

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

OCTOBER 9, 2023

7:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on October 9, 2023, 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 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, Kenny Southwell, Scott Mischnick, and Cloddie Henson being present. Bobby Jenkins arrived at 7:05 p.m.

Public comment. Chief Jerry Taylor of the Gilmer Fire Department addressed his concerns about the Board's policies and open records requests and suggested that the Board set goals and follow through with them.

Chief Bill Fell of the Pritchett VFD addressed the Board regarding issues with E-dispatching. Michael Kuza announced that his term will expire on December 31, 2023 and he would not be seeking re-appointment. He further announced that he submitted a letter to Judge Tefteller recommending Ray Cook to fill his position but has not heard back from him.

- 3) **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 Kenny Southwell to approve the minutes of the meeting held September 26, 2023 at 6:00 p.m. Motion carried 5-0. Unanimous vote in favor.

Kenny Southwell made a motion with a second by Cloddie Henson to approve the minutes of the meeting held September 26, 2023 at 7:00 p.m. Motion carried 5-0. Unanimous vote in favor.

Kenny Southwell made a motion with a second by Cloddie Henson to pay the following bills:

ETEX Telephone	\$ 104.95
Terri Ross (September Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (September Dispatching)	\$ 3,000.00

VFIS (Renewal Property/Casualty)	\$76,757.00
Carson Community Bank	\$92,015.53
Gilmer Mirror (Tax Rate Ad)	\$ 189.75
Lennis Design (Annual Renewal Website)	\$ 1,423.40
Siddons-Martin	\$ 1,044.10
Penguin Management (E-Dispatch Annual)	\$ 5,880.00

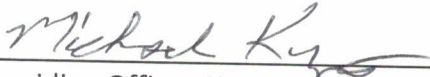
Scott Mischnick suggested that the Lennis Design invoice for the annual website renewal be paid from the Legal line item. Motion carried 5-0. Unanimous vote in favor.

- 4) **Discuss Harmony Consolidated Fire Station and take action if needed.** Kenny Southwell updated the Board on the status of the Harmony Consolidated Fire Station. He announced that the drawings were finalized. He also informed the Board that there is adjoining property that is being donated and is at the attorney's office. Survey on this property has been done. Station blueprints are finished. Once the attorney finishes with the legal work, we can go out for bids. Kenny Southwell has an electronic copy of the blueprints on his computer if anyone is interested in looking at them.
- 5) **Discuss and take action on the Contract for Dispatching Services Between the City of Gilmer and Upshur County Emergency Services District #1.** The contract has been submitted to the City of Gilmer for approval. No action.
- 6) **Discuss and take action on the Contracts for Fire Fighting Services between the ESD #1 and the cities of Gilmer and Gladewater.** Contracts have been submitted to the City of Gilmer and City of Gladewater for approval. No action.
- 7) **Discuss and take action regarding department's insured vehicles.** VFIS has been notified of the vehicles that needed to be removed from coverage and they will credit the ESD. No action.
- 8) **Discuss and take action regarding the West Mountain VFD insurance claim and approval for capital expenditures.** Bracy Sweat with West Mountain VFD presented the Board with a list of items that he is requesting to be purchased with insurance claim funds. The first thing he is requesting is a standby generator to purchase and install. He is also wanting to purchase yard maintenance equipment and ice machine if funds are still available. Bobby Jenkins made a motion with a second by Cloddie Henson to allow West Mountain VFD to use their insurance proceeds to repair what they are going to repair and make a capital improvement for standby power. Motion carried 5-0. Unanimous vote in favor.
- 9) **Discuss and take action regarding procuring audit services for the fiscal year 2022-2023.** No action. Put this matter on next month agenda.

- 10) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Motion by Cloddie Henson and second by Bobby Jenkins to pay Bettie VFD bills in the amount of \$2,403.82. Motion carried 4-0 with Michael Kuza abstaining.
- 11) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Kenny Southwell with a second by Bobby Jenkins to pay East Mountain VFD (station 1) in the amount of \$159.20. Bobby Jenkins discussed the DOT tires previously purchased by East Mountain VFD. East Mountain VFD paid for 6 tires out of their budget but are only in need of 4 tires. East Mountain VFD has 2 extra tires on rims that he will have for sale if any department is in need. Motion carried 5-0. Unanimous vote in favor. Motion by Cloddie Henson with a second by Kenny Southwell to pay East Mountain VFD (station 2) in the amount of \$319.98. Motion carried 5-0. Unanimous vote in favor.
- 12) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Motion by Scott Mischnick with a second by Cloddie Henson to pay Ewell VFD bills in the amount of \$976.94. Michael Kuza had a question regarding one of the bills submitted for fuel purchased from Daddy T's. There was no representative from Ewell VFD to answer. Motion died for lack of second.
- 13) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Cloddie Henson with a second by Kenny Southwell to pay Harmony VFD bills in the amount of \$5,736.33. Motion carried 5-0. Unanimous vote in favor.
- 14) **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 \$65.75. Motion carried 4-0 with Scott Mischnick abstaining.
- 15) **Discuss and take action to pay bills for Pritchett VFD as submitted and approved.** Motion by Kenny Southwell and second by Cloddie Henson to pay Pritchett VFD bills in the amount of \$1,810.46. Motion carried 5-0. Unanimous vote in favor.
- 16) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** No bills submitted.
- 17) **Discuss and take action to pay bills for West Mountain VFD as submitted and approved.** Motion by Kenny Southwell and second by Cloddie Henson to pay West Mountain VFD bills in the amount of \$821.87. Motion carried 5-0. Unanimous vote in favor.
- 18) **Discuss and take action on any insurance claim pay outs to rural departments.** No action.
- 19) **Discuss and take action on any grant reimbursement requests submitted.** No action.
- 20) **Discuss and take action on any budget amendments.** No action.

21) **Items to be considered for next month's agenda.** Item #9, Discuss a formal vote that Glenwood VFD no longer exists as it is a part of East Mountain VFD. Discuss and take action on future budget of East Mountain.

22) **Adjournment.** Meeting adjourned at 8:08 p.m.



Presiding Officer Signature
Title: President

Date: 11-13-23