

FILED

MAY 15 2023

Michelle Gilley  
Gregg County Clerk

NOTICE OF MEETING

**BOARD OF EMERGENCY SERVICE COMMISSIONERS  
GREGG COUNTY EMERGENCY SERVICES DISTRICT NO. 3  
THURSDAY, MAY 18, 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 18<sup>th</sup> day of May, 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 15<sup>th</sup> day of May 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 April 2023 Gregg County ESD No. 3 board meeting (attached hereto).
3. Time for public comments on any agenda item.
4. Consideration and approval of April 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 April 2023:

a. Judson Fire Department	\$ 25,755.00
b. Judson Fire Department (Reimbursement)	\$ 2,769.83
c. Harris and Harris	\$ 1,517.00
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 (pay application)	\$171,007.57
g. Hayes Engineering	\$ 720.00
h. Gregg County Tax Assessor-Collector	\$ 1,500.00
i. Reimbursement to JFD for Employment Taxes (Jan.-Mar. '23)	\$ 4,878.57
7. Discuss and complete Authorization Agreement for Automatic Deposits for Gregg County Tax Office.
8. Discuss Gregg Appraisal District's 2023 Certified Estimated Taxable Value.
9. Ratify Automatic Funds Transfer of the May interest only payment for the construction line of credit in the amount of \$847.42.
10. Discussion and update on the new fire station construction project.
11. Discuss and consider granting easement to Tryon Road SUD for 8 inch water line in front of Skinner Lane station.
12. Continue the discussion of recommendations for a replacement for the Secretary/Treasurer position.

### **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.

**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**

**Meeting Minutes:**

**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. Jameson, Berry and Martin were present.
2. Approval of minutes from March 2023 Gregg County ESD No. 3 board meeting. Motion by Martin, seconded by Berry. Motion passes unanimously.
3. Time for public comments on any agenda item. No one appeared for public comment.
4. Consideration and approval of March 2023 Treasurer's/Financial Report. Motion by Martin, seconded by Berry. 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. 48 calls this past month
  - b. Avg response time 8 minutes 20 seconds
  - c. 18 medical assists
  - d. MVA – 5
  - e. Electrical Fire – 1
  - f. Training – 10 students took wildland training and received certification
  - g. Under current review with ISO
  - h. Engine 1 – looking into refurbishment of the pump controller
    - Starter needs replaced
  - i. Tanker 1 – inspected and registration renewal
  - j. Wildland PPE arrived
  - k. 6 sets of turnout gear still pending arrival
  - l. All ladders were inspected and passed an annual inspection
  - m. No staffing issues reported at this time
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 FD 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

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

7. Consider allowing attorney Matt Harris to review paperwork for jr. firefighter program for JVFD. Motion by Martin, seconded by Berry. Motion passes unanimously.
8. Ratify Automatic Funds Transfer of the April interest only payment for the construction line of credit in the amount of \$383.75. Motion by Martin, seconded by Berry.
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. Attorney will contact Tryon Road about whether a casing will be used around the pipe since heavy fire trucks will go over it. Also the concrete doesn't go all the way to the road.
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. Motion by Martin to reimburse fire department for Employer's portion of employment taxes (Social Security and Medicare) for January, February, and March 2023 that were not previously submitted for reimbursement, seconded by Berry. Motion passes 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