

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

FEBRUARY 13, 2023

7:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on February 13, 2023, in the Upshur County Courtroom, Upshur County Courthouse, 100 W. Tyler Street, Gilmer, Texas.

- 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 was present with Michael Kuza, Scott Mischnick, Cloddie Henson, and Kenny Southwell present. Bobby Jenkins arrived at 7:13 p.m.
- 3) **Public comment.** Kevin Honeycutt with Gilmer Lawn & Garden spoke regarding the equipment that he has available at his business. Benjamin Irish with Daco Fire Equipment spoke. Terry Conyers with East Mountain Station #2 spoke in regards to questions he had with moving forward with opening up the Glenwood fire station.
- 4) **Consider and take action on approval of:**
 - A. The minutes of the meetings held January 9, 2023 and January 23, 2023. Kenny Southwell made a motion with a second by Scott Mischnick to approve the minutes from the meetings held January 9, 2023 and January 23, 2023. Motion carried 4-0. Unanimous vote in favor.
 - B. Accounts payable. Kenny Southwell made a motion with a second by Scott Mischnick to pay the following bills:

ETEX Telephone	\$ 104.95
Terri Ross (January bookkeeping/clerical)	\$ 750.00
City of Gilmer (January dispatching)	\$3,000.00
The Gilmer Mirror	\$ 6.00
SAFE-D (Dues)	\$1,100.00
Michael Kuza (reimbursement for conference)	\$ 338.61
Cloddie Henson (reimbursement for conference)	\$ 401.72
Scott Mischnick (reimbursement for conference)	\$ 239.20

Motion carried 5-0. Unanimous vote in favor.

5) Hear updates on the following:

- A. East Mountain engine and VFIS check. East Mountain reported that they had not received the check from VFIS.
- B. Harmony Consolidated VFD station. Chief Henderson advised the Board that they survey had been done and the title company is a few weeks out before the title commitment would be complete.
- C. Audit paperwork. The auditor is working on the 2021 and 2022 audits and has been in contact with both Terri Ross and Scott Mischnick to get these complete. Based on the auditor's recommendations, there will be more policies forthcoming regarding bills and so forth presented to the Board for consideration.
- D. Report from commissioners regarding SAFE-D conference. The Board members each spoke in regards to what they learned from the conference. They all agreed that it was very beneficial. They met with various vendors and received CE hours as well.

6) Discuss and take action to elect a board member to represent ESD #1 during construction of the new Harmony fire station. Scott Mischnick made a motion to nominate Bobby Jenkins and Kenny Southwell to serve as liaisons on construction of the new Harmony Consolidated fire station. Cloddie Henson seconded the motion. Motion carried 5-0. Unanimous vote in favor.

7) Discuss and take action to reimburse the ESD #1 commissioners for their expenses incurred for the SAFE-D training conference. No action as this matter was approved in item 4(B) above.

8) Discuss and take action to employ HDL companies to check into benefits of sales tax. Bobby Jenkins made a motion with a second by Kenny Southwell to enter into discussion with HDL regarding a possible collection of sales tax. Michael Kuza discussed what they had learned from talking with the HDL firm at the conference. The company would prepare a feasibility study to project how much sales tax revenue could be generated from collection of sales tax. Bobby Jenkins amended his motion that ESD #1 enter into negotiations with HDL at a maximum cost of \$3,500.00. Kenny Southwell seconded this motion. Motion carried 5-0. Unanimous vote in favor.

9) Discuss and take action on using Government Capital Corporation for loans on Pritchett VFD engine and East Mountain VFD engine. Kenny Southwell made a motion with a second by Cloddie Henson to consider entering into negotiations with Government Capital Corporation for loans on Pritchett VFD engine and East Mountain VFD engine. Motion carried 5-0. Unanimous vote in favor.

10) Discuss and take action for West Mountain VFD to be added to Jaws call dispatch. Scott Mischnick made a motion with a second by Kenny Southwell to add West Mountain VFD to Jaws calls dispatch. Motion carried 5-0. Unanimous vote in favor.

- 11) **Discuss and take action on paying an amount towards the Gilmer Fire Department bill on repair of the cascade system.** Kenny Southwell made a motion with a second by Cloddie Henson that the Board consider paying a portion of the bill submitted by Gilmer Fire Department. Chief Taylor presented the bill to the Board in the amount of \$4,187.00 to Metro Fire for repair of the cascade system. Chief Taylor advised the Board that the City of Gilmer had paid this bill. Cloddie Henson made a motion to amend the prior motion that the ESD #1 pay \$1,500.00 towards this expense to the City of Gilmer upon receipt of an invoice in that amount. Kenny Southwell seconded this motion. Motion carried 5-0. Unanimous vote in favor.
- 12) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Motion by Cloddie Henson with a second by Scott Mischnick to pay Bettie VFD in the amount of \$6,219.68. Motion carried 4-0 with Michael Kuza abstaining.
- 13) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Cloddie Henson with a second by Kenny Southwell to pay East Mountain VFD (station #1 and station #2) in the amount of \$4,786.34. Motion carried 5-0. Unanimous vote in favor.
- 14) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Motion by Kenny Southwell with a second by Cloddie Henson to pay Ewell VFD in the amount of \$5,203.02. Motion carried 5-0. Unanimous vote in favor.
- 15) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Kenny Southwell with a second by Scott Mischnick to pay Harmony VFD in the amount of \$1,655.88. Motion carried 5-0. Unanimous vote in favor.
- 16) **Discuss and take action to pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Kenny Southwell with a second by Cloddie Henson to pay Pleasant Grove VFD in the amount of \$9,997.94. Motion carried 4-0 with Scott Mischnick abstaining.
- 17) **Discuss and take action to pay bills for Pritchett VFD as submitted and approved.** Motion by Kenny Southwell with a second by Bobby Jenkins to pay Pritchett VFD in the amount of \$831.01. Motion carried 5-0. Unanimous vote in favor.
- 18) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** Motion by Kenny Southwell with a second by Cloddie Henson to pay Simpsonville VFD in the amount of \$18,556.16. Motion carried 5-0. Unanimous vote in favor.
- 19) **Discuss and take action to pay bills for West Mountain VFD as submitted and approved.** Motion by Bobby Jenkins and second by Kenny Southwell to pay West Mountain VFD in the amount of \$1,065.44. Motion carried 5-0. Unanimous vote in favor.

- 20) **Discuss and take action on adoption of new policy regarding monthly expense reports.**
Kenny Southwell made a motion to adopt a new policy regarding monthly expense reports.
Motion died for lack of second.
- 21) **Discuss and take action on methods of submitting monthly expense reports and purchase of scanners.** Cloddie Henson made a motion to discuss methods of submitting monthly expense reports and purchase of scanners. Kenny Southwell seconded the motion. Michael Kuza discussed amending the expense report so that all departments can report electronically. Michael Kuza also recommended purchasing scanners for all departments to be able to scan their bills and submit electronically. Michael Kuza entertained a motion that this matter be passed to next agenda. Motion carried 5-0. Unanimous vote in favor.
- 22) **Discuss and take action on any insurance claim pay outs to rural departments.** No action.
- 23) **Discuss and take action on any grant reimbursement requests submitted.** No action.
- 24) **Discuss and take action on any budget amendments.** No action.
- 25) **To review and discuss any items to be considered for next month's agenda.** Glenwood PPE grant; Glenwood preparation going forward; adoption of new policy regarding monthly expense reports; submitting monthly reports; Lafayette tanker; and Simpsonville station; pay BGS for Glenwood bunker gear
- 26) **Adjournment.** Motion by Cloddie Henson and second by Kenny Southwell to adjourn.
Motion carried 5-0. Unanimous vote in favor.



Presiding Officer, Signature
Title: President

Date: 3-13-23