

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

OCTOBER 13, 2025

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on October 13, 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 Kenny Southwell and a quorum was present with Kenny Southwell, Brian Jones, Raymond Cook and Garon (Gig) Wade being present. Scott Mischnick was absent.
- 2) **Public Comment.** Shane Reeder, Wade Godfrey, and Dwayne Farmer were present to address the products and services that their company provides to Fire Departments.

3) **Announcements.**

A. **Update regarding TESRA Process.**

B. **Extended Contract with City of Gilmer.**

C. **Volunteer Compensation Forms.**

Mark Mahan announced that he was trying to put together a workshop for RMS training for either October 22nd or October 29th at the Gilmer Fire Department. Kenny Southwell asked Mark Mahan to put a presentation together with all of the nodules to present at the November meeting.

Hydrants – Kenny Southwell announced that the CAD has the capability to have all of the GPS coordinates of the hydrants. He encouraged the Chiefs to get together with the water departments in their areas to get this information to be entered in the CAD.

Pump tests – Chief Taylor announced that there will be pump testing in November. They will send out notice when confirmed.

Volunteer Compensation Forms – Kenny Southwell reminded the Chiefs that these forms are due at tonight's meeting for payment at December meeting.

Grants – Kenny Southwell went over the grant form that was created with the help of the ESD's auditor and accountant to provide information required. Chief Sorrentino will provide this form to the Chiefs to complete when applying for grants.

Insurance cards – Kenny Southwell announced that we had the insurance cards and Terri Ross will email those cards to the Chiefs for disbursement.

Dispatch update – Raymond Cook went over some of the issues that have come up. He wants all of the issues emailed to him so he can be made aware of any issues. He also announced that there is another dispatch training set for November 4th.

Radio update – Marc Nichols and Raymond Cook have been working on setting up the radios. Marc Nichols announced that the portables will only have 16 channels.

Michael with TEEX announced that there will be a school in the Spring.

Ray Hubbard with VFIS announced the Health and Wellness Grants available now through the end of the year.

TESRA – Brian Jones explained the beneficiary forms to the Chiefs. The initial contract is for the original 87 people.

Contract with the City of Gilmer – Brian Jones announced that he had contacted the City Manager and had met with him and Mary Bullock to negotiate the contract with the City of Gilmer. The contract was negotiated for a 6 month period at \$22,500.00 per quarter.

4) Consent agenda items:

- A. Consider approving Minutes of September 8, 2025 and September 17, 2025 meetings.
- B. Consider approving Accounts Payable items.
- C. Consider approving reimbursements to departments for invoices submitted for the month of August 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 October 12, 2025.

Motion by Raymond Cook with a second by Brian Jones to approve consent agenda items A-D. Motion passed unanimously; 4 For and 0 Against.

5) Discuss and consider approving the Contracts with the cities of Big Sandy and Gladewater.

Kenny Southwell announced that he had sent those contracts to the City of Big Sandy and City of Gladewater. Brian Jones made a motion that the ESD Board approve the contracts with the City of Big Sandy and City of Gladewater pending their approval. Raymond Cook made a second to the motion. Motion passed unanimously; 4 For and 0 Against.

6) Discuss and consider approving the Siddons-Martin invoice to Bettie VFD in the amount of \$3,314.60.

Motion by Brian Jones with a second by Garon (Gig) Wade to approve the Siddons-Martin invoice to Bettie VFD in the amount of \$3,314.60. Motion passed unanimously; 3 For – Raymond Cook abstained.

7) Discuss and consider possibly approving extension of E-Dispatch service.

Motion by Raymond Cook to allow him to extend the E-Dispatch service if needed to the end of November. Kenny Southwell made a second to the motion. Motion passed unanimously; 4 For and 0 Against.

8) Discuss the Financial Report ending September 30, 2025 and the Profit and Loss Statement of the Upshur County ESD #1 at fiscal year end. Table to next meeting.

9) Discussion regarding the Upshur County ESD #1 having a Facebook page and any other social media platform. Discussion only. No action.

10) Discuss and consider approving the purchase of antivirus software for the laptops used by the Upshur County Sheriff Office for dispatch. Table to November meeting.

11) Discuss and consider approving the update to the Open Records Policy to update the email address to openrecords@upshuresd.com. Motion by Brian Jones with a second by Raymond Cook to approve the Open Records Policy with the updated email address and to post the policy on the website. Motion passed unanimously; 4 For and 0 Against.

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

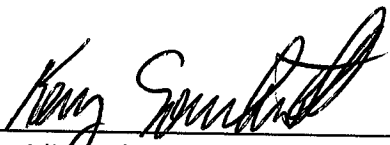
13) Discuss and consider taking action on any grant reimbursement requests submitted.

A. Bettie VFD

Motion by Garon (Gig) Wade with a second by Brian Jones to accept the fire and rescue equipment grant reimbursement request submitted by Bettie VFD in the amount of \$27,500.00 with a 95% reimbursement of \$25,000.00. Motion passed unanimously; 4 For and 0 Against.

14) Discuss and consider items for next month's agenda. #8 and #10 and dispatch update

15) Adjournment. Meeting adjourned at 7:04 p.m.



Presiding Officer Signature

Title: President

Date: 11-10-25

ACCOUNTS PAYABLE:

1)	City of Gilmer (September dispatching services)	\$ 3,000.00
2)	Terri Ross (September services)	\$ 750.00
3)	Terri Ross (Reimbursement postage)	\$ 15.60
4)	Upshur County Sheriff (October dispatching services)	\$ 3,000.00
5)	Inter-County Communications (Reprogram Big Sandy link radio)	\$ 430.00
6)	Inter-County Communications (Cable)	\$ 25.00
7)	Raymond Cook (Reimbursement-bits to mount equipment)	\$ 17.28
8)	Professional Tech Assistance (Radio Reprogramming)	\$ 300.00
9)	Streamline (Annual subscription)	\$ 2,512.00
10)	Upshur County Tax Assessor (Tax collections)	\$ 3,684.00
11)	SAFE-D (Annual dues)	\$ 2,500.00
12)	The Carlton Law Firm (legal services)	\$ 769.50
13)	VFIS (Property Insurance renewal)	\$106,425.00
14)	Card Service Center (PiShop.us charge)	\$ 202.23
15)	ETEX (Draft)	\$ 103.95
16)	Swepco (Draft)	\$ 37.43
17)	The Carlton Law Firm (legal services)	\$ 3,023.50