

UPSHUR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

MARCH 9, 2026

6:00 P.M.

MINUTES

The regular meeting of the Upshur County Emergency Services District No. 1 Board of Commissioners was held on March 9, 2026, 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, Scott Mischnick, and Raymond Cook being present. Garon (Gig) Wade was absent.

Presentation of the 2025 Financial Audit. Ms. Tessa Fowler, auditor with the audit firm of Heard, McElroy and Vestal, LLC presented the financial audit to the Board. She highlighted the findings of their report and was open to questions from the Board.

- 2) **Public Comment.** Charlie Williams with IDEX Corporation gave a brief presentation of the pressure governor that he has been working on. He left brochures for any members interested in the product.

Matt Burnett with TFS announced several training classes that are being offered in 2026. He announced that New Mountain is hosting a Wildland basic course on March 14th and 15th. He also announced that Vallen Safety will be at his station on March 16th for testing SCBAs.

- 3) **Announcements.**
 - A. **Financial Update.**
 - B. **Active Comms update.**
 - C. **Update on move to TEX Class Investment.**

Brian Jones gave an update regarding the TexClass Investment account. He announced that we are in the final steps of getting all of the paperwork done to send to TexClass. This will be a better investment for our funds instead of using the bank here. This will allow Brian Jones and Terri Ross the authority to transfer money as needed like we do now from the accounts. He also announced that we have \$276,430.00 in the checking account and \$2,278,140.00 in the savings account.

Brian Jones also gave an update regarding the Kilgore College class being held at Pritchett. The next meeting is scheduled for March 19th. He will send out an email to everyone.

Raymond Cook gave an update on Active Comms. He announced that he sent out several emails this last week to catch everyone up with Active Comms. He further announced that we should be good to go active with Active Comms.

Raymond Cook also updated those present regarding the dispatch class held on March 4th with the Sheriff dispatch. He also sent out emails to all of those that attended the dispatch class but will be sending that out to everyone. He announced that there were basically 3 items discussed including medical calls, structure fires and radio traffic. He also announced that there was FRO discussion. He announced that he has been in contact with Camp County EMS to schedule a meeting with their director to try to get their dispatch by calling for FROs and he is also trying to follow up with Christus.

Raymond Cook further discussed the whole county map issue. He said that it is still not showing the corrections on dispatch CAD. He has reached out to ETCOG in hopes to get this worked out.

Raymond Cook further relayed that there was discussion regarding smoke calls. They updated their procedure on how to handle those calls.

He further announced that there was talk about radio operation. He reminded personnel not to quick key when on the radio. He said they discussed that it was suggested that some departments could do some radio training. Raymond Cook further reminded everyone to make sure they are using their correct numbers. He will send the list of numbers out to the chiefs by email.

4) Consent agenda items:

- A. Consider approving Minutes of February 9, 2026 and February 24, 2026 meetings.**
- B. Consider approving Accounts Payable items.**
- C. Consider approving reimbursements to departments for invoices submitted for the month of January 2026.**
- 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 March 12, 2026.**

Motion by Scott Mischnick with a second by Brian Jones to approve consent agenda items A-D including the addendum to the Accounts Payable to include the invoice from ProBuilt in the amount of \$388.00 to be paid but deducted from the Pleasant Grove budget. Motion passed; 4 For and 0 Against.

- 4) Discuss and consider taking action to approve the City of Gilmer Fire Department Emergency Response Contract for the remainder of the fiscal year and make a budget amendment to transfer \$45,000.00 from the Part Time Firefighter Pay line item to Contracting Departments line item.** Kenny Southwell announced that he and Brian Jones have been meeting with Ms. Bullock, Gilmer City Manager and that the meetings have gone great. He further announced that with our current contract running out in April 1st, we are

not ready for that. Motion by Kenny Southwell to go ahead and extend the contract with the City of Gilmer for a full year for the \$90,000.00 which is an additional \$45,000.00 from the six month contract in place now. Raymond Cook made a second to that motion. Motion passed; 4 For and 0 Against. Motion by Scott Mischnick with a second by Brian Jones to make a budget amendment to transfer \$45,000.00 from the Part Time Firefighter Pay line item to the Contracting Departments line item to cover the additional funds needed to fund the contract. Motion passed; 4 For and 0 Against.

5) **Discuss and consider taking action to approve the first payment of retirement contributions to the Texas Emergency Service Retirement System dating back to November 2024.**

Brian Jones announced that TESRS called him and said that they needed approval. He further stated that as a board member, he signed the initial of everyone going back to November 2024. He further announced that we need to make that payment now. This is dating everything back to November 2024. The full payment is \$32,920.00 and then we will make bi-annual payments by direct deposit (ACH) twice a year. He further indicated that another payment will be due soon after the Board meets. Brian Jones made a motion that we pay TESRS in the amount of \$32,920.00 for the first installment dating back to November 2024. Scott Mischnick made a second to the motion. Motion passed; 4 For and 0 Against. Brian Jones announced that there will be follow up paperwork that will be left up to the leadership of the volunteer fire department. Brian Jones will send the departments the sheets and reminded the departments that they will need to go over the lists to indicate if someone needs to be taken off the list. He stressed that it will have to be done by a certain date or we will be delinquent. They need the right number to know who to pay in that six month period. He announced that we are good for now but we cannot get behind. Brian Jones will schedule the meeting for the Board probably around the 5th month of this cycle. As soon as they send it to him he will get a meeting scheduled.

6) **Discuss and consider taking action to approve the 2025 Financial Audit performed by Heard, McElroy and Vestal, LLC.** Brian Jones made a motion that we accept and approve the 2025 Financial Audit performed by Heard, McElroy and Vestal, LLC and that we pass that along to the County Commissioners as soon as possible. Raymond Cook made a second to the motion. Motion passed; 4 For and 0 Against.

7) **Discuss and consider taking action regarding the Paid-On-Call proposal presented by the committee and take possible action regarding the trial run date.** Jeff Sorrentino had prepared a rough draft Paid-On-Call proposal and passed out copies. He gave a brief overview of what he thus far. He announced that there are still a lot of questions that need answers. He further announced that this is a complete rough draft. He said that the numbers can change and hopefully the budget can change. He further stated that he is basically trying to get a time response daily Monday-Friday. He hopes that we can get one

member and supervisor from each region to be on call. Right now he has \$100 for the firefighter and \$150 for the supervisor. He further went on to say that he really needs to know what the Board wants as far as the requirements. He asked for help with anyone that would be interested in helping him. He needs to get a committee together and then set a meeting. He is hoping for a May 1st start. He wants to get something together to be able to have numbers for budget discussion in July.

Brian Jones asked if anyone is wanting or needing something in their budget, then they need to address the Board with those requests. Everyone gets invited to attend these budget discussions to present their needs to the Board. The Board needs to know so that they can plan for this in the budget.

Raymond Cook added that the departments need to also provide the Board with their long term needs as well.

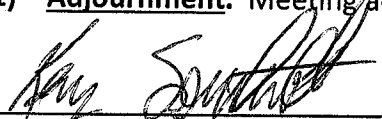
Kenny Southwell announced that their rollover funds are for the departments to use. The rule in the rollover funds is that the first capital project they do in the next year is going to be taken from the rollover funds.

- 8) **Discuss and consider taking action on any grant acceptance and grant reimbursement requests submitted.**
- a) **West Mountain VFD Training Aid Grant;**
 - b) **West Mountain VFD PPE Grant;**
 - c) **West Mountain VFD Fire and Rescue Equipment Grant.**

West Mountain submitted three grants totaling \$63,158.00. The Board announced that there were blanks on the forms submitted that needed to be filled in. West Mountain agreed to stay after the meeting to get the paperwork completed.

Raymond Cook made a motion with a second by Brian Jones to approve the expenditures of \$63,158.00 for the grant totals for West Mountain and that they stay and complete the paperwork. Motion passed; 4 For and 0 Against.

- 9) **Discuss and consider taking action on any insurance claim payouts to rural departments.**
None
- 10) **Discuss and consider items for next month's agenda.**
- 11) **Adjournment.** Meeting adjourned at 7:00 p.m.



Presiding Officer Signature
Title: President

Date: 4-13-26

ACCOUNTS PAYABLE:

1)	Upshur County Sheriff (March dispatching services)	\$ 3,000.00
2)	Terri Ross (February services)	\$ 850.00
3)	Karen A. Jacks	\$ 3,738.70
4)	Heard, McElroy & Vestal, LLC (Audit)	\$ 16,000.00
5)	The Carlton Law Firm (Legal services)	\$ 413.50
6)	Upshur County Appraisal District (2 nd qtr)	\$ 12,347.53
7)	City of Gilmer (2 nd qtr)	\$ 22,500.00
8)	Card Service Center	\$ 3,252.96
	a. Marriott Riverwalk \$3,077.01	
	b. Tele's \$96.34	
	c. Credit Card interest \$30.61	
	d. Credit Card annual fee - \$49.00	
9)	ETEX (Draft)	\$ 103.95
10)	Swepco (Draft)	\$ 20.62
11)	Pro Built Pleasant Grove budget ✓	\$ 388.00