

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

MAY 13, 2024

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on May 13, 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) **Open meeting.** The meeting was opened at 6:00 p.m. by Kenny Southwell.
- 2) **Call meeting to order, Roll Call of Board and establish quorum.** Kenny Southwell called the meeting to order. Kenny Southwell determined a quorum with Kenny Southwell, Scott Mlschnick, Anthony Depaepe, Brian Jones, and Ray Cook being present.
- 3) **PUBLIC COMMENT**

Chief Jerry Taylor reminded those present that they need to submit their request for reimbursement for workers compensation insurance.

Chief Jerry Taylor also gave an update regarding the Texas Forest Service tanker list.

Chief Jerry Taylor highly recommended the cancer awareness training class that Gilmer Fire Department recently attended.
- 4) **BUDGET DISCUSSION**
- 5) **Announcements:**
 - A. **Update on Repeater;**

Kenny Southwell announced that the license and equipment are in. Nothing to update at this time.
 - B. **Gladewater contract update;**

Nothing to report.
 - C. **Update regarding Ewell VFD insurance claim; and**

Kenny Southwell announced that the insurance has paid the claim and the checks are in the bank. Penny Neighbours has applied for a TFS grant to help with the purchase of a replacement truck.
 - D. **Update regarding Glenwood station.**

Nothing to discuss.

8) Presentation from Scott Miller regarding Texas Emergency Service Retirement system. Scott Miller presented handouts to the Board and to those present regarding the Texas Emergency Service Retirement. He gave a presentation and answered questions regarding the retirement program.

6) Consider and take action on approval of:

- A. The minutes of the meetings held April 8, 2024; April 18, 2024; and April 30, 2024;
- B. Accounts payable; and

ETEX Telephone	\$ 104.95
Terri Ross (April Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (April Dispatching)	\$ 3,000.00
The Carlton Law Firm	\$ 2,697.00
Brevard Architecture	\$ 3,589.24

Scott Mischnick made a motion with a second by Ray Cook to approve Items 6A-B. Motion carried 5-0. Unanimous vote in favor.

- C. Pay bills for the rural fire departments as submitted and approved.

Scott Mischnick made a motion with a second by Anthony Depaepe to pay Bettie VFD, Ewell VFD, Harmony VFD, Pritchett VFD, and West Mountain VFD as follows:

Bettie VFD	\$ 1,202.68
Ewell VFD	\$ 6,545.64
Harmony VFD	\$ 803.05
Pritchett VFD	\$ 411.70
West Mountain VFD	\$ 663.63

Motion carried 5-0. Unanimous vote in favor.

Ray Cook made a motion with a second by Kenny Southwell to pay Pleasant Grove VFD in the amount of \$3,160.34. Motion carried 4-0 with Scott Mischnick abstaining.

7) Discuss and take action regarding updates to the 911 map provided by ETCOG. Kenny Southwell announced that he had sent the proposed map to the rural fire departments and that there is a correction that needs to be made around the area of Bob White. He announced that there would be discussion regarding same at the Strategic Planning Meeting to be held May 14, 2024 and then adopt the map at the next regular meeting.

9) Discuss and take action to adopt a Resolution for Records Retention Policy. Ray Cook presented the Resolution to the Board. Motion by Brian Jones with a second by Scott Mischnick to adopt the Resolution for Records Retention Policy. Motion carried 5-0. Unanimous vote in favor.

- 10) **Discuss and set a time and date for the next Strategic Planning meeting.** The Strategic Planning meeting has been set for Tuesday, May 14, 2024 at 5:00 p.m.
- 11) **Discuss and take action to award bid for the Harmony VFD fire station.** Motion by Brian Jones to acknowledge TCMC Contracting of Tyler, Texas as the low bid for Upshur County ESD #1 station on Jaguar Road and to allow Kenny Southwell and Scott Mischnick to begin value engineering discussions with TCMC representatives to lower the building cost and bring those final numbers back to the Upshur County ESD #1 Board for consideration. Anthony Depaepe made a second to that motion. Motion carried 5-0. Unanimous vote in favor.
- 12) **Discuss and take action on the audit report submitted by Margaret Nixon for the FYE 2023 and pay the invoice submitted.** Motion by Scott Mischnick with a second by Brian Jones to accept the audit report submitted by Margaret Nixon for the FYE 2023 and to pay the invoice submitted. Motion carried 5-0. Unanimous vote in favor.
- 13) **Discuss and take action on payment for the Pritchett chassis from Danko Emergency Equipment.** Motion by Ray Cook to pay the chassis invoice amount of \$111,490.00 to Danko Emergency Equipment Company for Pritchett VFD's new Pumper Tanker with the understanding that the Upshur County ESD #1 will be a lienholder on this unit. Scott Mischnick made a second to the motion. Anthony Depaepe questioned if we would be charged this 10% fee if payment not received within two days. Bill Fell, Chief of Pritchett VFD, presented an updated invoice to the Board in the amount of \$116,490.00. He also informed the Board that he would need to send a check from his fire department account per the contract and the TFS grant requirement. Kenny Southwell made an amendment motion to the motion to make the check payable to Pritchett VFD in the amount of \$116,490.00. Scott Mischnick made a second to the motion to amend. Kenny Southwell made it aware that the original budget line item for this truck was for \$111,490.00. Therefore, there will be a \$5,000.00 overage on this budget line item which will need to be addressed at a future meeting as a budget amendment. Vote for amended motion carried 5-0. Unanimous vote in favor. Vote on original motion carried 5-0. Unanimous vote in favor.
- 14) **Discuss and take action on any insurance claim payouts to rural departments.** West Mountain VFD presented invoices as their third installment from the storm insurance claim funds. Motion by Brian Jones with a second by Ray Cook to pay West Mountain VFD in the amount of \$9,579.96 to be deducted from the insurance claim fund. Motion carried 5-0. Unanimous vote in favor.
- 15) **Discuss and take action on any grant reimbursement requests submitted.** None
- 16) **Discuss and take action on any budget amendments.** None

17) Discuss and take action on items to be considered for next month's agenda. Driving and accident policy

18) Adjournment. Meeting adjourned at 7:19 p.m.

Presiding Officer Signature

Title: _____

Date: _____