

**Robertson County Emergency Services District  
Board of Commissioners  
Monthly Meeting  
August 13, 2024 @ 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 6:33pm and noted a quorum present, along with legal counsel. The Board of Commissioners met at RCESD Station 1/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

Hope Zeig, Executive Director  
James McCullough, Legal Counsel

**VISITORS**

Adam Gallagher, RCESD  
Steven Von Gonten, RCESD  
Amy Munoz, RCESD  
William Houston, RCESD  
David Greenwood, EVFD  
Chris Wills, BVFD

Coleman French, RCESD  
Renda Jackson, CVFD  
Tyler Aaron, FVFD  
Scott Krchnak, Ingram, Wallis  
Bob Hall, SRPVFD  
Celene Lincecum, SRPVFD

Erin Rodriguez, HVFD  
David Buckley, HVFD  
Mark Ruland, FVFD  
Theresa Fowler, BJVFD  
Ed Grannan, WVFD  
Frank Little, WVFD

**2. Public Comments**

None

**3. Consideration, discussion and any approval of Robertson County Emergency Services District Audit by Ingram, Wallis, & Co., PC (Action Item)**

- **Presentation by Scott Krchnak**

Scott Krchnak of Ingram Wallis presented the Robertson County ESD audit for fiscal year ending September 30, 2023. He briefly went over financial statements, showing financial activities, assets, liabilities, and debts. He also touched on revenues and expenditures for ESD and balances as of September 30, 2023, along with merger of Robertson County EMS and Robertson County ESD.

Commissioner Barker made a motion to approve FY2023 Audit by Ingram, Wallis, & Co. and authorized Hope to present to commissioners' court. Commissioner Mathews seconded the motion, the motion carried.

**4. Consideration, discussion, and any approval of July 2024 Minutes (Action Item)**

Commissioner Sanders made a motion to approve July 2024 minutes. Commissioner Henry seconded the motion, the motion carried.

**5. Consideration, discussion, and any approval of July 2024 Financial Report (Action Item)**

Commissioner Barker made a motion to approve July 2024 financial report. Commissioner Sanders seconded the motion, the motion carried.

- **Emergicon Collections and Write-Off Reports**

Emergicon collections for July totaled \$132,284.25 and write offs were \$48,201.99.

- **CitiBank Credit Card Statements**

The statement was included in packet. Invoices are uploaded via Google Drive.

- **Sales Tax Report**

Sales tax report for period ending 07/09/2024 was included in packet.

- **Ratify Deposits for South Star Bank**

Commissioner Sanders made a motion to ratify \$11,100 deposit from MoneyMarket to SuperNow due to TAC being pulled sooner than expected. Commissioner Mathews seconded the motion, the motion carried.

6. **Consideration, discussion, and any approval of Reserve Funding Request of Volunteer Fire Departments and Robertson County ESD and Robertson County Emergency Medical Services to include funding adjustment (Action Item)**

- **Tower request of \$166,623.36 which includes \$118,801.77 ice claim proceeds**

Reserve transfer is \$187,223.36, insurance ice claim was \$118,801.77, making the difference of that \$68,421.59.

Commissioner Mathews made a motion to approve Tower reserve funding request of \$187,223.36. Commissioner Sanders seconded the motion, the motion carried.

- **Wheelock VFD request of \$2,284 for Building Maintenance**

Commissioner Mathews made a motion to approve Wheelock VFD reserve funding request of \$2,284 for building repairs. Commissioner Yezak seconded the motion, the motion carried.

7. **Consideration, discussion, and any approval of FY2023-24 Budget Adjustments (Action Item)**

- **ESD Administrative and Tower adjustments**

ESD Administrative adjustments total \$584,672.59 and Tower adjustments total \$15,700.60.

Commissioner Sanders made a motion to approve ESD administrative and tower budget adjustments totaling \$600,373.19. Commissioner Henry seconded the motion, the motion carried.

- **Blackjack VFD adjustment totaling \$3,943.03**

\$2212.33 from Radio to Vehicle Maintenance. \$1000 from Radio to Emergency Service Equipment. \$394.35 from Office supplies to Emergency Service Equipment. \$143.25 from Computer to Equipment Testing. \$76 from Postage to Vehicle Fuel. \$64.50 from Admin Fees to Vehicle Fuel. \$47.60 from Janitorial to Vehicle Fuel. \$5 from Computer to Audit.

Commissioner Sanders made a motion to approve Blackjack VFD's adjustments totaling \$3943.03. Commissioner Henry seconded the motion, the motion carried.

- **Bremond VFD adjustment totaling \$3,215.71**

\$865.71 from Building Loans to Emergency Service Equipment. \$500 from Dues/Memberships to Utilities. \$750 from Equipment Maintenance to Utilities. \$500 from Admin Fees to Vehicle Fuel. \$200 from Mechanical supplies to Vehicle Fuel. \$400 from Office supplies to Vehicle Fuel.

Commissioner Barker made a motion to approve Bremond VFD's adjustments totaling \$3215.71. Commissioner Henry seconded the motion, the motion carried.

- **Calvert VFD adjustment totaling \$6,325.29**

\$5000 from Bunker Gear to Emergency Services Equipment. \$21.98 from Radios to Building Maintenance. \$1271.65 from Radios to Emergency Services Equipment. \$21 from Radios to Dues/Memberships. \$58.30 from Radios to Equipment Maintenance. \$8.99 from Radios to Vehicle Maintenance. \$1.67 from Lodging/Meals to Fire Prevention.

Commissioner Sanders made a motion to approve Calvert VFD's adjustments totaling \$6325.29. Commissioner Mathews seconded the motion, the motion carried.

- **Easterly VFD adjustment totaling \$600**

\$600 from Chemical Supplies to Vehicle Fuel.

Commissioner Mathews made a motion to approve Easterly VFD's adjustment totaling \$600. Commissioner Sanders seconded the motion, the motion carried.

- **Hearne VFD adjustment totaling \$700**

Posted to agenda incorrectly.

- **Seale VFD adjustment totaling \$45.14**

\$45.14 from Bunker Gear Other to Emergency Services Equipment.

Commissioner Sanders made a motion to approve Seale VFD's adjustment totaling \$45.14. Commissioner Barker seconded the motion, the motion carried.

- **Wheelock VFD adjustment totaling \$1206**

Two months of adjustments due to non-compliance. \$156.50 from Vehicle Maintenance to Communications. \$252.50 from Vehicle Maintenance to Dues/Memberships. Totaling \$409. \$797 from Chemical Supplies to Radios.

Commissioner Sanders made a motion to approve Wheelock VFD's adjustments totaling \$1206. Commissioner Henry seconded the motion, the motion carried.

- **EMS adjustment totaling \$67,103.81**

Commissioner Mathews made a motion to approve RCEMS adjustments totaling \$67,103.81. Commissioner Sanders seconded the motion, the motion carried.

**8. Consideration, discussion, and any approval of Requests for FY 2023-24 Preapproval of Expenditures of Volunteer Fire Departments and Robertson County ESD/EMS (Action Item)**

- **None (July cut-off)**

**9. Consideration, discussion and any Approval of Appropriate Expenditures for Volunteer Fire Departments, payment of approved expenditures for FY 2023-24 expenditures (Action Item)**

Commissioner Barker made a motion to approve appropriate expenditures for volunteer fire departments and payment of approved expenditures for FY2023-2024. Commissioner Henry seconded the motion, the motion carried.

**10. 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 Robertson County ESD monthly expenses including payroll, EMS, tower, and a funds transfer of \$180,000 from RCEMS and \$180,000 from MoneyMarket deposited to SuperNow. Commissioner Sanders seconded the motion, the motion carried.

**11. Consideration, Discussion and any Approval of Robertson County Emergency Services District Tower Building Project (Action Item)**

Tower building project on hold until after 8/21.

**12. 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)**

Commissioners requested administrative employees to provide job descriptions by August 27 at 9:00am.

- **Other Operational and Personnel Related Items**

Discussed during executive session. No motions made.

**13. Consideration, discussion and any approval of Robertson County Emergency Services District dba Robertson County Emergency Medical Services trading or reallocating or selling or salvaging old Chassis (Action Item)**

No action tonight. Chassis needs a few repairs.

**14. Consideration, Discussion and any Approval regarding Robertson County Emergency Services District funds in financial institutions, fees and interest income, and depositing Robertson County Emergency Services District Funds in a Texas Local Government Investment Pool and consideration, discussion and authorizing any action under the Texas Public Funds Investment Act (Action Item)**

- **Tex Pool Investment Policy and Application**

Hope is going to research if ESD has an investment policy, and legal will advise. Move to next month's agenda.

**15. Consideration, Discussion and any Approval regarding Robertson County Appraisal District Certified Values for Robertson County Emergency Services District and Planning Calendar (Action Item)**

- **Presentation by Michael Brewer, Robertson County Tax Assessor**

- **Discuss and act to propose a Tax Rate for Tax year (Action Item)**

**\$ 0. \_\_\_\_ .07290 \_\_\_\_ / \$100 to include debt tax rate of \$ \_\_\_\_ .00600 \_\_\_\_ / \$100**

**Due to debt tax rate, take record vote and schedule the two Public Hearings.**

**Date: \_\_\_\_\_ Time: \_\_\_\_\_ pm (1st Hearing)**

**Date: \_\_\_\_\_ Time: \_\_\_\_\_ pm (2nd Hearing)**

**Record Vote: Yes or No**

Budget subcommittee recommends to keep tax rate the same.

Commissioner Barker made a motion to approve Robertson County ESD tax rate of \$0.07290/\$100 to include debt tax rate of \$0.00600/\$100. Commissioner Sanders seconded the motion. All commissioners voted yes. Motion carried.

**16. Consideration, discussion and any approval to FY 2024-2025 Budget (Action Item)**

- **Subcommittee Workshop Update**

Original budget requests totaled \$7,728,808. Revised budget requests totaled \$5,831,125. Estimated collections for coming FY are \$4,259,031. Still short \$1,572,093.

- **Review of Volunteer Fire Department. Proposed budgets for FY 2024-2025**
  - **Countywide Equipment such as Radios, Defibrillators, and Airpacks – quotes for these included**  
Subcommittee recommends budgets of:  
Blackjack -\$ 90,722  
Bremond - \$137,809  
Calvert - \$141,249  
Easterly - \$40,916  
Franklin - \$105,654  
Hearne - \$101,833  
Seale - \$52,032  
Wheelock - \$33,853
- **Review of Robertson County Emergency Services District Administration, EMS and Tower Budgets for FY 2024-2025**  
Subcommittee recommends budgets of:  
Administration - \$439,191.08  
EMS - \$1,364,722.36  
Tower - \$89,944  
Payroll/Benefits - \$2,971,000
- **Review and discussion of Volunteer Fire Department FY 2024-2025 contract**  
Adding clause for using online portal to submit quarterly and monthly reports.

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

- Blackjack – hose test completed. 2 fire fighters completed TEEX.
- Bremond – engine 4 is out of service.
- Calvert – none
- Easterly – none
- Franklin – 11 calls last month. Vehicle extrication training. Stop the bleed class this month for all members. More applicants. New brush truck will be dropped off in Sept and should be back in Dec.
- Hearne – 2 applications. Sept 21 chili cook off 10am to 5pm.
- Seale – landing zone pad has been poured.
- Wheelock – repairs on building complete. Participated in Franklin’s vehicle extrication training. 1 new member.

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

New monthly report was made available to commissioners.

**19. EXECUTIVE SESSION**

- **Closed meeting (Executive Session) pursuant to Section §551.071 of the Texas Government Code – Consultation with Attorney; to wit: Consultation with Attorney; §551.074 of Texas Government Code - Personnel Matters**
  - **Employee Evaluations**
- **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), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices or Security Audits), and 551.087 (Deliberations regarding Economic Development Negotiations)**

President Yezak announced that the open meeting has ended at 8:09pm and move into executive session.

**20. RECONVENE INTO REGULAR SESSION**

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

Executive session ended and regular session reconvened at 9:00 pm.

**21. Adjourn**

Commissioner Mathews made a motion to adjourn meeting at 9:02pm. 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 10, 2024*