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Michelle Gilley
Gregg County Clerk

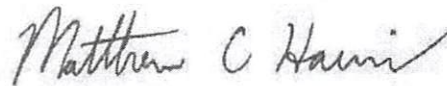
NOTICE OF MEETING

**BOARD OF EMERGENCY SERVICE COMMISSIONERS
GREGG COUNTY EMERGENCY SERVICES DISTRICT NO. 3
THURSDAY, MARCH 16, 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 16th day of March, 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 13th day of March 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).



Matthew Harris, Agent for Posting

AGENDA:

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

1. Call to order and establish a quorum.
2. Approval of minutes from February 2023 Gregg County ESD No. 3 board meeting (attached hereto).
3. Approval of minutes from February 28, 2023, Gregg County ESD No. 3 special meeting (attached hereto).
4. Time for public comments on any agenda item.
5. Consideration and approval of February 2023 Treasurer's/Financial Report.
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.
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
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.
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.
11. Discuss how to handle payroll requests by JFD to ESD going forward. Also, consider reimbursement for unreimbursed expenses for last month.
12. Discuss recommendations for a replacement for the Secretary/Treasurer position.
13. Discussion and update on the new fire station construction project.

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: February 16, 2023 @ 6:30 p.m.

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

MINUTES:

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

1. Call to order and establish a quorum. Jameson called the meeting to order and declared a quorum. Berry was absent.
2. Approval of minutes from January 2023 Gregg County ESD No. 3 board meeting. Motion by Joyce, seconded by Martin. Motion passes unanimously.
3. Time for public comments on any agenda item. No one appeared for public comment.
4. Consideration and approval of January 2023 Treasurer's/Financial Report given by Berry. Motion by Martin, seconded by Joyce. Motion passes unanimously.
5. Monthly report of Judson Fire Department given by Chief Gonzales, 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. 50 calls this month
 - b. Average response time is 7 minutes 29 seconds
Training –
 - EMS Training – January 21st
 - Fire Training - January 18th
 - Currently have 1 Full Time fire academy student, and 2 attending hybrid academy.
 - Chaplain candidate has completed training and is awaiting certification.
 - Chief Gonzales and Chief Jackson attending TEEX Fire Service - CEO Program May 7th - May 12th.
 - 13 members attending Caddo Cooker Advanced Rescue class March 24th and 25th
 - c. Community Relations
 - Working with ISO to improve insurance ratings
 - d. Apparatus
 - Engine 1 - Minor repair needed to pump to road lever. Looking into refurbishment of the pump controller
 - Tanker 1 - No issues reported
 - Booster 2 - No Issues reported
 - Booster 1 - No Issues reported
 - Command 1 - No Issues reported
 - e. Facilities and Equipment
 - Still awaiting new PPE and Wildland gear changes
 - f. Staffing –
 - No issues reported at this time.
 - Total Personnel -
 - 29 Active
 - 5 Reserve
 - 4 Support Personnel (Auxiliary)

6. Discuss and take action on the following ESD bills for January 2023:

a. Judson Fire Department	\$ 31,042.07
b. Judson Fire Department (Reimbursement)	\$ 7,795.43
c. Harris and Harris	\$ 2,155.14
d. Karen A. Jacks & Associates, P.C.	\$ 335.00
e. Dr. Jeffrey McWilliams, Judson FD Asst. Medical Director	\$ 1,500.00
f. Hugman, Lammers, Hawkins	\$ 2,371.26
g. Hugman, Lammer, Hawkins	\$ 41,902.53
h. Texas Bank & Trust (auto-drafted)	\$ 75.40
i. Curtis Blakely & Co.	\$ 1,530.00

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

7. Ratify Automatic Funds Transfer Agreement to have construction loan payments automatically drafted from the ESD checking account so it is not late. Motion to ratify made by Joyce, seconded by Martin. Motion passes unanimously.
8. Update given by Joyce on status of the construction of the new fire station. No major issues to report at this time.

The Board did not go into Executive Session.

There being no further business, the meeting was adjourned.

Barbara Berry
Secretary / Treasurer

GREGG COUNTY EMERGENCY SERVICES DISTRICT NO. 3 – SPECIAL MEETING

Date: February 28, 2023 @ 12:00 p.m. noon

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

MINUTES:

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

1. Public comment. No one appeared for public comment.
2. Call meeting to order. Jameson called the meeting to order.
3. Declaration of a quorum. Jameson declared a quorum. Darby was absent.
4. Discuss issue of east drive on new fire station project being located over an existing Tryon Road water line that was not shown on the survey. Discuss the work that Tryon Road is requesting the District to do related to this issue. Also discuss Tryon Road requesting that the District install one of their meters on the fire riser T which will be used to fill the trucks. Discuss any other issues with the new fire station project that need formal action. Vote to take action as necessary.

A board member had previously reached out to Tryon Road however Tryon Road did not want to change their original requirements. It was also mentioned that the Board would like to find a solution sooner rather than later so that this issue does not hold up the construction project as a whole. Joyce made a motion to approve the Welborn proposal or a substantially similar proposal in an amount not to exceed \$13k for replacing the water line and adding a meter for filling tankers, contingent upon having Stan Hayes review the issue and provided that Stan Hayes does not have any more cost effective solutions. Seconded by Martin. Motion passes unanimously.

The Board did not go into Executive Session.

There being no further business, the meeting was adjourned.

Barbara Berry
Secretary / Treasurer