UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

MAY 12, 2025
6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on May 12, 2025, in the Upshur County Courtroom, 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 Kenny Southwell and a quorum was present with Kenny Southwell, Scott Mischnick, Brian Jones, Raymond Cook, and Garon (Gig) Wade being present.

2) **Public Comment.** Chief Taylor announced that the City is not refusing to fill air bottles. He advised that there must be a release signed like required with a cut off date in January. He further stated that if one was not signed then the liability is on the City and the City requires it.

   Chief Taylor also requested that the minutes of the January 21st meeting be put on an agenda to be discussed. He went on to say that the minutes only say that the ESD has purchased 3 tankers and 2 engines from First In and it doesn't reflect how much money, where to get the money, how it is going to be paid back, nor does it mention any grant money involved.

   Bracy Sweat gave a shout out to ETEX for sending out a technician and getting their internet back up within a few minutes on a recent outage.

3) **Announcements:**
   A. **Set a date for Active 911 presentation;**
      Raymond Cook suggested that the presentation be set at a special meeting. It was decided to have this special meeting set for the presentation on June 2, 2025 at 6:30 p.m. if the time and date were available for the Active 911 presenter.
   B. **Set a date to begin billing for calls;**
      Kenny Southwell announced that the ESD would be looking into software for departments to use to start billing for car wrecks, etc. He asked those present what software companies they used for this. Several companies were announced. Kenny Southwell announced that the ESD would be looking into the different software options.
   C. **Update regarding the amended Dispatching Contract presented to the City of Gilmer;**

Chief Taylor informed the Board that this matter was set on the City of Gilmer's agenda for the meeting on May 13th.

D. **Dispatch to Gilmer VFD for areas outside of the City of Gilmer but within ESD territory;** Chief Taylor informed the Board that Gilmer VFD covers nothing in the County. He further said that the contract is with the City of Gilmer and that is the City of Gilmer's area and that the VFD supports the City of Gilmer. He went on to say that the Volunteer Department in Gilmer is nothing but part of the City of Gilmer Fire Department and that the City of Gilmer's charter says that they will maintain a fire department run by the Volunteer Fire Chief but the City has paid staff that do. He reinstated that the Volunteer Department has nothing. The Board questioned the area outside of the City of Gilmer and how it is defined. Chief Taylor advised the Board that the area is a contracted area that the City takes care of and that it is their primary response area. Kenny Southwell asked that Chief Taylor provide a list of all of the structural fire fighters that he had by next week.

E. **Reminder to Chiefs to provide a list of all structural fire fighters in their department;** Kenny Southwell reminded the Chiefs to provide a list of all structural fire fighters in their department by the end of next week.

F. **Reminder to Chiefs to provide the Excel spreadsheet with information required for the new reporting system;**
Kenny Southwell reminded the Chiefs to provide the Excel spreadsheet with information required for the new reporting system by the end of next week.

G. **Discuss how many departments have applied for an engine or tanker through the TFS 25-26 Grant Program; and**
Kenny Southwell requested that the departments let the Board know how many have a tanker or engine grant submitted by the May 28th meeting. Raymond Cook read the list that Matt Burnett had furnished listing the departments who had submitted requests to TFS for tender grants.

H. **Set a date for a budget meeting in May.**
Kenny Southwell emphasized that a budget meeting needs to be set in May. After discussion, it was decided to hold a special meeting on May 28, 2025 at 6:30 p.m. for said budget meeting.

4) <u>Consent agenda items:</u>

A. **Approval of the minutes of the April 14, 2025, April 17, 2025, and May 7, 2025 meetings;**
B. **Accounts Payable; and**
C. **Approval of reimbursements to departments for invoices submitted for the month of March, 2025.**

Scott Mischnick made a motion to approve all of the Accounts Payable with the addition of the check to the Sheriff's Office in the amount of $97.94 for the AB software for the CAD

system. Brian Jones made a second to the motion. Motion carried 5-0. Unanimous vote in favor.

Motion was made by Brian Jones to approve items 4 A and C with a second by Scott MIschnick. Motion carried 5-0. Unanimous vote in favor.

5) **Approval of expenditures, if any, purchased with ESD's credit card and authorization to pay credit card invoice due on or about June 12, 2025.** No charges to the credit card for the month. No action needed.

6) **Discuss and take action to approve the Interlocal Agreement with the Upshur County Sheriff's Department.** A copy of the Interlocal Agreement was provided to the Board. This matter will be moved to the May 28th agenda for action.

7) **Discuss and take action to approve the purchase and payment for the radios from Inter County Communications.** Motion by Brian Jones to purchase 6 radios from Inter County Communications and pay the invoice in the amount of $3,450.00. Raymond Cook made a second to the motion. Motion carried 5-0. Unanimous vote in favor.

8) **Discuss and finalize the numbering system for the new dispatching.** Mark Mahan presented the proposal for the numbering system. Mark has been in contact with Sherry Neil, Upshur County Dispatch, and every department, including ESD#2 for input. He explained that it would basically be a 4 digit numbering system for dispatching. He went on to say that he had contacted other ESDs in Texas to see what system they were using. He explained the proposal in depth and took questions from those present. He said that the format falls under NIMS compliance. Kenny Southwell opened discussion for anyone that had any questions, comments or concerns.

Garon (Gig) Wade excused himself from the meeting at 6:45 p.m.

Several of the departments had questions regarding changing their numbers. Kenny Southwell suggested that the numbers needed to go along with the new numbering system. There was discussion regarding options for the personnel numbering within the departments.

9) **Discuss and finalize the information to be provided to the Upshur County Sheriff dispatch regarding the call types, terminology, contact numbers, etc. to assist in dispatching.** Mark Mahan presented a handout with terminology, rules, etc. He explained that he created this information and discussed it with Sherry Neil with the Upshur County Dispatch. He suggested the use of timers. Kenny Southwell asked that he work up this handout to be made into a policy for action by the Board. This matter will be placed on the May 28th agenda for approval and adoption of the policies.

Mark Mahan presented a handout with call types. Questions were asked in regards to some of the call types and the explanations for same. There was brief discussion regarding different scenarios that might take place with the new dispatching and the use of out of county mutual aid departments. There was discussion regarding how many fire response units were needed with certain fire alarms. It was determined by suggestions from those present to keep 3 units called to a fire alarm. There was discussion regarding the "wildfire" call type. It was decided to change the call type to "outside fire/no threat" or "outside fire/threat". Mark Mahan will make the changes as suggested and create this in a policy format for approval at the May 28th meeting.

10) **Discuss and take action to pay First In for the Ewell brush truck.**
Kenny Southwell announced that he had a corrected invoice from First In in the amount of $131,542.08. He announced that Ewell has a grant for $120,000.00 of that. He went on to say that Matt Burnett with TFS had suggested that First In charge the full amount for everything ($131,542.08). He said that the ESD will write a check to First In in the amount of $131,542.08. First In will then write the ESD a check back in the amount of $58,887.08 for the bed, chassis and skid unit. The amount of work First In did was in the amount of $52,641.00. Brian Jones made a motion with a second by Raymond Cook to pay First In for the Ewel brush truck in the amount of $131,542.08.
Brian Jones made a motion to amend his motion to pay First In for the Ewell brush truck in the amount of $131,542.08 with the understanding that they will write us a check in the amount of $78,897.07. Raymond Cook made a second to his amended motion. Motion carried 4-0. Unanimous vote in favor.

11) **Discuss and take action to approve the Resolution to Adopt the Records Management Policy.**
No discussion. This matter will be moved to the meeting on May 28th.

12) **Discuss and take action to approve and adopt the updated Financial Policies.**
No discussion. This matter will be moved to the meeting on May 28th.

13) **Discuss and take action to authorize signors on the two accounts at Gilmer National Bank in the name of Glenwood Acres Volunteer Fire Department.**
After discussion, it was decided that Kenny Southwell will send this information to the ESD attorney for instruction as to how to proceed.

14) **Discuss and take action on any insurance claim payouts to rural departments.**
None.

15) **Discuss and take action on any grant reimbursement requests submitted.** None.

16) **Discuss and take action on items to be considered for next month's agenda.**

17) **Adjournment.** Meeting adjourned at 7:52 p.m.

Presiding Officer Signature

Title: President

Date: 6-9-2025