

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

FEBRUARY 10, 2025

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on February 10, 2025, 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 Garon (Gig) Wade being present.
- 2) **Public Comment.** David Atkinson with TEEKS announced several class opportunities coming up. Kenny Southwell suggested that we add these classes to our website.
- 6) **Presentation by Emergency Networking to demonstrate reporting software.** Aaron Culwell gave a presentation of his reporting software and answered any questions of those present.
- 3) **Announcements:**
 - A. **Update on remodel of Ewell substation (Lafayette);**
No update at this time.
 - B. **Update on radio reprogramming and new radio installs; and**
Marc Nichols gave an update as to the reprogramming of the radios. He announced that every department should have their portables done. He further announced that new radios are ordered and have a ship date of March 1st.
 - C. **Report from Commissioners from their attendance at the SAFE-D conference.**
Commissioners announced the different things that they took away from attending the conference.
- 4) **Consent agenda items:**
 - A. **Approval of the minutes of the January 13, 2025 and January 21, 2025 meetings;**
 - B. **Accounts Payable; and**
 - C. **Approval of reimbursements to departments for invoices submitted for the month of December 2024.**

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

- 5) **Approval of expenditures purchased with ESD's credit card and authorization to pay credit card invoice due on or about March 12, 2025.** Motion by Brian Jones with a second by Scott Mischnick to authorize the payment of the credit card invoice due on or about March 12, 2025. Motion carried 5-0. Unanimous vote in favor.
- 8) **Discuss and take action for installation of radios and antennae at the new Harmony station.** Raymond Cook presented a quote for the installation of radios and antennae at the new Harmony station. Motion by Raymond Cook with a second by Kenny Southwell to approve up to \$4,025.00 for the installation of the radio and associated power supply (\$330.00 for battery backup) and antennae at the new Harmony station out of building maintenance fund. Motion carried 5-0. Unanimous vote in favor.
- 9) **Discuss and take action regarding the appointment of members to serve on the Retirement Board.** No action.
- 10) **Discuss and take action to pay TCMC final draw \$94,123.52 for the new construction of the Harmony VFD station.** Motion by Kenny Southwell with a second by Scott Mischnick to approve the retainage and final draw to TCMC in the amount of \$94,123.52 for the new construction of the Harmony VFD station. Motion carried 5-0. Unanimous vote in favor.
- 11) **Discuss and take action on any insurance claim payouts to rural departments.** None.
- 12) **Discuss and take action on any grant reimbursement requests submitted.** None.
- 13) **Discuss and take action on items to be considered for next month's agenda.** East Mountain fuel bills
- 7) **Discuss and take action on amendments to current financial policies and creation of new policies, if needed.**
- a. **Bank Loan Policy**
 - b. **Monthly Expense Report Policy**
 - c. **Funds Rollover Policy**
- Kenny Southwell presented drafted policies to the Board. There was discussion regarding corrections and/or additions to the drafted policies. Matter was tabled.
- 14) **Adjournment.** Meeting adjourned at 7:45 p.m.



Presiding Officer/Signature
Title: President

Date: 3-10-25

ACCOUNTS PAYABLE:

1)	City of Gilmer (January dispatching services)	\$ 3,000.00
2)	Terri Ross (January services)	\$ 750.00
3)	Credit Card Services (Gilmer Tire and Auto – EM tanker)	\$ 1,336.54
4)	VFIS (Addition of 2002 Spartan Pumper)	\$ 549.00
5)	TCMC (Harmony station – Agenda item 10)	\$ 94,123.52
6)	HDL Companies (Sales Tax Report)	\$ 2,500.00
7)	Heard, McElroy & Vestal, LLC	\$ 6,000.00
8)	ETEX (Draft)	\$ 103.95
9)	Swepeco (Draft)	\$ 23.98
10)	Gilmer Mirror	\$ 6.00