

# UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

JULY 10, 2023

7:00 P.M.

## MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on July 10, 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 7:00 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, Kenny Southwell and Cloddie Henson being present. Bobby Jenkins arrived at 7:36 p.m.
- 3) **Public comment.** Michael Kuza made an announcement that he had a list of vehicles insured with the ESD. He requested help from the departments with matching the VIN#s to the location of the vehicles. He also announced that an inventory had been completed at the East Mountain, West Mountain, and Pritchett departments. Kenny Southwell requested suggestions from those in attendance regarding the best month to schedule a 300 class. It was determined that January would be a good month to schedule this class.
- 4) **Consider and take action on approval of:**
  - A. The minutes of the previous meetings;
  - B. Accounts payable;
  - C. Excess tax proceeds from Linebarger Goggan Blair & Sampson, LLC.

Scott Mischnick brought it to the Court's attention that there were corrections made to the minutes as written. Kenny Southwell made a motion with a second by Cloddie Henson to approve the minutes as written with corrections. Motion carried 4-0. Unanimous vote in favor.

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


ETEX Telephone	\$ 104.95
Terri Ross (June Bookkeeping/Clerical)	\$ 750.00
Terri Ross (reimbursement office supplies)	\$ 10.64
City of Gilmer (June Dispatching)	\$ 3,000.00
U.S. Postal Service (Stamps)	\$ 63.00

Motion carried 4-0. Unanimous vote in favor.

- 5) **Discuss and take action regarding Harmony Consolidated VFD station.** Kenny Southwell advised Shelby Henderson that the attorney had the paperwork ready for him to sign. Kenny Southwell will send updated plans to Shelby Henderson.
- 6) **Report/discuss on training school and future use of drop tanks, turbo draft options.** No action.
- 7) **Discuss and take action on purchasing burn ban banners for the county fire departments.** No action. Put on agenda for next month.
- 8) **Discuss and take action regarding automated e-mail reply from board@esd.com.** Kenny Southwell will get with Lennis Designs to put this in place. No action.
- 9) **Discuss and take action regarding budget template and budget deadline.** Michael Kuza will send the budget template and questionnaire to the departments. No action.
- 10) **Schedule budget hearing.** Budget hearing set for July 31, 2023 @ 6:00 p.m. in the courtroom of the Upshur County Courthouse.
- 11) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Cloddie Henson made a motion with a second by Kenny Southwell to pay the bills as submitted and approved. It was brought to the attention of the Board that the bills were not received by deadline. Motion failed with 2 for and 2 against with one abstaining. No further action.
- 12) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Cloddie Henson to pay the bills as submitted. It was brought to the attention of the Board that the bills were not received by deadline. Motion failed for lack of second. No further action.
- 13) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Motion by Kenny Southwell with a second by Bobby Jenkins to pay Ewell VFD bills in the amount of \$7,210.00. Motion carried 5-0. Unanimous vote in favor.
- 14) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Scott Mischnick and second by Cloddie Henson to pay Harmony VFD bills in the amount of \$478.88. Motion carried 5-0. Unanimous vote in favor.
- 15) **Discuss and take action to pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Bobby Jenkins and second by Kenny Southwell to pay Pleasant Grove VFD bills in the amount of \$4,697.23. Motion carried 4-0 with Scott Mischnick abstaining.

- 16) **Discuss and take action to pay bills for Pritchett VFD as submitted and approved.**  
Motion by Scott Mischnick and second by Kenny Southwell to pay Pritchett VFD bills in the amount of \$957.59. Motion carried 5-0. Unanimous vote in favor.
- 17) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** No bills submitted.
- 18) **Discuss and take action to pay bills for West Mountain VFD as submitted and approved.**  
Motion by Scott Mischnick and second by Kenny Southwell to pay West Mountain VFD bills in the amount of \$566.70. Motion carried 5-0. Unanimous vote in favor.
- 19) **Discuss and take action on any insurance claim pay outs to rural departments.** No action taken.
- 20) **Discuss and take action on any grant reimbursement requests submitted.** No action taken.
- 21) **Discuss and take action on any budget amendments.** No budget amendments. Bobby Jenkins advised the Board that East Mountain VFD needed a check for ½ of the invoice for the work on the door at their station as this matter was approved at the meeting held June 12, 2023. A check was written to Cutting Edge Fabrication in the amount of \$9,375.00 as ½ of the invoice provided. East Mountain VFD is to furnish the ESD with a receipt showing payment.
- 22) **Items to be considered for next month's agenda.** Items #7 and Budget Discussion (this will be on each agenda until budget adopted)
- 23) **Adjournment.** Meeting adjourned at 7:51 p.m.

Next regular scheduled meeting will be held on August 14, 2023 in the courtroom of the Upshur County Courthouse if available due to renovation.

  
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Presiding Officer Signature  
Title: President

Date: 8-14-23