

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

AUGUST 8, 2024

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on August 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) **Call to order and establish quorum.** The meeting was called to order at 6:00 p.m. by Kenny Southwell and a quorum was present with Kenny Southwell, Scott Mischnick, Anthony Depaepe, and Brian Jones being present. Ray Cook was absent.
- 2) **Public Comment.** None
- 3) **Announcements:**
 - A. **Workman's Compensation reimbursement;**
 - B. **Update on Glenwood station;**
 - C. **Radio Frequency;**
 - D. **Ewell truck pricing.**

Kenny Southwell reminded the departments to get the paperwork in for the workman's compensation reimbursement.

Kenny Southwell gave an update on the progress of the new Harmony station.

Kenny Southwell gave an update on the Glenwood station and that the deed is being drawn up at the attorney office to transfer the property to the ESD #1 name. The bank has transferred the accounts to the ESD #1.

Kenny Southwell gave an update on the radio frequency. He announced that we have paid for the application for the new radio frequency. He further announced that when we do get the new radio frequency, there will be a weekend scheduled when the radios can be reprogrammed.

Kenny Southwell reminded Ewell VFD that they needed to price out the skid unit and the truck bed.

4) Consent agenda items:

A. Minutes of the July 15, 2024 regular meeting and the July 22, 2024 special meeting.

B. Accounts Payable

1. City of Gilmer (July Dispatching)	\$ 3,000.00
2. Terri Ross (July Bookkeeping/Clerical)	\$ 750.00
3. Upshur County Tax Assessor	\$ 3,794.00
4. ETEX (Draft)	\$ 103.95
5. Swepco (Draft)	\$ 20.42

C. Pay rural fire departments for invoices submitted

1. Bettie VFD	\$ 2,440.34
2. East Mountain VFD	\$ 5,285.58
3. Ewell VFD	\$14,925.76
4. Harmony VFD	\$ 9,408.17
5. Pleasant Grove VFD	\$ 676.70
6. Pritchett VFD	\$ 2,634.93
7. West Mountain VFD	\$ 446.95

Brian Jones made a motion to approve items 4A-C. Scott Mischnick made a second to that motion. Motion carried 4-0. Unanimous vote in favor.

5) Discuss and take action to adopt a Capital Funding Policy and Rollover Policy.

Kenny Southwell read the proposed drafted Capital Funding Policy and Rollover Policy.

After discussion, this matter was tabled to the next meeting in order to make corrections to the policy as drafted.

6) BUDGET DISCUSSION

A. Final number of active members from departments.

B. Creating a computer software line item.

Kenny Southwell went through the proposed budget line items that needed further discussion to determine an amount to budget:

Computer software to include upgrade for the Quickbooks software at \$5,000.00;

Property insurance at \$85,000.00;

Accidental death insurance at \$10,000.00 to include the Gilmer Fire Department volunteers;

Ladder, hose and pump testing at \$20,000.00;

Board insurance treasurer bond at \$1,700.00;

Upshur County Appraisal District at \$48,000.00;

Upshur County Tax Assessor Collector at \$5,000.00;

Reserve/dedicated funds at \$160,000.00;

New Radios at \$60,000.00;

New Radio console \$5,500.00;

Radio installation at \$9,000.00;

Response and training payments at \$85,000.00; and

Retirement fund at \$60,000.00.

After discussion, this puts the proposed budget at 1,629,066.00.

7) **Discuss and take action to set the proposed tax rate by RECORD VOTE.**

Scott Mischnick made a motion to set the proposed tax rate at \$0.07 per \$100 valuation for the Upshur County ESD #1 for the FYE 2025. Brian Jones made a second to the motion. Recorded votes as follows:

Kenny Southwell, President	For
Scott Mischnick, Vice-President	For
Brian Jones, Treasurer	For
Anthony Depaepe, Member	For

4 for and none against. Unanimous vote in favor.

8) **Set public hearing to adopt the budget and set the tax rate.** Public hearing will be set for August 21, 2024 at 6:00 p.m. to adopt the budget and set the tax rate.

9) **Discuss and take action regarding a retirement fund and/or supplemental pay for response for members of the volunteer departments.** This matter was discussed during the Budget Discussion above.

10) **Discuss and take action regarding the sale of the old Glenwood station ladder truck.**

Motion by Brian Jones with a second by Anthony Depaepe to begin the process of selling the old Glenwood station ladder truck as a salvage vehicle with no title. Motion carried 4-0. Unanimous vote in favor.

11) **Discuss and take action on any insurance claim payouts to rural departments.**

A. West Mountain (Draw #5) \$610.60

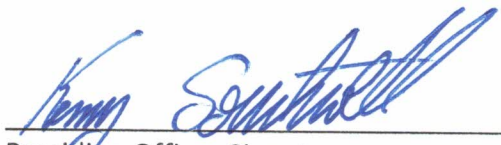
Motion by Brian Jones with a second by Anthony Depaepe to pay West Mountain VFD the amount of \$610.60 as their fifth draw on their insurance claim. Motion carried 4-0. Unanimous vote in favor.

12) **Discuss and take action on any grant reimbursement requests submitted.** East Mountain VFD had submitted an invoice for PPE grant for \$20,000.00 requesting \$10,000.00 to be paid from their rollover funds. This matter is not a grant reimbursement request. This will be resubmitted for reimbursement for payment from their rollover funds at next month meeting.

13) **Discuss and take action on any budget amendments.** None.

14) **Discuss and take action on items to be considered for next month's agenda.** Rollover policy

15) **Adjournment.** Meeting adjourned at 7:48 p.m.



Presiding Officer Signature

Title: President

Date: Sept. 9, 2024