

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

Date: December 15, 2022 @ 6:30 p.m.

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

**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. All board members present.
2. Approval of minutes from November 2022 Gregg County ESD No. 3 board meeting (attached hereto). Motion by Joyce, seconded by Jameson. Motion passes unanimously.
3. Time for public comments on any agenda item. No public comment.
4. Consideration and approval of November 2022 Treasurer's/Financial Report. Motion by Martin, seconded by Joyce. Motion passes unanimously.
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.
  - a. 46 calls this month
  - b. Ytd calls is 595 calls
  - c. Average response time is 9 minutes 40 seconds
  - d. No training this month.
  - e. Participated in Longview Christmas Parade this year
  - f. Got new graphics on some of the vehicles
  - g. Still waiting on new PPE
  - h. No staffing issues at this time.
6. Discuss and take action on the following ESD bills for November 2022

a. Judson Fire Department	\$23,620.00
b. Judson Fire Department (Reimbursement)	\$ 9,168.60
c. Harris and Harris	\$ 1,500.00
d. Karen A. Jacks & Associates, P.C.	\$ 240.00
e. Dr. Morris, Judson FD Medical Director	\$ 1,500.00
f. Hugman, Lammers, Hawkins	\$ 4,864.25
g. Hugman, Lammers, Hawkins	\$29,429.73
h. Gregg County Tax Assessor-Collector	\$ 1,500.00
i. Gregg Appraisal District	\$ 3,507.73
j. Hayes Engineering	\$ 800.00
k. SAFE-D	\$ 275.00

Motion by Darby, seconded by Berry. Motion passes unanimously.

7. Discuss 2023 TFCA admin professional workshop and the hotel stay. The workshop is in College Station. Hotel is \$531.95. Dates of classes are January 22, 2023 – January 25, 2023.
  - a. Motion by Martin, seconded by Joyce to approved said expense. Motion passed unanimously.
8. Discuss audit engagement letter from Curtis Blakely & Co. Motion by Joyce, seconded by Darby to approve the engagement letter. Motion passed unanimously.
9. Discuss adding Dr. Jeffrey McWilliams as the Assistant Medical Director to take over Dr. Justin Morris' duties of training and department liaison. Motion by Martin and seconded by Joyce to amend the current contract to add Dr. McWilliams, but the cost will remain \$1500.00 per month. Motion passed unanimously.
10. Update and discussion on the new fire station construction project. Motion by Darby and seconded by Joyce to pay Tryon Water \$3,547.00 for a water tap at construction site. Motion passed unanimously.
11. Discuss attorney for ESD switching to hourly rate billing instead of flat fee billing. Motion by Berry and seconded by Darby to pay attorney hourly rate of \$250/hr and legal secretary time at \$100/hr. Motion passed unanimously.

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