

# UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

APRIL 8, 2024

7:00 P.M.

## MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on April 8, 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 6:00 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, and Ray Cook being present. Brian Jones was unable to attend.
- 7) **Presentation from Christopher Rodgers, Glat Insurance representative, regarding Driver Training Program and take action if needed.** Christopher Rodgers with Glat Insurance gave a presentation regarding his company and the services that his company provides as well as answered questions.
- 5) **Public comment.** Matt Burnett with the Texas Forest Service encouraged the fire departments as well as the ESD Board members to contact our State Representatives and let them know that we need more funding for 26.04 and how important these grant funds are to the fire departments.
- 3) **BUDGET DISCUSSION** Kenny Southwell gave a brief overview of what the upcoming budget is looking like by line item. He explained each line item and went over what we expect to incur as costs and plans to add funds to our reserve funds to build it up to the State recommended amount. He discussed some capital projects that will be worked on including the Harmony station. He further announced that we are looking at a 1.43 million budget. There was a question regarding the possibility of a sales tax election. There was discussion regarding same. Bracy Sweat with West Mountain VFD presented his projected budget to the Board. Kenny Southwell also described unified purchasing and the possibility of the departments taking advantage of this option to bring costs down. He also discussed possibly hiring a grant writer to get some grants for the departments to help with costs.
- 4) **Announcements:**
  - A. **Update on Repeater;**

Kenny Southwell announced that we are waiting on the license.

**B. Gladewater contract update;**

Kenny Southwell announced that we still have not heard back from the Fire Chief.

**C. Update regarding Ewell VFD insurance claim;**

Kenny Southwell announced that we are awaiting a check from the insurance company on the totaled vehicle.

**D. Update regarding Glenwood station;**

Kenny Southwell announced that the attorneys have the information and we are waiting to hear from them on how to proceed. Terry Conyers is looking for titles to vehicles.

**6) Consider and take action on approval of:**

A. The minutes of the meetings held March 11, 2024 and March 21, 2024;

B. Accounts payable.

ETEX Telephone	\$ 104.95
Terri Ross (March Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (March Dispatching)	\$ 3,000.00
The Carlton Firm	\$ 5,116.57
The Carlton Firm	\$ 396.00
Lennis Design (domain renewal)	\$ 25.00
Brevard Architecture	\$ 2,115.00
Motorola	\$ 3,120.88

Scott Mlschnick made a motion with a second by Ray Cook to approve Items 6 A-B. Motion carried 4-0. Unanimous vote in favor.

**8) Discuss and take action regarding recurring monthly ESD utility expenses including the electric bill for the repeater at the Big Sandy building and ETEX.** Scott Mischnick made a motion with a second by Ray Cook that Upshur County ESD #1 set up auto draft for the electric bill for the repeater at the Big Sandy building and ETEX. Motion carried 4-0. Unanimous vote in favor.


**9) Discuss and take action for creation and subscription agreement with Streamline for website services at a one time cost of \$500.00 and \$200.00/month recurring fee.** Scott Mischnick made a motion with a second by Anthony Depaepe that Upshur County ESD #1 sign the subscription agreement with Streamline for website services and pay the \$500.00 set up fee. There was discussion regarding the recurring \$200.00/month fee and questions regarding the ability to upload and makes changes to the site by the Board. After discussion, motion carried 4-0. Unanimous vote in favor.

**10) Discuss and take action to elect a Records Retention Officer to develop and make recommendations for records retention.** Scott Mischnick made a motion with a second by Kenny Southwell that the Upshur County ESD #1 Secretary be named as the records

retention officer with duties to include developing and making recommendations for records retention. Motion carried 3-0 with Ray Cook abstaining.

- 11) **Discuss and set a time and date for the next Strategic Planning meeting.** The Strategic Planning meeting will be held on April 18, 2024 at 4:00 p.m.
- 12) **Discuss and take action to donate the ladder truck thru Helping Hands to Diana VFD as a salvage vehicle.** Motion by Ray Cook with a second by Scott Mischnick to donate the ladder truck thru Helping Hands to Diana VFD as a salvage vehicle once the title to the ladder truck is found. Motion carried 4-0. Unanimous vote in favor.
- 13) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Motion by Scott Mischnick and second by Anthony Depaepe to pay Bettie VFD bills in the amount of \$2,293.64. Motion carried 4-0. Unanimous vote in favor.
- 14) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Kenny Southwell to pay East Mountain VFD in the amount of \$2,281.59. Kenny Southwell asked that Terry Conyers get all of the bills out of the Glenwood VFD to East Mountain VFD upon the advice of the attorney. Scott Mischnick also had questions regarding some of the bills submitted. After discussion, Scott Mischnick made a second to the motion. Motion carried 3-0 with Anthony Depaepe abstaining. Unanimous vote in favor.
- 15) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Scott Mischnick made a motion with a second by Anthony Depaepe to pay Ewell VFD in the amount of \$865.42. There was discussion regarding the invoice submitted for reimbursement for coffee. It was brought to the attention of the Board that there is currently a policy in place that the ESD will not reimburse for food expenses. Scott Mischnick agreed to work on amending that policy. Motion carried 4-0. Unanimous vote in favor.
- 16) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Scott Mischnick with a second by Anthony Depaepe to pay Harmony VFD bills in the amount of \$4,757.36. Motion carried 4-0. Unanimous vote in favor.
- 17) **Discuss and take action to pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Kenny Southwell with second by Ray Cook to pay Pleasant Grove VFD bills in the amount of \$1,926.99. Motion carried 3-0 with Scott Mischnick abstaining.
- 18) **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 \$1m145,12. Motion carried 4-0. Unanimous vote in favor.

- 19) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.**  
There was a brief discussion regarding some of the invoices submitted that were over 90 days old and the Elliott invoices. Scott Mischnick made a motion to pay Simpsonville VFD bills after corrected in the amount of \$4,647.21 plus \$680.19. Anthony Depaepe made a second to the motion. Motion carried 4-0. Unanimous vote in favor.
- 20) **Discuss and take action to pay bills for West Mountain VFD as submitted and approved.**  
Motion by Scott Mischnick with a second by Anthony Depaepe to pay West Mountain VFD bills in the amount of \$5,110.90. Motion carried 4-0. Unanimous vote in favor.
- 21) **Discuss and take action on any insurance claim pay outs to rural departments.** West Mountain VFD submitted invoices in the amount of \$3,437.97 as their second draw from insurance proceeds. Motion by Ray Cook with a second by Scott Mischnick to pay West Mountain VFD in the amount of \$3,437.97 to be deducted from the insurance claims payable line item. Motion carried 4-0. Unanimous vote in favor.
- 22) **Discuss and take action on any grant reimbursement requests submitted.** None.
- 23) **Discuss and take action on any budget amendments.** None.
- 24) **Items to be considered for next month's agenda.** Food policy
- 25) **Adjournment.** Meeting adjourned at 8:05 p.m.

  
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Presiding Officer Signature  
Title: President

Date: 5-13-2024