

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

NOVEMBER 13, 2023
7:00 P.M.

AMENDED MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on November 13, 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 7:27 p.m.
- 3) **Public comment.** Terry Conyers spoke in regards to the Glenwood Fire Department. He presented the Board with statistics of calls and responses from the substation. He further stated that he wants to get the Glenwood Fire Department back up and running for the community.
- 4) **Consider and take action on approval of:**
 - A. The minutes of the previous meetings;
 - B. Accounts payable.

Kenny Southwell made a motion with a second by Cloddie Henson to approve the minutes of the meeting held October 9, 2023. Motion carried 4-0. Unanimous vote in favor.

Scott Mischnick made a motion with a second by Kenny Southwell to pay the following bills:

ETEX Telephone	\$ 104.95
Terri Ross (October Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (October Dispatching)	\$ 3,000.00
Lone Star Fire Specialties	\$ 6,870.00

- 5) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Motion by Kenny Southwell and second by Scott Mischnick to pay Bettie VFD bills in the amount of \$7,425.84. Motion carried 3-0 with Michael Kuza abstaining.
- 6) **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 Cloddie Henson to

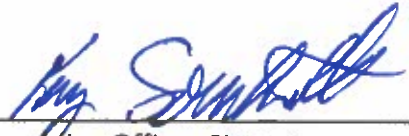
pay East Mountain VFD (station #1 and station #2) in the amount of \$2,475.59. Motion carried 4-0. Unanimous vote in favor.

- 7) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Motion by Scott Mischnick with a second by Kenny Southwell to pay Ewell VFD bills in the amount of \$1,737.59. Motion carried 4-0. Unanimous vote in favor.
- 8) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Kenny Southwell with a second by Cloddie Henson to pay Harmony VFD bills in the amount of \$469.42. Motion carried 4-0. Unanimous vote in favor.
- 9) **Discuss and take action to pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Kenny Southwell with second by Cloddie Henson to pay Pleasant Grove VFD bills in the amount of \$1,384.88. Motion carried 3-0 with Scott Mischnick abstaining.
- 10) **Discuss and take action to pay bills for Pritchett VFD as submitted and approved.** Motion by Kenny Southwell with second by Cloddie Henson to pay Pritchett VFD bills in the amount of \$836.30. Motion carried 4-0. Unanimous vote in favor.
- 11) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** No bills submitted.
- 12) **Discuss and take action to pay bills for West Mountain VFD as submitted and approved.** Motion by Cloddie Henson with a second by Scott Mischnick to pay West Mountain VFD bills in the amount of \$885.99. Motion carried 4-0. Unanimous vote in favor.
- 13) **Discuss and take action regarding procuring an auditor.** Motion by Kenny Southwell with a second by Cloddie Henson to procure the services of Margaret Nixon to perform the audit for the fiscal year 2022-2023. Motion carried 4-0. Unanimous vote in favor. (SEE AUDIT ENGAGEMENT LETTER ATTACHED)
- 14) **Discuss and take action to pay the invoice to Casco for soap for extractor.** Motion by Kenny Southwell with a second by Scott Mischnick to pay the invoice to Casco in the amount of \$167.00 for soap for extractor. Motion carried 4-0. Unanimous vote in favor.
- 15) **Discuss and take action on invoice submitted by Brevard Architecture for Harmony station.** Motion by Kenny Southwell with a second by Scott Mischnick to pay the invoice submitted by Brevard Architecture in the amount of \$5,192.00 for Harmony station. Motion carried 4-0. Unanimous vote in favor.
- 16) **Discuss and take action on putting the Harmony fire station plans out for construction bids.** Motion by Kenny Southwell with a second by Scott Mischnick to put the Harmony fire station plans out for construction bids. Cloddie Henson commented that he wants to pay off the notes on the two trucks before going out for bids. Kenny Southwell commented that he wanted to go out for bids to see if it is within our budget. He further commented that

the only cost to go out for bids is the cost of the ad and the legal fee to draw up the paperwork. Michael Kuza made the comment that he will not agree in going forward after we get the bids back unless there is another discussion regarding everyone's budget. Vote carried 3 for with 1 against.

- 17) **Discuss who will be attending the SAFE-D training conference in February.** Cloddie Henson, Scott Mischnick and Kenny Southwell are planning on attending. Michael Kuza will get with Bobby Jenkins to see if he plans on attending.
- 18) **Discuss and take action on engaging the services of an attorney for ESD #1 business.** Motion by Kenny Southwell with a second by Scott Mischnick to engage the services of Carlton Law Firm as attorney of record for all ESD #1 business and also authorize Michael Kuza, as the current President, to sign the engagement letter. Motion carried 4-0. Unanimous vote in favor. (SEE ENGAGEMENT LETTER ATTACHED)
- 19) **Discuss the list of approved FROs and Rescue departments in the county.** Discussion only. No action.
- 20) **Discuss and take action on paying bills for vehicles other than fire apparatus kept in stations.** Motion by Bobby Jenkins to not fund anything less than 1/2 ton truck with at least 175 gallon skid unit on it. Bobby Jenkins amended his motion that the ESD not fund anything less than ¾ ton truck with a minimum of 175 gallon skid unit on that vehicle. Motion failed for lack of second.
- 21) **Discuss and take a formal vote of action that Glenwood VFD no longer exists as it is a part of East Mountain VFD.** Cloddie Henson commented that he wants to see Glenwood go back as a fire department. He also wants to see a substation in the future to cover Barton Springs area. Kenny Southwell is in favor of Glenwood Fire Department being back as a fire station but expressed that there would be budget oversights. Scott Mischnick commented that the ESD Board does not have authority to determine if Glenwood VFD exists or not. He further commented that the ESD Board only has the authority to contract with Glenwood VFD or not. Kenny Southwell would like to have the ESD Board give Terry Conyers some direction. Cloddie Henson would like to see Terry Conyers reach out to those interested in being on the Glenwood VFD and report that back to the Board. No action.
- 22) **Discuss and take action on the future budget of East Mountain VFD.** No action.
- 23) **Discuss and take action on any insurance claim pay outs to rural departments.** None
- 24) **Discuss and take action on any grant reimbursement requests submitted.** No action.
- 25) **Discuss and take action on any budget amendments.** No action.
- 26) **Items to be considered for next month's agenda.** Item #20

27) Adjournment. Meeting adjourned at 7:55 p.m.



Presiding Officer Signature
Title: President

Date: 2-12-29