

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

MAY 31, 2024

1:00 P.M.

MINUTES

A special meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on May 31, 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 1:00 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 MIschnick, Brian Jones, and Anthony Depaepe being present. Ray Cook was absent.
- 3) **PUBLIC COMMENT** No public comment.

4) **STRATEGIC PLANNING AND BUDGET DISCUSSIONS:**

A. Budget discussion and draft overview/priorities

Kenny Southwell discussed our insurance rates and what we currently have covered. There was discussion regarding the coverage of the repeaters. Anthony Depaepe will gather the information and get in contact with VFIS to add coverage. There was discussion regarding the coverage amounts on the buildings.

Kenny Southwell went down the list of budgetary line items and gave a few proposed numbers that he had for the upcoming budget. Brian Jones mentioned that he would need to know how many active members in the County to determine the amount needed for the TESRA insurance. Marc Nichols has the number of the members on E-Dispatch.

Kenny Southwell announced the things that he felt were priorities for the upcoming budget year.

There was discussion regarding an ISO rating project, reporting and data software, and monthly payments to the individual departments by the CPA.

B. Contract requirements overview and final draft

Kenny Southwell put together contract requirements that had either been discussed and/or voted on in the past to prepare contract requirements. Kenny Southwell read the notes he had and discussed these matters with those present. Kenny Southwell would like to add something in the contract mandating some sort of recruiting and retention. Kenny Southwell mentioned that the lawyer made a few recommendations

for the Board to put in the contracts: 1) that the departments be mandated to have workman's compensation insurance; 2) that the departments do an annual audit; and 3) that the departments be expected to respond to calls in their district.

C. Dispatch overview and final draft

Kenny Southwell asked Marc Nichols if there were any concerns or issues regarding the new mapping of the dispatch area. Upshur County ESD #2 had some concerns regarding changing the dispatch area from the school boundary line. Marc Nichols sent a link to all of the departments of the new map coverage. Marc Nichols will reach out to Bubba DeBerry with ESD #2 regarding his concerns before adopted.

D. Ethics policy draft and discussion

Brian Jones asked that this matter be tabled at this time. Kenny Southwell mentioned that there was a company that has done an ethics policy that can be found on the State ESD website. He suggested the Board members read over this policy to help create a policy for our ESD.

E. Driving and Accident Policy final draft

Kenny Southwell suggested that post-accident drug testing be added to the policy.

5) BUSINESS:

A. Discuss banking deposits and accounts and take action to approve

Kenny Southwell informed the Board that Brian Jones and himself had gone to Gilmer National Bank and talked with Paul Wilson regarding the checking and savings accounts. Kenny Southwell wants to move money over to the savings account and only leave operational expenses for two months in the checking account. This will allow the savings account to draw interest that can help with special projects in the future. Brian Jones and Terri Ross will go to Gilmer National Bank to see what is needed to get set up with their internet banking to move money between the accounts to keep \$200,000.00 in the operating funds to pay monthly expenses. An optional money market account was discussed as well. No vote required.

B. Vote to approve letter from Carlton Law Firm to Terry Conyers and Glenwood VFD

Brian Jones made a motion with a second by Anthony Depaepe to approve the Carlton Law Firm to send the letter to Glenwood VFD. Motion carried 4-0. Unanimous vote in favor.

There was discussion regarding the inventory of the station. Kenny Southwell mentioned that the lawyer suggested that the Board inventory the station.

C. Discuss Upshur County ESD #1 fire station and take action if needed

No action. Move this matter to the June 10th agenda.

6) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Brian Jones with a second by Scott Mischnick to pay bills for East Mountain VFD as submitted. Motion carried 4-0. Unanimous vote in favor.

7) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** Motion by Brian Jones with a second by Anthony Depaepe to pay bills for Simpsonville VFD as submitted. Motion carried 4-0. Unanimous vote in favor.

8) **Adjournment.** Meeting adjourned at 3:00 p.m.

Presiding Officer Signature

Title: _____

Date: _____