

FILED

APR 17 2023

Michelle Gilley  
Gregg County Clerk

NOTICE OF MEETING

**BOARD OF EMERGENCY SERVICE COMMISSIONERS  
GREGG COUNTY EMERGENCY SERVICES DISTRICT NO. 3  
THURSDAY, APRIL 20, 2023, AT 6:30 P.M.  
436 SKINNER LANE  
LONGVIEW, TEXAS 75605  
JUDSON FIRE DEPARTMENT**

Pursuant to the Texas Open Meetings Act, Tex. Gov't Code chapter 551, requiring governmental bodies to give notice of their meetings, this notice is to advise that a board meeting of the **Gregg County Emergency Services District No. 3** will be held at **6:30 p.m. on Thursday the 20<sup>th</sup> day of April, 2023**, at the **Judson Fire Department Station, 436 Skinner Lane, Longview, Texas 75605**, at which time the Board of the ESD will consider and take action on all matters pertaining to such business as may come before it, including by way of information not limitation, the following matters included in the agenda attached hereto.

**CERTIFICATE AS TO POSTING OF NOTICE:**

On the 17<sup>th</sup> day of April 2023, this notice was posted online at JudsonFire.org, at the Judson Fire Department Station at 436 Skinner Lane, which is the principal office of the Gregg County ESD No. 3, and with the County Clerk of Gregg County, Texas pursuant to Tex. Gov't Code § 551.054(a).



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Matthew Harris, Agent for Posting

## AGENDA:

The subjects to be discussed or considered upon which any formal action may be taken, are as follows:

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1. Call to order and establish a quorum.
2. Approval of minutes from March 2023 Gregg County ESD No. 3 board meeting (attached hereto).
3. Time for public comments on any agenda item.
4. Consideration and approval of March 2023 Treasurer's/Financial Report.
5. Monthly report of Judson Fire Department including number and type of calls run, number of members of the department, current staffing and equipment for the department, and requests for advance approval of any major equipment purchases.
6. Discuss and take action on the following ESD bills for March 2023:

a. Judson Fire Department	\$ 23,225.00
b. Judson Fire Department (Reimbursement)	\$ 26,103.21
c. Harris and Harris	\$ 2,522.00
d. Karen A. Jacks & Associates, P.C.	\$ 340.00
e. Dr. Jeffrey McWilliams, Judson F <sup>D</sup> Asst. Medical Director	\$ 1,500.00
f. Hugman, Lammers, Hawkins	\$143,944.15
g. Hayes Engineering	\$ 2,520.00
h. Heard, McElroy & Vestal	\$ 693.50
i. VFIS of Texas	\$ 4,808.00
7. Consider allowing attorney Matt Harris to review paperwork for jr. firefighter program for JVFD.
8. Ratify Automatic Funds Transfer of the April interest only payment for the construction line of credit in the amount of \$383.75.
9. Discussion and update on the new fire station construction project.
10. Discuss and consider granting easement to Tryon Road SUD for 8 inch water line in front of Skinner Lane station.
11. Continue the discussion of recommendations for a replacement for the Secretary/Treasurer position.
12. Consider reimbursement of JVFD expenses not previously reimbursed and consider transferring ESD funds to maintain a minimum necessary balance in the JVFD operating account.

### EXECUTIVE SESSION

The Board of Emergency Service Commissioners will conduct an executive session pursuant to the following provisions of the Texas Open Meetings Act, Texas Gov't Code §§ 551.001, *et seq.*

- a) Consultation with attorney (Texas Government Code § 551.071).

## **RETURN TO OPEN SESSION**

### **Adjournment**

### **NOTICE**

The Board of Commissioners reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). Before any closed session is convened, the Presiding Officer will publicly identify the section or sections of the act authorizing the closed session. All final votes, actions or decisions will be taken in open session.

**GREGG COUNTY EMERGENCY SERVICES DISTRICT NO. 3 – MONTHLY MEETING**

Date: March 16, 2023 @ 6:30 p.m.

Location: Judson Fire Department Station - 436 Skinner Lane, Longview, Texas 75605

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**MINUTES:**

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**The subjects to be discussed or considered upon which any formal action may be taken, are as follows:**

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1. Call to order and establish a quorum. Jameson called the meeting to order and declared a quorum. All commissioners present.
2. Approval of minutes from February 2023 Gregg County ESD No. 3 board meeting (attached hereto). Motion by Joyce, seconded by Martin. Motion carried unanimously.
3. Approval of minutes from February 28, 2023, Gregg County ESD No. 3 special meeting (attached hereto). Motion by Joyce, seconded by Martin. Motion carried unanimously.
4. Time for public comments on any agenda item. No public comment.
5. Consideration and approval of February 2023 Treasurer’s/Financial Report. Motion by Martin, seconded by Darby. Motion carried unanimously.
6. Monthly report of Judson Fire Department including number and type of calls run, number of members of the department, current staffing and equipment for the department, and requests for advance approval of any major equipment purchases.
  - a. 57 total calls
  - b. Average response time is 7 minutes 29 seconds.
  - c. EMS training – March 29; AMS lecture with Dr. McWilliams.
  - d. Fire training – March 24 and 25<sup>th</sup>. Caddo Cooker.
  - e. Currently have 1 full time fire academy student, and 2 attending hybrid academy.
  - f. April 1<sup>st</sup> – Wildland Firefighter certification.
  - g. Community relations
    - Under current review with ISO
  - h. Equipment
    - Engine 1 – looking into refurbishment of the pump controller
    - Tanker 1 – no issues
    - Booster 2 – no issues
    - Booster 1 – water pump replacement
    - Command 1 – no issues reported

7. Discuss and take action on the following ESD bills for February 2023:

a. Judson Fire Department	\$ 31,048.07
b. Judson Fire Department (Reimbursement)	\$ 4,465.55
c. Harris and Harris	\$ 1,765.00
d. Karen A. Jacks & Associates, P.C.	\$ 275.00
e. Dr. Jeffrey McWilliams, Judson FD Asst. Medical Director	\$ 1,500.00
f. Hugman, Lammers, Hawkins	\$ 1,733.03

g. Hugman, Lammer, Hawkins	\$ 59,223.32
h. Hayes Engineering	\$ 2,400.00
i. Heard, McElroy & Vestal	\$ 7,470.00
j. Gregg County Tax Assessor-Collector	\$ 1,500.00
k. Gregg County Appraisal District	\$ 3,586.03
l. VFIS of Texas	\$ 2,174.00
m. Texas Mutual Insurance Company	\$ 22,988.00

Motion to approve by Berry, seconded by Joyce. Motion carried unanimously.

8. Discuss, approve and sign the management representative letter from Heard, McElroy & Vestal for the annual audit and any other necessary documents for the audit. Motion by Darby, seconded by Berry. Motion carried unanimously. Auditor issued a non-modified opinion – highest level of assurance.
9. Kody Chapman, CPA, with Heard, McElroy & Vestal, formerly Curtis Blakely & Co., to discuss the annual audit for ESD #3.
10. Ratify Automatic Funds Transfer of the March interest only payment on construction line of credit. Motion by Joyce, seconded by Darby. Motion carried unanimously.
11. Discuss how to handle payroll requests by JFD to ESD going forward. Also, consider reimbursement for unreimbursed expenses for last month. JFD will bring itemized list of expenses for these reimbursements at next meeting for consideration. Board may consider providing sufficient funds for a minimum balance in the JFD operating account.
12. Discuss recommendations for a replacement for the Secretary/Treasurer position.
13. Discussion and update on the new fire station construction project. Motion to approve change order for \$20,157.50 by Joyce, seconded by Darby. Motion carried.

The Board did not go into Executive Session.

There being no further business, the meeting was adjourned.

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Barbara Berry  
Secretary / Treasurer