

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

JULY 15, 2024
6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on July 15, 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) **Call to order and establish quorum.** The meeting was called to order at 6:00 p.m. by Scott Mischnick and a quorum was present with Scott Mischnick, Anthony Depaepe, and Brian Jones being present. Kenny Southwell and Ray Cook were absent.
- 2) **Public Comment.** None
- 3) **Announcements:**
 - A. Regular scheduled monthly meeting to be changed from August 12, 2024 to August 8, 2024. Scott Mischnick announced that the regular scheduled meeting for August would be moved from August 12, 2024 to August 8, 2024 @ 6:00 p.m.
- 4) **Budget Discussion** This matter was passed to the August meeting.
- 5) **Consent agenda items:**
 - A. Minutes of the June 10, 2024 regular meeting and the June 24, 2024 strategic planning meeting.
 - B. Accounts Payable
 1. City of Gilmer (June Dispatching) \$ 3,000.00
 2. Terri Ross (June Bookkeeping/Clerical) \$ 750.00
 3. Terri Ross (Postage reimbursement) \$ 13.60
 4. VFIS \$ 304.64
 5. ETEX (Draft) \$ 103.95
 6. Swepco (Draft) \$ 20.42
 7. The Carlton Law Firm (Special Project) \$ 81.33
 8. The Carlton Law Firm (General) \$ 337.62
 - C. Pay rural fire departments for invoices submitted
 1. Bettie VFD \$ 970.10
 2. East Mountain VFD \$ 3,005.45
 3. Ewell VFD \$ 3,745.83

4. Pleasant Grove VFD	\$ 730.47
5. Pritchett VFD	\$ 3,736.98
6. Simpsonville VFD	\$ 2,131.58
7. West Mountain VFD	\$ 505.08

Anthony Depaepe made a motion to approve consent agenda excluding items 5) A-C with the exception of C 2 (East Mountain VFD). Brian Jones made a second to the motion. Motion carried 3-0. Unanimous vote in favor.

The matter of the East Mountain invoices was up for discussion. There was an issue with the invoice from Barsco submitted since it was billed to and shipped to TDR Contractors. Anthony Depaepe made a motion to pay the East Mountain invoices excluding the invoice from Barsco in the amount of \$717.56. Brian Jones made a second to the motion. Motion carried 3-0. Unanimous vote in favor.

6) **Discuss and take action to approve the Contract for Firefighting Services between Upshur County ESD #1 and City of Gladewater and payment for the first, second and third quarterly payments in the amount of \$8,750.00/per quarter = \$26,250.00.**

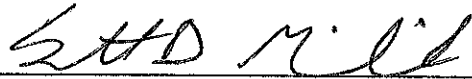
Chief Simmons of the Gladewater Fire Department presented the signed contract to the Board which was approved by both the Upshur County ESD #1 Board and the City of Gladewater. Brian Jones made a motion with a second by Anthony Depaepe to approve paying the due balance of \$26,250.00 to the City of Gladewater. Motion carried 3-0. Unanimous vote in favor.

7) **Discuss and take action regarding a retirement fund and/or supplemental pay for response for members of the volunteer departments.** This matter will be tabled to the next meeting.

8) **Discuss and consider adopting the tax and budget planning calendar for 2024 and authorize payment for tax process publications.** Scott Mischnick announced the following dates: August 8, 2024 @ 6:00 p.m. to finalize the budget and set the tax rate; August 20, 2024 @ 6:00 p.m. for the public hearing with the vote to adopt the budget and tax rate immediately following the public hearing. He also advised the Board that the ESD #1 is only required to have one public hearing. Brian Jones made a motion to adopt the tax and budget planning calendar for 2024 and authorize payment for tax process publications. Anthony Depaepe made a second to the motion. Motion carried 3-0. Unanimous vote in favor.

9) **Discuss and take action regarding the unencumbered fund balance for FY2024 requested by the Carlton Law Firm via email of June 26, 2024.** Brian Jones had questions regarding the request of the Carlton Law Firm. Brian Jones made a motion that we notify the Carlton Law Firm that we do not need their services for preparation of tax form. Anthony Depaepe made a second to the motion. Motion carried 3-0. Unanimous vote in favor.

- 10) Discuss and take action on any insurance claim payouts to rural departments.
None.
- 11) Discuss and take action on any grant reimbursement requests submitted. None.
- 12) Discuss and take action on any budget amendments. Bill Fell, Pritchett Fire Chief, had presented the Board with the final invoice for the pumper/tanker from Danko. He informed the Board that if the invoice was not paid this month that there would be an additional fee for late payment. He further informed the Board that he had received a letter from the Board indicating that the ESD would handle the financing. It was determined that a special meeting will be scheduled for Monday, July 22, 2024, to pay Pritchett VFD the amount of \$273,178.00 for the remainder payment for the pumper/tanker.
- 13) Discuss and take action on items to be considered for next month's agenda. Budget discussion; Retirement Fund and/or Supplemental pay for active members
- 14) Adjournment. Meeting adjourned at 6:35 p.m.



Presiding Officer Signature

Title: Vice President

Date: Aug 08, 2024