

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

JANUARY 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 January 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 7:03 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 MIschnick, Anthony Depaepe, Brian Jones, and Ray Cook being present.
- 3) **Announcements:**
 - A. **Recognition of new Board members.**

Kenny Southwell introduced the new Board members as being Anthony Depaepe, Brian Jones, and Ray Cook.
 - B. **Invitation to Michael Kuza's retirement party.**

Kenny Southwell announced that there is a retirement party for Michael Kuza scheduled for January 20, 2024 from 4:00-6:00 p.m. at the Bettie Fire Department.
 - C. **ICS 400 course to be held February 16-17, 2024.**

Kenny Southwell announced that this course will be held at the Gilmer ISD Administration building February 16-17, 2024. He also announced the ICS 300 course scheduled the end of this week.

Marc Nichols announced the radio meeting held with Inter County Communications January 8, 2024 with the City of Big Sandy. The City of Big Sandy has agreed to let the Upshur County ESD #1 to use a building to house the equipment and utilize their water tower to put a receiver in which should allow an 11 mile radius coverage to help with the low coverage areas.

Scott MIschnick thanked the departments and personnel that assisted Pleasant Grove VFD during the loss of one of their members.

- 4) **Public comment.** Bracy Sweat with West Mountain VFD had a question in regards to one of the new board members being employed with one of their vendors and if there was a

potential conflict of interest. Jerry Taylor commented that the minutes of November 13, 2023 need to be corrected in regards to item 20) as to reflect the correct amount of gallons on a skid unit to be insured by the ESD. Matt Burnett with the Texas Forest Service handed out information to the Board regarding TFS programs for additional funding to the departments.

5) Election of officers

President: Motion by Scott Mischnick to nominate Kenny Southwell for President. Ray Cook made a second to the motion. Motion carried 4-0 with Kenny Southwell abstaining.

Vice-President: Motion by Kenny Southwell to nominate Scott Mischnick for Vice-President. Anthony Depaepe made a second to the motion. Motion carried 4-0 with Scott Mischnick abstaining.

Secretary/Asst. Treasurer: Motion by Ray Cook to nominate Anthony Depaepe for Secretary/Asst. Treasurer. Motion died for lack of a second. Motion by Brian Jones to nominate Ray Cook as Secretary/Asst. Treasurer. Scott Mischnick made a second to the motion. Motion carried 4-0 with Ray Cook abstaining.

Treasurer/Asst. Secretary: Motion by Scott Mischnick to nominate Brian Jones for Treasurer/Asst. Secretary. Anthony Depaepe made a second to the motion. Motion carried 4-0 with Brian Jones abstaining.

6) Discuss and take action on authorized signors on the bank accounts at Gilmer National

Bank. Motion by Scott Mischnick with a second by Brian Jones to add any ESD board members not currently signors to the signature card (Anthony Depaepe, Brian Jones, and Ray Cook). Scott Mischnick amended his motion to also remove any members who are no longer ESD members from the signature card (Michael Kuza, Bobby Jenkins, Cloddie Henson). Motion carried 5-0. Unanimous vote in favor.

7) Consider and take action on approval of:

- A. The minutes of the meeting held December 11, 2023;
- B. Accounts payable.

Scott Mischnick made a motion with a second by Anthony Depaepe to approve the minutes as written of the meeting held December 11, 2023. Motion carried 5-0. Unanimous vote in favor.

Scott Mischnick made a motion with a second by Kenny Southwell to pay the following bills. Motion carried 5-0. Unanimous vote in favor.

ETEX Telephone	\$ 104.95
Terri Ross (December Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (December Dispatching)	\$ 3,000.00
Terri Ross (Reimbursement office supplies)	\$ 99.32
Brevard Architecture	\$ 7,253.00
Siddons-Martin (repairs to Gilmer truck/hose reel)	\$ 6,450.99

Texas State Association of Fire and Emergency
Districts (SAFE-D conference)

\$ 1,770.00

- 8) **Discuss and take action on payment for the registration and hotel for the SAFE-D conference.** This matter was approved for payment in item 7) above.
- 9) **Discuss and take action on the invoice from Siddons-Martin for tanker repair.** This matter was approved for payment in item 7) above.
- 10) **Discuss and take action on word searchable software to upload agendas and minutes of the ESD #1 and any other action relating to document storage database.** Pass this matter to next month agenda.
- 11) **Discuss and take action to schedule budget hearings.** Motion by Scott Mischnick with a second by Brian Jones to schedule budget hearings for the months of April, May and June beginning at 6:30 p.m. on the regular scheduled dates with the regular meeting to follow. Motion carried 5-0. Unanimous vote in favor.
- 12) **Discuss and take action to change the time of the monthly meetings of the ESD #1.** No action.
- 13) **Discuss and take action to adopt a travel policy for the ESD #1.** Kenny Southwell announced that the County has a travel policy in place that the ESD #1 will follow in regards to reimbursement for travel in February.
- 14) **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 \$1,154.82. Motion carried 5-0. Unanimous vote in favor.
- 15) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Scott Mischnick with a second by Anthony Depaepe to pay East Mountain VFD (station #1 and station #2) in the amount of \$1,870.20 which is minus the Tire Mart estimate, and the Sky Net bills for June, July and August as those are for the previous fiscal year. Motion carried 5-0. Unanimous vote in favor.
- 16) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Motion by Brian Jones with a second by Anthony Depaepe to pay Ewell VFD bills in the amount of \$4,371.50. Motion carried 5-0. Unanimous vote in favor.
- 17) **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 bills in the amount of \$1,194.17. Motion carried 5-0. Unanimous vote in favor.

- 18) **Discuss and take action to pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Brian Jones with second by Ray Cook to pay Pleasant Grove VFD bills in the amount of \$1,197.49. Motion carried 4-0 with Scott Mischnick abstaining.
- 19) **Discuss and take action to pay bills for Pritchett VFD as submitted and approved.** Motion by Anthony Depaepe with second by Scott Mischnick to pay Pritchett VFD bills in the amount of \$621.31. Motion carried 5-0. Unanimous vote in favor.
- 20) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** This matter will be placed on next month agenda as the bills submitted were past the date to submit for this meeting.
- 21) **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 \$2,571.47. Motion carried 5-0. Unanimous vote in favor.
- 22) **Discuss and take action on any insurance claim pay outs to rural departments.** None
- 23) **Discuss and take action on any grant reimbursement requests submitted.** None.
- 24) **Discuss and take action on any budget amendments.** None.
- 25) **Items to be considered for next month's agenda.** Item #10; Repairs to the Ewell substation (Lafayette); Correction to the November minutes; Discuss and adopt an accident policy; Approve the Gladewater contract and pay; add Update on Repeater on the Announcements
- 26) **Adjournment.** Meeting adjourned at 7:50 p.m.



Presiding Officer Signature
Title: President

Date: 2-12-29