

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

JULY 7, 2025

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on July 7, 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 6:03 p.m. by President 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.** No public comment.
- 3) **Announcements.** Brian Jones announced that he was working on the retirement plan. He also announced the financial standings of the Upshur County ESD #1 giving the amounts in the checking and savings accounts. He further advised that the ESD #1 will be moving money to TexClass for investing.
- 4) **Presentation from Woodmen Life.** Dennis Taylor and Jamie Ollive, representatives of Woodmen Life, gave a brief presentation for those present and discussed the programs that they offer as well as what they do for the community.
- 5) **Consent agenda items:**
 - A. **Consider approving Minutes of June 9, 2025 and June 26, 2025 meetings.**
 - B. **Consider approving Accounts Payable items.**
 - C. **Consider approving reimbursements to departments for invoices submitted for the month of May 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 July 12, 2025.**

Motion by Scott Mischnick with a second by Brian Jones to approve items 5) A-D. Motion passed unanimously; 5 For and 0 Against.

- 6) **Discuss and consider payment to Wingfield Construction in the amount of \$2,500.00 for demolition of a storage building at the Ewell Station #2.** Penny Neighbours explained to the Board that the bid had originally been submitted by Wingfield Construction in the amount of \$2,500.00 but then after coming out again, Wingfield Construction said that it

would run \$2,900.00 to demo the storage building and haul it off. Penny Neighbours informed the Board that the funds would be coming out of the Ewell budget. Brian Jones made a motion with a second by Raymond Cook to approve the payment of \$2,500.00 to Wingfield Construction with the understanding that the additional \$400.00 will be considered for approval at the August 11th meeting. Motion passed unanimously; 5 For and 0 Against.

- 7) **Discuss and consider payment in an amount not to exceed \$500.00 for A/C maintenance at the Big Sandy building.** Raymond Cook made a motion with a second by Garon (Gig) Wade to approve payment in an amount not to exceed \$500.00 for A/C maintenance performed at the Big Sandy repeater building. Motion passed unanimously; 5 For and 0 Against.
- 8) **Discuss and consider paying invoice to Inter-County Communications for labor and parts for adding Gilmer Fire Department paging and digital to the console in the amount of \$2,981.00.** Raymond Cook made a motion with a second by Brian Jones to approve paying the invoice to Inter-County Communications for labor and parts for adding Gilmer Fire Department paging and digital to the console in the amount of \$2,981.00. Motion passed unanimously; 5 For and 0 Against.
- 9) **Discuss and consider paying invoice to Inter-County Communications for the service call to Barnwell and Simpson Mountain in the amount of \$600.00.** Motion by Kenny Southwell with a second by Scott Mischnick to approve paying the invoice to Inter-County Communications for the service call to Barnwell and Simpson Mountain in the amount of \$600.00. Motion passed unanimously; 5 For and 0 Against.
- 10) **Discuss and consider approving the quarterly Financial Policy.** Brian Jones had already presented the Financial statement under Announcements. No action.
- 11) **Discuss and consider taking action to change over to Active 911.** Kenny Southwell discussed the options that Active 911 will offer and announced the other surrounding departments that are currently on the program which will be a benefit to the Upshur County ESD. He further announced that they also offer one month free. Discussion regarding when to go live and what will be needed in order to do so. Chiefs are to provide email addresses and phone numbers for each user to Scott Mischnick in the next 2-3 weeks. Motion by Scott Mischnick with a second by Brian Jones to adopt Active 911 as the ESD #1 alerting software starting the trial on September 1st. Motion passed unanimously; 5 For and 0 Against.
- 12) **Discuss and consider taking action regarding RMS software.** Kenny Southwell discussed all of the information that the software will be able to track and provide to upload for reporting. Discussion regarding payment to work around the ESD fiscal year. Motion by Brian Jones with a second by Raymond Cook to purchase the RMS software from Emergency

Networking in the amount of \$20,600.00 knowing that the ESD will have to pay that amount before October 1st. Motion passed unanimously; 5 For and 0 Against.

13) **Discuss and consider taking action regarding Volunteer Incentive Program.** Samuel Vanderford presented a handout to the Board as guidelines that they had come up with as possible options for payment to volunteers of the 8 rural fire departments for their involvement and training as an incentive to recruit and retain qualified people. After in-depth input and discussion from those present, the Board suggested that the handout provided with recommendations, as presented, be drafted in a "Policy" format adding signatures of the Board members for consideration and approval at the August 11th meeting.

14) **Discuss and consider adopting a tax planning calendar.**

- A. **Discuss and consider adoption of the tax and budget planning calendar for 2025, authorize payment of tax process publications, and take any related action.**
- B. **Discuss and consider scheduling budget meetings and workshops.**
- C. **Discuss and consider District website status, accessibility, and posting requirements and take any related action.**

Scott Mischnick went over possible dates assuming that the Tax Assessor provided the appropriate documentation to the ESD on or before August 7th. The ESD can adopt the proposed tax rate at the regularly scheduled meeting set for August 11th. The notice of the public hearing to adopt the tax rate and budget will need to be published in the newspaper on August 14th (must be published 5 days prior to the hearing) and posted on the ESD website seven days prior to the hearing date. The public hearing can be held on August 20th with the public hearing at 6:00 p.m. and the meeting to adopt the tax rate and budget at 6:30 p.m. Scott Mischnick will publish the proposed calendar on the ESD #1 website.

15) **Discuss and consider taking action on any insurance claim payouts to rural departments.**
None.

16) **Discuss and consider taking action on any grant reimbursement requests submitted.** Brian Jones announced that Matt Burnett had submitted an email to the Harmony Fire Department with regard to an extension for their grant request.

17) **Discuss and consider items for next month's agenda.** None other than those items already discussed.

18) **Adjournment.** Meeting adjourned at 7:48 p.m.

Presiding Officer Signature

Title: _____

Date: _____

8-11-2025

ACCOUNTS PAYABLE:

1)	City of Gilmer (June dispatching services)	\$ 3,000.00
2)	Terri Ross (June services)	\$ 750.00
3)	Terri Ross (Reimbursement for postage)	\$ 14.60
4)	Karen A. Jacks & Associates	\$ 11,655.00
5)	Inter County Communications (Install Gilmer FD paging & digital)	\$ 2,981.00
6)	Inter County Communications (Barnwell and Simpson Mtn)	\$ 600.00
7)	Casco Industries	\$ 1,648.00
8)	ETEX (Draft)	\$ 103.95
9)	Swepco (Draft)	\$ 26.41