

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

APRIL 17, 2025

6:30 P.M.

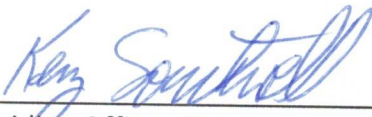
MINUTES

A special meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on April 17, 2025, in the Gilmer High School Administration Boardroom, Gilmer High School Administration Building, 245 North Bradford 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 6:30 p.m. by Kenny Southwell and a quorum was present with Kenny Southwell, Scott Mischnick, and Brian Jones being present. Raymond Cook and Garon (Gig) Wade were absent.
- 2) **Public Comment.** No public comment.
- 3) **Discuss budget needs and introduce proposed budget for the 25-26 fiscal year.** Kenny Southwell went over a few items to be addressed in the upcoming budget.
- 4) **Discuss RMS Xcel spreadsheet built as per software vendor needs.** Kenny Southwell encouraged the departments to get in their spreadsheets with the information needed for the new software.
- 5) **Discuss and create a task force for dispatch numbering and dispatch call types.** Kenny Southwell explained the new dispatch numbering system and the call types needed for the new dispatch system.
- 6) **Discuss and take action to create a team for the dispatch changeover.** Kenny Southwell encouraged the creation of teams for the dispatch changeover. Mark Mayham volunteered to head the team.
- 7) **Discuss dispatch directives/policies and expectations.** Discussion was had regarding directives/policies and expectations going forward.
- 8) **Discuss and take action to approve payment for all necessary equipment, software, and upgrades to dispatch at the Sheriff's Office consoles from Inter County Communications.** Discussion regarding the equipment, software, and upgrades to dispatch at the Sheriff's Office consoles.

- 9) Discuss and take action to have a training officer to train the dispatchers. Discussion only.
- 10) Discuss and take action to approve paging software company. Discussion only.
- 11) Discuss and take action to give the City of Gilmer and Gilmer Fire Department written notice to cease services on September 30, 2025. Kenny Southwell announced that he would draft a letter and send to the ESD's attorney for approval.
- 12) Discuss and take action to approve the Inter Local Agreement with the Upshur County Sheriff's Office. No action at this time.
- 13) Discuss programming of all Tait radios and distribution of same. Discussion only.
- 14) Discuss switch over to Fire Channel by June 1, 2025. Discussion only.
- 15) Discuss and take action to approve purchase of new Tait cables and software to program.
No action.
- 16) Discuss and take action to approve and adopt and updated financial policies. No action.
- 17) Discuss and take action to approve the Records Retention Policy by Resolution. No action.
- 18) Adjournment. Meeting adjourned at 7:56 p.m.



Presiding Officer Signature

Title:

President

Date:

5-12-2025