:00 P.M.

## MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on June 12, 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 7:01 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, and Cloddie Henson being present. Kenny Southwell was absent. Bobby Jenkins arrived at 7:32 p.m.
- 3) **Public comment.** Jo Ann Clamp spoke regarding training courses that were available for all those interested.
- 4) **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 discuss the minutes of the previous meeting held May 8, 2023. Scott Mischnick made a motion to correct the minutes with regard to #9 on the agenda. Cloddie Henson seconded that motion. Minutes were corrected as to #9. Motion carried 3-0. Unanimous vote in favor.

Scott Mischnick made a motion with a second by Cloddie Henson to pay the following bills:

ETEX Telephone	\$ 104.95
Terri Ross (May Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (May Dispatching)	\$ 3,000.00
Upshur County Tax Assessor-Collector	\$ 2,498.00
U.S. Postal Service (Box rental)	\$ 68.00
City of Gilmer (3 <sup>rd</sup> quarter)	\$22,500.00
City of Big Sandy (3 <sup>rd</sup> quarter)	\$ 8,750.00
City of Gladewater (3 <sup>rd</sup> quarter)	\$ 8,750.00
Upshur County Appraisal District (3 <sup>rd</sup> qtr)	\$ 5,895.36

- 5) **Discuss and take action regarding Harmony Consolidated VFD station.** Scott Mischnick made a motion with a second by Cloddie Henson to accept the proposal from Brevard and to have Kenny Southwell and Bobby Jenkins sign as to approval. Motion carried 3-0. Unanimous vote in favor.
- 6) **Discuss and take action regarding the Interlocal Agreement for Assessment and Collection of Taxes between Upshur County and ESD #1.** Motion made by Cloddie Henson with a second by Scott Mischnick to approve the Interlocal Agreement for Assessment and Collection of Taxes between Upshur County and ESD #1. Motion carried 3-0. Unanimous vote in favor.
- 7) **Discuss and take action regarding the Cascade system located at Bettie VFD station.** The invoice for electrical services at the Bettie VFD station for the Cascade system from Circle S Electric had included sales tax in the amount of \$673.77. Motion by Scott Mischnick and second by Cloddie Henson for Michael Kuza to recover the amount of sales tax already paid to Circle S Electric as the ESD is exempt from sales tax. Motion carried 3-0. Unanimous vote in favor. *Cloddie Henson made a motion to get an itemized statement breaking down the cost for each service on the Circle S Electric invoice. Scott Mischnick seconded the motion.*
- 8) **Discuss and take action regarding the updated Policy #5 for signatures only.** No action. *Motion carried 3-0.*
- 9) **Discuss and take action on adopting guidelines for dispatch.** No action. Special meeting to be held on June 26, 2023 at 4:00 p.m. in the County Courtroom to discuss guidelines for dispatch.
- 10) **Discuss and take action on 10% Grant Reimbursement Policy.** Motion by Scott Mischnick with a second by Bobby Jenkins to discuss the 10% Grant Reimbursement Policy as presented. Motion by Scott Mischnick with a second by Cloddie Henson to amend the policy to make the policy effective June 12, 2023. Motion by Scott Mischnick with a second by Bobby Jenkins to adopt the 10% Grant Reimbursement Policy with amendment to be signed at next meeting. Motion carried 4-0. Unanimous vote in favor.
- 11) **Discuss and take action on Funds Disbursement Policy.** Motion by Scott Mischnick with a second by Cloddie Henson to adopt the Funds Disbursement Policy as presented. Motion carried 4-0. Unanimous vote in favor.
- 12) **Discuss and take action on the Audit Report and Invoice submitted by Margaret Nixon.** Motion by Scott Mischnick with a second by Bobby Jenkins to accept the Audit Report. Motion carried 4-0. Unanimous vote in favor. Motion by Scott Mischnick with a second by

Margaret

Cloddie Henson to pay the invoice submitted by Margaret Nixon. Motion carried 4-0. Unanimous vote in favor.

- 13) **Report/on training school and future use of drop tanks, turbo draft options.** No action. Put on agenda for next month.
- 14) **Discuss annual department inspection reports.** No action.
- 15) **Discuss and take action on purchasing burn ban banners for the county fire departments.** Marc Nichols, Upshur County Emergency Management Director, announced that he is in the process of looking to get some signs through the TCJS with county funding. No action. Put on agenda for next month.
- 16) **Discuss and take action regarding Coveler & Peeler invoice.** Motion by Scott Mlschnick with a second by Bobby Jenkins to pay the invoice submitted by Coveler & Peeler in the amount of \$173.75. Motion carried 4-0. Unanimous vote in favor.
- 17) **Discuss and take action on facilitating multiple department hose purchase.** Motion by Scott Mlschnick with a second by Bobby Jenkins to have the ESD facilitate multiple department hose purchase and pay the invoice directly and deduct the appropriate amount from the individual department budgets. Motion carried 4-0. Unanimous vote in favor.
- 18) **Discuss and take action on East Mountain station door widening.** Motion by Bobby Jenkins with a second by Scott Mlschnick to approve East Mountain station door widening. Motion by Scott Mlschnick to amend his motion to allow East Mountain to sign a contract for the project in the total amount of \$18,750.00 to be split with the ESD paying for half of the costs. Motion carried 4-0. Unanimous vote in favor.
- 19) **Discuss and take action on budget amendment for Bettie VFD.** No action.
- 20) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Scott Mlschnick made a motion to pay bills submitted up to the remainder of Bettie VFD budget. Motion dies for lack of second. Motion by Cloddie Henson with a second by Bobby Jenkins to pay Bettie VFD in the amount of \$9,609.47. Motion failed with 2 for – 1 oppose and 1 abstaining. No further action.
- 21) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Bobby Jenkins with a second by Cloddie Henson to pay the bills as submitted. Motion by Bobby Jenkins to rescind his motion as bills were not submitted within the deadline. No further action.



- 22) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Motion by Cloddie Henson with a second by Scott Mischnick to pay Ewell VFD bills in the amount of \$2,294.99. Motion carried 4-0. Unanimous vote in favor.
- 23) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Bobby Jenkins and second by Scott Mischnick to pay Harmony VFD bills in the amount of \$2,196.52. Motion carried 4-0. Unanimous vote in favor.
- 24) **Discuss and take action to pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Cloddie Henson and second by Bobby Jenkins to pay Pleasant Grove VFD bills in the amount of \$15,900.41. Motion carried 3-0 with Scott Mischnick abstaining.
- 25) **Discuss and take action to pay bills for Pritchett VFD as submitted and approved.** Motion by Scott Mischnick and second by Cloddie Henson to pay Pritchett VFD bills in the amount of \$4,696.26. Motion carried 4-0. Unanimous vote in favor.
- 26) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** Scott Mischnick made a motion to pay the bills as submitted. Scott Mischnick withdrew his motion after learning that the bills were not submitted within the deadline. No further action.
- 27) **Discuss and take action to pay bills for West Mountain VFD as submitted and approved.** Motion by Scott Mischnick and second by Bobby Jenkins to pay West Mountain VFD bills in the amount of \$4,093.90. Motion carried 4-0. Unanimous vote in favor.
- 28) **Discuss and take action on any insurance claim pay outs to rural departments.** No action taken.
- 29) **Discuss and take action on any grant reimbursement requests submitted.** No action taken.
- 30) **Discuss and take action on any budget amendments.** None
- 31) **Items to be considered for next month's agenda.** Items #5, #13, and #15.
- 32) **Adjournment.** Meeting adjourned at 8:48 p.m.

  
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Presiding Officer Signature  
Title: President

Date: 7-10-23