

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

MARCH 11, 2024

7:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on March 11, 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 7:04 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) **Announcements:**
 - A. **Update on Repeater;**

Kenny Southwell announced that there is power to the building and electricity is turned on. He also announced that the radios are in. The Interlocal Agreements have been approved and signed by Big Sandy.
 - B. **Gladewater contract update;**

Kenny Southwell announced that he has reached out to meet with the Fire Chief but has yet to hear from him.
 - C. **Update regarding Ewell VFD insurance claim;**

Brian Jones announced that he went to the Texas DMV office and found out that the truck is in Ewell's name and that there is a lien on it. He reached out to Penny Neighbours and she went to the bank and got a release of lien. Penny announced that she would send someone to the Texas DMV office with the Release. Brian Jones will make arrangements to meet with him at the Texas DMV to get this taken care of to proceed with the claim.
 - D. **Update regarding Ewell substation repairs;**

Anthony Depaepe announced that the millings on the parking lot have been spread and smoothed out. He also announced that he has a bracket for the light for the outside of the building. The light will go on a 30 foot pole.
 - E. **Update regarding Glenwood station;**

Terry Conyers announced that he has been working on redoing the constitution and bylaws. He has reached out to members of the community and has three individuals

scheduled to meet to work on this. Kenny Southwell announced that there is rumor that the ESD only provides the Glenwood station (East Mountain substation) with \$10,000.00 when in fact that is incorrect as the ESD assumed their debt on a loan in the amount of \$25,000.00 a year. He also mentioned that the ESD paid bills that were left to keep in good standing with our fire vendors. One bill was for fire gear in excess of \$18,000.00. The ESD has given the station way more than the \$10,000.00 as rumored so he asked that Terry Conyers to please make others aware of this. Brian Jones also asked Terry Conyers about the working relationship with East Mountain. Terry Conyers indicated that it was good. Terry Conyers just had concerns with Christus covering the area.

F. Meeting on April 8, 2024 will begin at 6:00 p.m.;

Kenny Southwell announced that the next monthly meeting on April 8, 2024 will begin at 6:00 p.m.

G. Strategic Planning meeting to be held on March 21, 2024 at 4:00 p.m.

Kenny Southwell announced that there will be a Strategic Planning meeting on March 21, 2024 at 4:00 p.m. He stated that this is the first step to begin the 2024-2025 budget process.

4) Public comment.

Pleasant Grove announced that they had acquired a training structure to burn in June. They will also be offering training out there on March 17, 2024 if anyone is interested. Please RSVP if planning on attending.

Kenny Southwell announced that Ray Hubbard, our representative with VFIS, was present and would be available if anyone had any questions after the meeting.

5) Consider and take action on approval of:

- A. The minutes of the meeting held February 12, 2024;
- B. Accounts payable.

Upshur County Appraisal District (2 nd qtr)	\$ 9,951.09
City of Gilmer (2 nd qtr)	\$22,500.00
City of Big Sandy (2 nd qtr)	\$ 8,750.00
ETEX Telephone	\$ 104.95
Terri Ross (February Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (February Dispatching)	\$ 3,000.00
Terri Ross (Reimbursement office supplies)	\$ 146.48
Siddons-Martin (Glenwood engine @ Ewell station)	\$ 1,906.45
Hill Electric (wiring on Big Sandy bldg.)	\$ 465.00
The Carlton Law Firm (2 invoices)	\$ 1,202.12
Commercial Electronics (Annual maintenance)	\$ 735.00

Scott Mlschnick made a motion with a second by Anthony Depaepe to approve Items 5A-B with item #11 on Accounts Payable for the Commercial Electronics bill split and billed to the appropriate entities that share the use of that recorder.

Kenny Southwell opened up discussion regarding this bill to Commercial Electronics. This is the recording and data software for the 3 channels. Kenny Southwell announced that he had called the company for clarification and to also ask that the pro-rated date be changed to reflect the fiscal budget year. The corrected pro-rated bill now runs through September 30th. The annual bill will run \$1,350.00 and will reflect October 1 – September 30th. He further explained that this is the pro-rated amount of \$735.00. The ESD #1 will pay the full amount but will share the costs with the City of Gilmer and ESD #2. Chief Jerry Taylor explained that the City of Gilmer had originally put it in. In March of 2023 the City paid the \$1,350.00 for the year and when it was changed to the ESD's name, that is when the bill got pro-rated.

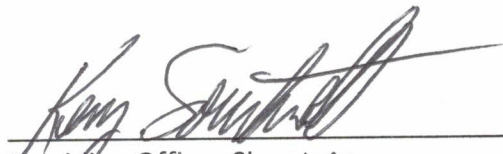
After discussion, motion carried 5-0. Unanimous vote in favor.

- 6) **Discuss and take action regarding reimbursement to Board members attending the SAFE-D conference February 22-24, 2024.** Scott Mlschnick made a motion with a second by Brian Jones to reimburse Upshur County ESD#1 Board members who attended the SAFE-D Conference February 22-24, 2024 for meals per diem in the amount of \$40/day and mileage at .67 per mile according to the Upshur County Travel Policy. Motion carried 5-0. Unanimous vote in favor.
- 7) **Discuss and take action regarding the Siddons-Martin Service Agreement.** Kenny Southwell announced that he had spoken with Logan with Siddons-Martin and he asked that the ESD provide Siddons-Martin with the contact phone numbers of the Fire Chiefs and Assistant Fire Chiefs. Kenny Southwell further explained that those Chiefs would be the ones to approve getting the work done or not when they took something to Siddons-Martin at the reduced rate. The Agreement was approved at the meeting held February 12, 2024. No further action necessary.
- 8) **Discuss and take action on the install of lights and sirens on the Ewell VFD engine by Marc Nichols.** Marc Nichols with Lone Star Public Safety submitted a quote for the installation of lights and sirens on the Ewell VFD engine. Motion by Brian Jones to pay Lone Star Public Safety in the amount of \$2,930.00 for installation of the lights and sirens on the Ewell VFD engine. Motion was seconded by Anthony Depaepe. Said invoice will be paid out of the Truck Maintenance line item. After discussion, Brian Jones changed his motion to accept the quote and approve the work to be done on the Ewell VFD truck and paid upon completion of the work. Anthony Depaepe made a second to the correction of the motion. Motion carried 5-0. Unanimous vote in favor.
- 9) **Discuss the Accident and Sickness policy and coverage for the Upshur County Emergency Services District #1.** Kenny Southwell announced that Chief Jerry Taylor had questioned the

ESD Accident and Sickness insurance coverage since he had a volunteer fireman that was injured. He stated that Scott Mischnick had talked to VFIS at the main office and got clarification on the coverage. Kenny Southwell informed the departments that all departments are to carry a workmans comp policy and this ESD policy rides on top of that. The policy does not cover the municipal departments and would not cover a Gilmer Fire Department volunteer. Scott Mischnick told the Board that he had talked with a Claims Specialist and was informed that usually the standard procedure is that the municipal department is covered by the municipality that they serve and that is why the municipal departments are not covered. Chief Jerry Taylor questioned why the volunteers are not covered and asked that the ESD check into covering them in the future. Ray Hubbard with VFIS was present and said that he would reach out to corporate and check to if they could be covered at time of renewal. No action.

- 10) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Motion by Brian Jones and second by Anthony Depaepe to pay Bettie VFD bills in the amount of \$776.90. Motion carried 5-0. Unanimous vote in favor.
- 11) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Ray Cook with a second by Scott Mischnick to pay East Mountain VFD in the amount of \$6,470.23. 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 Anthony Depaepe with a second by Scott Mischnick to pay Ewell VFD bills in the amount of \$3,143.19. Motion carried 5-0. Unanimous vote in favor.
- 13) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Brian Jones with a second by Kenny Southwell to pay Harmony VFD bills in the amount of \$4,234.29. Scott Mischnick noted that the cover sheet did not have two signatures when submitted. It was agreed that Chief Stanley would need to sign the cover sheet before being issued their check. 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 Anthony Depaepe with second by Brian Jones to pay Pleasant Grove VFD bills in the amount of \$3,178.36. 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 Scott Mischnick with second by Anthony Depaepe to pay Pritchett VFD bills in the amount of \$610.96. Motion carried 5-0. Unanimous vote in favor.
- 16) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.**
None submitted.

- 17) Discuss and take action to pay bills for West Mountain VFD as submitted and approved.
Motion by Scott Mischnick with a second by Brian Jones to pay West Mountain VFD bills in the amount of \$2,079.07. Motion carried 5-0. Unanimous vote in favor.
- 18) Discuss and take action on any insurance claim pay outs to rural departments. None.
- 19) Discuss and take action on any grant reimbursement requests submitted. None.
- 20) Discuss and take action on any budget amendments. None.
- 21) Items to be considered for next month's agenda. Reminder that there will be a Strategic Planning meeting on March 21, 2024 and the April 8th meeting will begin at 6:00 p.m. The meetings scheduled for April, May and June will begin at 6:00 p.m. to discuss budget
- 22) Adjournment. Meeting adjourned at 7:55 p.m.



Presiding Officer Signature
Title: President

Date: 4-8-24



1318 N Brazos
 San Antonio, Texas 78207
 (210) 736-3119
 (800) 933-4077
 FID 74-1504166

Invoice

INV-32556-1

Balance Due
\$735.00

Bill To
Upshur Co ESD#1
 Upshur Co. ESD#1
 PO Box 1432
 Gilmer, TX 75644

Invoice Date : 05 Mar 2024

Terms : Custom

Due Date : 16 Mar 2024

Maintenance Level : Tier I

Ship To
 Upshur Co ESD#1
 110 Buffalo St
 Gilmer, TX 75644

#	Item & Description	Qty	Rate	Amount
1	Tier I - Software Only Support, Annual Maintenance Charges Prorated coverage - March 15, 2024 through September 30, 2024	1.00 EA	735.00	735.00
			Sub Total	735.00
			Total	\$735.00
			Balance Due	\$735.00

Notes

We are looking forward to your continued business.

Payment in-full for maintenance coverage must be arranged with CEC prior to performance of any covered service action. If a lapse in coverage occurs, CEC reserves the right to inspect the system to ensure proper working condition prior to final acceptance of the Maintenance Agreement. Additional charges may apply to correct any malfunction should a lapse in maintenance coverage occur.

We are looking forward to your continued business.