

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

DECEMBER 11, 2023

7:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on December 11, 2023, 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 7:00 p.m. by Michael Kuza.
- 2) **Call meeting to order, Roll Call of Board and establish quorum.** Michael Kuza called the meeting to order. Michael Kuza determined a quorum with Michael Kuza, Kenny Southwell, Scott Mischnick, and Cloddie Henson being present.
- 3) **Public comment.** Scott Mischnick gave an update on the radio. Chief Jerry Taylor announced that he had forms for anyone wishing to use the Gilmer Fire Department for washing bunker gear and filling up air bottles. Marc Nichols announced that the Upshur County Sheriff would be conducting a safety meeting December 12, 2023 at the Gilmer High School auditorium for those interested. Kenny Southwell made announcements regarding upcoming classes.
- 4) **Consider and take action on approval of:**
 - A. The minutes of the meeting held November 13, 2023;
 - B. Accounts payable.

Scott Mischnick made a motion with a second by Cloddie Henson to approve the minutes of the meeting held November 13, 2023. Motion carried 4-0. Unanimous vote in favor.

Michael Kuza reminded the Board that there is not an executed contract with the City of Gladewater. Scott Mischnick made a motion with a second by Kenny Southwell to pay bills submitted with the exception of the City of Gladewater.

ETEX Telephone	\$ 104.95
Terri Ross (November Bookkeeping/Clerical)	\$ 750.00
City of Gilmer (November Dispatching)	\$ 3,000.00
Terri Ross (Reimbursement office supplies)	\$ 12.41
City of Gilmer (1 st quarter installment)	\$22,500.00
City of Big Sandy (1 st quarter installment)	\$ 8,750.00

5) **Discuss and take action on paying bills for vehicles other than fire apparatus kept in stations.** Motion by Cloddie Henson that non-firefighting vehicles only be supported for medical first responder departments equipped with the minimal medical and rescue tools and that said vehicle be housed in the station, substation or near the center of the department's district under or in a shed with easy access by all qualified drivers. Scott Mlschnick would like to determine the definition of non-firefighting apparatus. Motion died for lack of second.

6) **Discuss and take action on repairs to Ewell engine.** Michael Kuza presented the Board with an estimate from Siddons-Martin for repairs to the Ewell engine (engine that is being moved from Glenwood to Ewell that did not pass the pump test). The estimate includes the following:

Put two new red beacon rotator lights on the rear of the engine	\$1,785.00
Siren is not working	\$ 577.50
6" pump intake gauge, 6" pump discharge gauge, 2 1/2" panel mount gauge	\$3,286.47
Water in transfer tank	\$ 192.50
Pump shifter leaking	\$ 637.66
Stop engine light no throttle	\$ 385.00

Michael Kuza also presented the Board with an invoice that was received from Siddons-Martin in the amount of \$1,224.31. Motion by Cloddie Henson with a second by Kenny Southwell to pay the invoice in the amount of \$1,224.31 to Siddons-Martin. Motion carried 4-0. Unanimous vote in favor.

Motion by Kenny Southwell with a second by Cloddie Henson to authorize Siddons-Martin to go ahead, if not already completed and paid for with this invoice, the pump shifter leak, water in the transfer case, and the throttle piece. Motion carried 4-0. Unanimous vote in favor.


7) **Update regarding Harmony fire station.** Kenny Southwell announced that he had presented all of the information to the attorney and he will be preparing the documents necessary to get started in seeking bids.

8) **Discuss and take action on allowing work on the radio communication/repeater system.** Marc Nichols updated the Board regarding the status of the repeater system. He informed the Board that they would need an interlocal agreement with the City of Big Sandy at a later date. Cloddie Henson made a motion with a second by Scott Mlschnick to allow InterCounty Communications to proceed with the preliminary site survey and appoint Kenny Southwell as the authorized signor. Motion carried 4-0. Unanimous vote in favor.

- 9) **Discuss dispatching issues.** Discussion only. It was discussed that it would be a good idea to call dispatch to let them know when the department is headed out to a call. Chief Taylor was questioned if they could get the two pages back and he said no since it was not discussed with him and not in the contract.
- 10) **Discuss and take action to pay bills for Bettie VFD as submitted and approved.** Motion by Kenny Southwell and second by Cloddie Henson to pay Bettie VFD bills in the amount of \$3,395.38. Motion carried 3-0 with Michael Kuza abstaining.
- 11) **Discuss and take action to pay bills for East Mountain VFD (station #1 and station #2) as submitted and approved.** Motion by Kenny Southwell with a second by Cloddie Henson to pay East Mountain VFD (station #1 and station #2) in the amount of \$8,093.33. Motion carried 4-0. Unanimous vote in favor.
- 12) **Discuss and take action to pay bills for Ewell VFD as submitted and approved.** Motion by Cloddie Henson with a second by Kenny Southwell to pay Ewell VFD bills in the amount of \$1,276.07. Motion carried 4-0. Unanimous vote in favor.
- 13) **Discuss and take action to pay bills for Harmony VFD as submitted and approved.** Motion by Cloddie Henson with a second by Kenny Southwell to pay Harmony VFD bills in the amount of \$3,602.25. Motion carried 4-0. Unanimous vote in favor.
- 14) **Discuss and take action to pay bills for Pleasant Grove VFD as submitted and approved.** Motion by Cloddie Henson with second by Kenny Southwell to pay Pleasant Grove VFD bills in the amount of \$750.26. Motion carried 3-0 with Scott Mischnick abstaining.
- 15) **Discuss and take action to pay bills for Pritchett VFD as submitted and approved.** Motion by Cloddie Henson with second by Kenny Southwell to pay Pritchett VFD bills in the amount of \$377.36. Motion carried 4-0. Unanimous vote in favor.
- 16) **Discuss and take action to pay bills for Simpsonville VFD as submitted and approved.** No bills submitted.
- 17) **Discuss and take action to pay bills for West Mountain VFD as submitted and approved.** Motion by Kenny Southwell with a second by Cloddie Henson to pay West Mountain VFD bills in the amount of \$5,817.75. Motion carried 4-0. Unanimous vote in favor.
- 18) **Discuss and take action on any insurance claim pay outs to rural departments.** Bracy Sweat with West Mountain informed the Board that they will be submitting bills to pay for the tree removal at next month's meeting to be paid out of insurance proceeds. No action.
- 19) **Discuss and take action on any grant reimbursement requests submitted.** Mike Mosley with Big Sandy was present and advised the Board that they will be submitting documents to the Board for an equipment grant at a future meeting. The Board informed him that the

ESD has a policy to reimburse departments (including contracting departments) of 10% on grants with a 90% cost share from the Texas A&M Forest Service. Kenny Southwell advised him to keep the Board in the loop for budgeting purposes. No action.

- 20) Discuss and take action on any budget amendments. None.
- 21) Items to be considered for next month's agenda. Minutes software
- 22) Adjournment. Meeting adjourned at 7:59 p.m.



Presiding Officer Signature
Title: President

Date: 1-23-2024



Siddons-Martin Emergency Group
 188 Corporate Rd
 Longview, TX, 75603
 USA
 Phone: (903) 686-3135

Invoice #:	319-000004833
PO #:	
Date:	11/30/2023

Remit to: PO Box 679827 Dallas, TX, 75267 USA
 ACH/Wire instructions available upon request

<u>Customer info:</u>	<u>Document info:</u>	<u>Unit info:</u>
Upshur County ESD# 1 P.O. Box 1432 Gilmer, TX, 75644 USA	Work order #: 319- W00000007120 Service advisor: Kevin T Sullivan (AOHJ)	Job #: 8605 VIN: 46JBAA80M1003563 Unit: 8605 In / Out Hours: 2717/2717 Miles: 66903/66903

Line #	Description:	Part #:	Qty:	Item price:	Total price:
1	<u>Condition:</u> PERFORM 132 PT INSPECTION <u>Correction:</u> 132 INSPECTION COMPLETED.				
Labor total: \$0.00		Parts total: \$0.00		Sublet total: \$0.00	
		Freight total: \$0.00		Line total: \$0.00	

Line #	Description:	Part #:	Qty:	Item price:	Total price:
2	<u>Condition:</u> WONT GO INTO PUMP GEAR <u>Correction:</u> FOUND UNIT NOT GOING INTO PUMP GEAR. FOUND FAILED WIRING FOR PUMP ENGAGED SWITCH. REPAIRED WIRING AND PUMP ENGAGED CIRCUIT WAS ACTIVE BUT STILL NO OK TO PUMP CIRCUIT. CHECKED AND FAILED TWO FAILED RELAYS BEHIND DASH FOR OK TO PUMP CIRCUIT. REPLACED BOTH RELAYS. TESTED AND VERIFIED REPAIRS. -				
Labor total: \$385.00		Parts total: \$0.00		Sublet total: \$0.00	
		Freight total: \$0.00		Line total: \$385.00	

Line #	Description:	Part #:	Qty:	Item price:	Total price:
3	<u>Condition:</u> PERFORM QC INSPECTION <u>Correction:</u> QC INSPECTION COMPLETED. TESTED AND VERIFIED REPAIRS.				
Labor total: \$0.00		Parts total: \$0.00		Sublet total: \$0.00	
		Freight total: \$0.00		Line total: \$0.00	

Line #	Description:	Part #:	Qty:	Item price:	Total price:
4	<u>Condition:</u> NFPA INSPECTION <u>Correction:</u> NFPA INSPECTION COMPLETED.				
Labor total: \$770.01		Parts total: \$0.00		Sublet total: \$0.00	
		Freight total: \$0.00		Line total: \$770.01	

Total of All Services			
Labor total	\$1,155.01	Shop supplies	\$69.30
Parts total	\$0.00	Sublet total	\$0.00
Freight total	\$0.00	Sales tax	\$0.00

Invoice total: \$1,224.31

PAID 12-11-23