

**Robertson County Emergency Services District
Board of Commissioners
Monthly Meeting
September 12, 2023 @ 6:30 p.m.
RCESD/EMS Office
287 Cooks Lane, Franklin, TX 77856**

1. Call Meeting to Order

President Robert Yezak called meeting to order at approximately 6:30 pm and noted a quorum was present, along with legal counsel. The Board of Commissioners met at the RCESD station/RCESD Conference Room, 285 Cooks Lane, Franklin, Texas.

The following were present:

RCESD COMMISSIONERS

Robert Yezak, President
Carla Barker, Vice President
Toni Mathews, Treasurer

Jerry Henry, Asst. Treasurer
Kayla Sanders, Commissioner

James McCullough, Legal Counsel
Hope Zeig, Executive Director

VISITORS

Adam Gallagher, RCESD/EMS
Jim Bowling, EVFD
Amy Munoz, RCESD
Renda Jackson, CVFD

Cole French, RCESD
Dee Dee Ferrell, FVFD
Steven Von Gonten, RCESD
Ering Rodriguez, HVFD

David Beckley, HVFD
Jerry Hadley, BVFD
Theresa Fowler, BJVFD
Franklin Little, WVFD

2. Public Comments

None. President Yezak notified everyone that next month's meeting will begin at 7:15pm.

3. Consideration, discussion, and any approval of August 2023 Minutes (Action Item)

Commissioner Barker made a motion to approve the August 8, 2023 minutes and the August 15, 2023 special meeting minutes. Commissioner Henry seconded the motion, the motion carried.

4. Consideration, discussion, and any approval of August 2023 Financial Report (Action Item)

Financial reports were presented.

Commissioner Mathews made a motion to approve August 2023 financial reports. Commissioner Sanders seconded the motion, the motion carried.

- **Emergicon Collections and Write-Off Reports**
Emergicon collections for RCESD for August were \$22,227.70. Emergicon collections for RCESD, Inc. for August were \$2,387.39 and write-offs were \$16,833.84.
- **CitiBank Credit Card Statements**
Copies of statement and invoices were included in packet.

5. Consideration, discussion, and any approval of Robertson County Emergency Services District Transferring Funds or Closing Robertson County EMS, Inc Bank Account (Action Item)

Commissioner Henry made a motion to approve transferring the balance of Robertson County EMS, Inc. bank account to RCESD Money Market account but leaving the account open if allowed by the bank. Commissioner Mathews seconded the motion, the motion carried.

6. Consideration, discussion and any approval of Robertson County Emergency Services District Opening a Bank Account for Sales Tax Revenue (Action Item)

Move to October agenda

7. Consideration, discussion, and any approval of Reserve Funding Request of Volunteer Fire Departments to include funding adjustment (Action Item)

None

8. Consideration, discussion, and any approval of FY2022-23 Budget Adjustments (Action Item)

- **Blackjack VFD**

\$1,336.00 from Emergency Service Equipment to Bunker Gear. \$905.91 from Emergency Service Equipment to SCBA. \$451.09 from Building Maintenance to SCBA. \$335.47 from Building Maintenance to Utilities. \$15.20 from Building Maintenance to Admin Fees. \$15.61 from Building Maintenance to Janitorial. \$.47 from Building Maintenance to Office Supplies.

Commissioner Mathews made a motion to approve Blackjack VFD budget adjustments totaling \$3,059.75. Commissioner Sanders seconded the motion, the motion carried.

- **Bremond VFD**

\$1,868.33 from Equipment Maintenance to Building Maintenance. \$1,209.00 from Equipment Maintenance to Equipment Testing. \$6,153.48 from Equipment Maintenance to Vehicle Maintenance. \$689.92 from Equipment Maintenance to Chemical Supplies. \$50.00 from Other Gera to Audit Costs.

Commissioner Mathews made a motion to approve Bremond VFD budget adjustments totaling \$9,970.73. Commissioner Sanders seconded the motion, the motion carried.

- **Calvert VFD**

\$50.00 from Postage to Audit. \$520.72 from Computers/Office Equipment to Building Maintenance. \$2,500.00 from Emergency Services Equipment to Building Maintenance. \$2,500.00 from SCBA to Building Maintenance. \$3,764.09 from Other Gear to Building Maintenance. \$41.88 from Dues/Memberships to Bunker Gear.

Commissioner Mathews made a motion to approve Calvert VFD budget adjustments totaling \$9,376.69. Commissioner Henry seconded the motion, the motion carried.

- **Easterly VFD**

\$50.00 from Building Maintenance to Audit. \$2500 from Capital Outlay: SCBA to Vehicle Maintenance. \$800 from Building Maintenance to Vehicle Maintenance..

Commissioner Henry made a motion to approve Easterly VFD budget adjustments totaling \$3,350. Commissioner Sanders seconded the motion, the motion carried.

- **Franklin VFD**

\$51.00 from Dues/Memberships to Audit Cost. \$1,270.00 from Dues/Memberships to Building Maintenance. \$2,990.00 from SCBA to Bunker Gear. \$1,390.00 from Lodging to Bunker Gear. \$1,500.00 from Dues/Memberships to Mechanical Supplies. \$2,540.00 from Utilities to Building Maintenance. \$24,999.00 from New Vehicle Loan to Existing Vehicle Loan. \$115.00 from Communications to Existing Vehicle Loan.

Commissioner Henry made a motion to approve Franklin VFD budget adjustments totaling \$34,886.00. Commissioner Sanders seconded the motion, the motion carried.

- **Seale Round Prairie VFD**

\$200.21 from Fuel to Bunker Gear. \$113.92 from Fuel to Bunker Gear-Other. \$1,020.95 from Fuel to Emergency Service Equipment. \$259.86 from Fuel to Equipment Testing.

Commissioner Sanders made a motion to approve Seale Round Prairie VFD budget adjustments totaling \$1,594.94. Commissioner Mathews seconded the motion, the motion carried.

- **Wheelock VFD**

\$3,548.04 from Vehicle Maintenance to Emergency Service Equipment-Other. \$610.60 from Vehicle Maintenance to Emergency Service Equipment-Radio.

Commissioner Henry made a motion to approve Wheelock VFD budget adjustments totaling \$4,158.64. Commissioner Sanders seconded the motion, the motion carried.

- **Hearne VFD**

\$1,200.00 from Communications to Bunker Gear. \$3,500.00 from Chemical Supplies to Bunker Gear. \$889.50 from Fire Prevention to Bunker Gear. \$2,324.19 from Dues/Memberships to Emergency Service Equipment. \$5,967.60 from Equipment Maintenance to Emergency Service Equipment. \$3,675.00 from Equipment Testing to Emergency Service Equipment. \$410.50 from Fire Prevention to Computer/Office. \$156.50 from Office Supplies to Computer/Office.

Commissioner Mathews made a motion to approve Hearne VFD budget adjustments totaling \$18,123.29. Commissioner Sanders seconded the motion, the motion carried.

- **Admin**

\$151,953.45 from Reserves to cover Appraisal costs, Insurance, Legal fees, QB subscription, ESO, and new website.

Commissioner Henry made a motion to approve Admin budget adjustments totaling \$151,953.45. Commissioner Mathews seconded the motion, the motion carried.

- **Tower**

\$700.00 from Electrical Inspections to Radio Maintenance, Ground Maintenance, and Propane. \$313.00 from Electricity Service to Property Lease.

Commissioner Mathews made a motion to approve Tower budget adjustments totaling \$1,013.00. Commissioner Sanders seconded the motion, the motion carried.

- **RCEMS**

\$62,027.61 from Payroll to Benefits (Payroll Expense) \$62,027.57 and Contract 1099 \$.04). \$25,931.21 from Vehicle Fuel to Building Maintenance \$6,876.42, Communications \$742.34, Dues/Memberships \$9,826.63, Equipment Maintenance \$4,834.67, Janitorial \$17.53, and Copier Lease \$3,633.62.

Commissioner Sanders made a motion to approve RCEMS budget adjustments totaling \$87,958.82. Commissioner Mathews seconded the motion, the motion carried.

9. **Consideration, discussion, and any approval of Requests for Preapproval of Expenditures of Volunteer Fire Departments (Action Item)**

- **Blackjack VFD request ratification/waiver of preapproval for purchase of cooler totaling \$202.19**

Commissioner Henry made a motion to ratify the purchase of a cooler for \$202.19. Commissioner Sanders seconded the motion, the motion carried.

- **Franklin VFD request preapproval of pressure washer and cooling fan totaling \$2588.44**

Commissioner Henry made a motion to ratify the purchase of a pressure washer and a PolarCool fan totaling \$2,588.44. Commissioner Sanders seconded the motion, the motion carried.

- **Robertson County EMS preapproval for letter of intent to purchase ambulance in 2024**

Commissioner Mathews made a motion to approve a letter of intent to purchase ambulance in 2024. Commissioner Sanders seconded the motion, the motion carried.

10. **Consideration, discussion and any Approval of Appropriate Expenditures for Volunteer Fire Departments, payment of approved expenditures for FY 2022-23 expenditures (Action Item)**

Commissioner Sanders made a motion to approve appropriate expenditures for Volunteer Fire Departments and payment of approved expenditures for FY 2022-2023. Commissioner Mathews seconded the motion, the motion carried.

11. **Consideration, discussion and any Approval for Payment of Robertson County Emergency Services District Monthly Expenses including payroll and RCEMS and Tower Expenses and Funds Transfer (Action Item)**

Commissioner Henry made a motion to approve payment of RCESD monthly expenses including payroll, RCEMS, and tower expenses, and a funds transfer of \$390,000 from Money Market to Super Now account. Commissioner Sanders seconded the motion, the motion carried.

Commissioner Henry made a motion to approve RCEMS to pay \$63,210.00 to Caldwell Country Ford for 2023 Chassis. Commissioner Barker seconded the motion, the motion carried.

12. **Consideration, discussion and any Approval Regarding Engagement of Audit for Robertson County EMS, Inc. for Final Audit for Short Year October 1, 2022 to December 31, 2022 with Ingram, Wallis & Co (Action Item)**

Commissioner Barker made a motion to approve engagement of audit for RCEMS, Inc. for final audit for short year October 1, 2022 to December 31, 2022 with Ingram, Wallis & Co. Commissioner Sanders seconded the motion, the motion carried.

13. **Consideration and discussion to schedule FY 2023-2024 Budget and Contracts**

- **Review of Volunteer Fire Department proposed budgets for FY 2023-2024**
- **Review and discussion of Volunteer Fire Department FY 2023-2024 contract**
- **Review and discussion of Robertson County Emergency Services District Administrative, Robertson County Emergency Medical Services Budget and Tower Budgets FY 2023-2024**

Commissioner Barker and Commissioner Henry presented the budgets the subcommittee agreed on with their recommendations.

14. Consideration, discussion and any Approval of Robertson County Emergency Services District engagement with Jalyn Boles as Human Resources Consultant and authorize signatures (Action Item)

Moved to October agenda

15. Consideration, Discussion and any Approval of Robertson County Emergency Services District Subcommittee Recommendation for 2023 Employee Benefits package and items required for transition (Action Item)

- **Handbook**
 - **Retirement Benefits: Health and Dental Insurance page 61 item 9**

Commissioner Sanders made a motion to remove the health and dental coverage for life on page 62 of RCESD handbook. Commissioner Henry seconded the motion, the motion carried.
- **Other Operational and Personnel Related Items**
 - **Renewal of TAC Health, Dental and Vision Benefits FY2023-2024 Rates**

Commissioner Sanders made a motion to approve renewal of TAC health, dental, and vision benefits FY2023-2024 rates with no change to benefits and authorized president to sign necessary documents. Commissioner Barker seconded the motion, the motion carried.

16. Consideration, discussion and any approval of Volunteer Fire Department Budgets for FY 2023-2024 (Action Item)

- | | | |
|--------------------|-------------------|----------------------|
| • Blackjack | • Easterly | • Seale Round |
| • Bremond | • Franklin | • Prairie |
| • Calvert | • Hearne | • Wheelock |

Commissioner Sanders made a motion to approve all Volunteer Fire Department Budgets as presented by the subcommittee. Commissioner Mathews seconded the motion, the motion carried.

17. Consideration, discussion and any approval of the Robertson County Emergency Services District Administrative Budget Request and Tower Budget for FY 2022-2023 (Action Items)

- **Administrative Budget**
- **Robertson County EMS Budget**
- **Tower Budget**

Commissioner Henry made a motion to approve RCESD administrative budget as presented, approve Tower Budget with the addition of the security system bringing new budget to \$51,044.00, and the Robertson County EMS budget with the addition of the EMS director's recommendation for AC repairs bringing new budget to \$987,191.61. Commissioner Sanders seconded the motion, the motion carried.

18. Consideration, Discussion and any Action to approve A RESOLUTION REGARDING A PROMISSORY NOTE AND SECURITY AGREEMENT FROM ROBERTSON COUNTY EMERGENCY SERVICES DISTRICT to borrow funds for the assistance in acquisition or financing of equipment by volunteer fire departments the emergency medical services including review of requests for bids/proposals, review and selection of bids/proposals and an alternate, authorizing execution of Promissory Note and Security Agreement by President authorizing execution of Security Agreement and Warranties of Borrower by President, authorizing execution of Incumbency Certificate by Secretary (Action Item)

Commissioner Sanders made a motion to approve and accept the bid of Robertson County Bank, Lender, according to the Memo to Prospective Lenders for Loan to Robertson County Emergency Services District dated in August of 2023, from Robertson County Emergency Services District's Attorney, and if the loan is not consummated according to the documents agreed to by Lender and Robertson County Emergency Services District's Attorney, we accept the bid of First Financial Bank, Lender as the backup bid according to the Memo to Prospective Lenders for Loan to Robertson County Emergency Services District in August, 2023 from Robertson County Emergency Services District's Attorney; Commissioner Sanders motioned that Robertson County Emergency Services District approve a Resolution regarding a Promissory Note and Security Agreement from Robertson County Emergency Services District authorizing the execution of Note and Security Agreement and related loan documents to the Lender approved by President and establishment of interest and sinking fund and pledging ad valorem property taxes for the payment of loan to the Lender previously approved, said Resolution and documents in the form approved by Robertson County Emergency Service District's Attorney to effectuate the loan according to the approved bid; and motion that Robertson County Emergency Services District approve the executive

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of Certificate of Incumbency by the Secretary, approval of findings and designation of loan as a qualified tax exempt organization and any other findings and designations to effectuate the loan, and approval of all other actions and documents to effectuate the loan to Robertson County Emergency Services District, said documents in the form approved by Robertson County Emergency Services District's Attorney to effectuate the loan according to the approved bid. Commissioner Mathews seconded the motion, the motion carried.

19. Consideration, discussion and any approval to adopt the tax rate of \$0.07290/\$100 for tax year 2023 including I&S \$0.00638 for the Robertson County Emergency Services District (Action Item)

Commissioner Barker made a motion that the property tax rate be increased by the adoption of a tax rate of 0.07290, which is effectively a 9.12 percent increase in the tax rate. Commissioner Mathews seconded the motion, the motion carried.

20. Consideration, discussion, and any approval of Fiscal Year 2023-2024 contracts and contract terms in contracts between Robertson County Emergency Services District and Volunteer Fire Departments and contract and contract terms in contracts between Robertson County Emergency Services District (Action Item)

Commissioner Barker made a motion to approve FY 2023-2024 contract and contract terms in contracts between Robertson County Emergency Services District and Volunteer Fire Departments, including contract revisions listed:
Add bunker gear, testing, and other line items to the no adjustments, Required testing due by July 1, Travel preapproval and procedure, Remove reserve funding wording so two budgets are not necessary, Add no preapprovals after July meeting and all testing must be done in July and reports submitted in August, and No adjustments from all Capital Outlay items, audit cost, equipment testing, utilities, vehicle fuel, and all travel and training. Commissioner Mathews seconded the motion, the motion carried.

21. Consideration, discussion and any Approval of Robertson County Emergency Services District Registering with Texas Division of Emergency Management (TDEM) for Applying for Grants (Action Item)

Commissioner Sanders made a motion to approve Robertson County Emergency Services District to register with Texas Division of Emergency Management to apply for grants and authorized appropriate signatures. Commissioner Henry seconded the motion, the motion carried.

22. Consideration, discussion and any Approval of Robertson County Emergency Services District Adopting Electronic Records Management Policy (Action Item)

Moved to October agenda.

23. Consideration, Discussion and any Approval of Robertson County tower and communications updates (Action Item)

- **Adopt a Resolution for BWAC in conjunction with all Robertson County and Robertson County Equipment**

Moved to October agenda.

24. Consideration, Discussion and Any Approval of Updating the Interlocal Agreement Between Robertson County ESD dba Robertson County EMS and Robertson County for Granted Medical Equipment (Action Item)

Moved to October agenda.

25. Reports from Volunteer Fire Departments, including any financial, performance, training, equipment, operations, compliance, and personnel reports

- **Board requiring timely submissions and denying all late and incomplete submissions**
- **Board had implemented an allowance for gear and radios**
 - **Bunker \$2500 – Boots \$385 – Helmet \$375**
 - **Radios \$1250**
 - **Wildland or Combo Gear \$800**

Blackjack – busy

Calvert – busy, appreciate mutual aid, having a steak dinner fundraiser this coming Saturday.

Easterly – busy, vehicle maintenance issues.

Hearne – new Vice President.

No reports from others.

Commissioner Barker addressed contract compliance and submissions of Volunteer Fire Departments.

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26. Reports from Robertson County EMS including any financial, performance, training, equipment, operations, compliance and personnel reports

New monthly report was made available to Commissioners.

Open meeting ended and Commissioners took a break at 7:59pm.

27. EXECUTIVE SESSION

President Robert Yezak announced Executive Session began at 8:09pm on September 12, 2023

- **Closed meeting (Executive Session) pursuant to Section §551.071 of the Texas Government Code – Consultation with Attorney; to wit: Consultation with Attorney**
- **Announcement of time and date closed meeting (executive session) for this matter ends and reconvene in open session.**
- **The Robertson County EMERGENCY SERVICES DISTRICT reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above as authorized by the Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Properties), 551.073 (Deliberations regarding Gifts and Donations), 551.076 (Deliberations regarding Security Devices or Security Audits), and 551.087 (Deliberations regarding Economic Development Negotiations)**

28. RECONVENE INTO REGULAR SESSION

- **The Robertson County EMERGENCY SERVICES DISTRICT will reconvene in a public meeting to discuss and take action on related matters.**

President Robert Yezak announced Executive Session has ended and Regular Session have reconvened at 9:04pm on September 12, 2023.

29. Adjourn

Meeting was adjourned at 9:11pm. No opposition.

The Robertson County Emergency Services District Board reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above as authorized by the Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Properties), 551.073 (Deliberations regarding Gifts and Donation), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices or Security Audits), and 551.087 (Deliberations regarding Economic Development Negotiations).
Next Monthly Board Meeting, Emergency Services District September 12, 2023