

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

AUGUST 11, 2025

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on August 11, 2025, in the Upshur County Courtroom, Temporary 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 President Kenny Southwell and a quorum was present with Kenny Southwell, Scott Mischnick, Brian Jones, and Raymond Cook being present. Garon (Gig) Wade was absent.
- 2) **Public Comment.** Matt Burnett passed out a sheet of the status of the TFS grants. He stressed that those grants expiring in October will need to get in extensions. Chief of the Warren City Fire Department spoke in regards to his department and wanting to be considered as a responder to the Upshur County ESD #1 area of coverage.
- 3) **Announcements.**
 - A. **Update on TESRS retirement process.** Brian Jones gave an update regarding the TESRS retirement process. He advised that TESRS is working on a contract. He announced that he would need the beneficiary forms filled out and return to him. Contract should be pretty standard. He announced that we should start at 40 for the first year.
 - B. **Update on bunker gear payment to Kilgore College Fire Academy.** Brian Jones announced that he had delivered the check to Kilgore College Fire Academy for the bunker gear.
 - C. **Dispatch Update.** Kenny Southwell announced that all upgrades should be complete by Wednesday. He advised that all of the call types and rules have been submitted to the Sheriff.
 - D. **Radio and channel changeover update.** Kenny Southwell announced that we are in line to go live October 1st. Raymond Cook stressed that we need to work on developing communications emergency procedures if anyone is interested in working on that project.
 - E. **Radio dispersion update.** Raymond Cook announced that they will hand out the portable radios the night of the 20th.

F. RMS update. Kenny Southwell stressed how important it was that the departments put in the information into the software to get an accurate report.

G. Update that all departments do a report that will automatically do the cost recover for insurance. Kenny Southwell announced that the RMS software will automatically bill for the cost recovery.

H. Active 911 update. Scott Mischnick announced he will need rosters of all the departments with email addresses. Active 911 will go into effect October 1st.

I. Update on contract for VFD discussions. Kenny Southwell announced that VFD contracts should be out by the end of the month. City contracts should be ready by the 20th.

J. Need for CAD units going into field and anti-virus. Kenny Southwell announced that we have to buy our own anti-virus for the CAD units.

4) Consent agenda items:

A. Consider approving Minutes of July 7, 2025 meeting.

B. Consider approving Accounts Payable items.

C. Consider approving reimbursements to departments for invoices submitted for the month of June 2025.

D. Consider approving expenditures, if any, purchased with the ESD's credit card and authorize payment for the credit card invoice due on or about August 12, 2025.

Motion by Scott Mischnick with a second by Brian Jones to approve items 4 A-D. Motion passed unanimously; 4 For and 0 Against.

5) Discuss and take any related action regarding the contract for City departments. No action.

6) Discuss and take any related action regarding the contract with Gladewater and their new response area. No action.

7) Discuss and take any related action regarding the contract with Gilmer and their new response area. No action.

8) Discuss and take any related action regarding the Volunteer Incentive Program. No action.

9) Discuss and take any related action regarding the three options for SOP in dispatch which includes: Mayday, EMS call types, and timer. No action.

- 10) **Discuss and consider approving purchase of Inter County for Gateway.** This matter is considered in 12) below.
- 11) **Discuss and consider approving purchase of a Telex IP224 radio interface device for the Sheriff dispatch project.** Motion by Raymond Cook with a second by Brian Jones to purchase one repeater duplexer from Inter County Communications for \$5,849.00. Motion passed unanimously; 4 For and 0 Against.
- 12) **Discuss and consider approving purchase of Repeater and other parts from Inter County for Simpson Mountain.** Motion by Raymond Cook with a second by Brian Jones to purchase one Tait Repeater from Inter County Communications for \$18,972.44. Motion passed unanimously; 4 For and 0 Against.

Motion by Raymond Cook with a second by Brian Jones to purchase one IP224 Gateway from Inter County Communications for \$5,100.00. Motion passed unanimously; 4 For and 0 Against.

- 13) **Discuss and consider appointing Luana Howell, Tax Assessor/Collector, as Designated Officer for the rate calculation.** Motion by Brian Jones with a second by Scott Mischnick to appoint Luana Howell, Tax Assessor/Collector, as Designated Officer for the rate calculation. Motion passed unanimously; 4 For and 0 Against.
- 14) **Discuss and set the PROPOSED tax rate by RECORD VOTE.** Scott Mischnick made a motion with a second by Brian Jones to set the PROPOSED tax rate at \$0.0700/\$100 for Upshur County ESD #1 for the FY26.
Record votes as follows:
Kenny Southwell For
Scott Mischnick For
Brian Jones For
Raymond Cook For
Motion passed unanimously; 4 For and 0 Against.
- 15) **Conduct BUDGET WORKSHOP, discussion and setting numbers:**
- A. **Discuss Hiring Day coverage employees for ESD #1.** Discussion only regarding the possibility of considering hiring day coverage employees for ESD #1.
 - B. **Discuss head of the department contract for ESD #1 employees.** Discussion only regarding the possibility of considering contracts with Department heads for ESD #1 employees.
 - C. **Uniforms/fuel/equipment.** Discussion only regarding the possibility of bulk purchasing for uniforms, fuel and/or equipment.
 - D. **Discuss Paid on Call.** Discussion only regarding possibility of "Paid on Call" options.

- 16) Discuss and set meeting dates to finish planning the budget for the 25-26 fiscal year. The public meeting is set for August 20, 2025 at 6:00 p.m. to finalize the budget and set the final tax rate.
- 17) Discuss and set September meeting date. September meeting will be held at the regular time on September 8, 2025 at 6:00 p.m.
- 18) Discuss and take any related action regarding insurance as to what is to be covered and the number of vehicles to be covered. No action.
- 19) Discuss and consider taking action on any insurance claim payouts to rural departments.
No action.
- 20) Discuss and consider taking action on any grant reimbursement requests submitted.
No action.
- 21) Discuss and consider items for next month's agenda.
- 22) Adjournment. Meeting adjourned at 8:32 p.m.



Presiding Officer Signature

Title: VP

Date: Sep 08, 2025

ACCOUNTS PAYABLE:

1)	City of Gilmer (July dispatching services)	\$ 3,000.00
2)	Terri Ross (July services)	\$ 750.00
3)	Karen A. Jacks & Associates	\$ 900.00
4)	Inter County Communications (Programming cables)	\$ 523.50
5)	Inter County Communications (Service Call Simpson Mountain)	\$ 510.00
6)	Inter County Communications (Service Call Barnwell Mountain)	\$ 510.00
7)	Inter County Communications (Supply and Install Gateway)	\$ 5,100.00
8)	Inter County Communications (New Tait at Simpson Mountain)	\$ 18,972.44
9)	Inter County Communications (New Duplexer at Simpson Mtn)	\$ 5,849.00
10)	Upshur County (Zuercher Mobile License; New VPS License)	\$ 1,862.38
11)	The Carlton Law Firm	\$ 1,400.50
12)	Mullens Automotive (Deduct from Ewell budget)	\$ 653.97
13)	ETEX (Draft)	\$ 103.95
14)	Swepco (Draft)	\$ 37.30

REIMBURSEMENTS TO DEPARTMENTS FOR JUNE INVOICES SUBMITTED:

1)	Bettie VFD	\$ 3,998.88
2)	East Mountain VFD	\$ 1,622.24
3)	Ewell VFD	\$ 2,032.41
4)	Pleasant Grove VFD	\$14,354.65
5)	Pritchett VFD	\$ 1,821.98
6)	West Mountain VFD	\$ 3,007.52