

Robertson County Emergency Services District Board of Commissioners
Special Meeting
October 16, 2024 @ 5:00 p.m.
RCESD/EMS Office
287 Cooks Lane, Franklin, TX 77856

Toni Mathews
sec/treas
10/16/24

1. Call Meeting to Order

President Yezak called meeting to order at 5:00 pm 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

Steve VonGonten, EMS Director
Adam Gallagher, EMS Asst. Director

William Houston, EMS Lieutenant

2. Public Comments

None

3. Consideration, Discussion and any Approval by Robertson County Emergency Service District of Casco Industries Quote for Countywide SCBA replacements to guarantee discounts and promotions and of Letter of Intent with Casco Industries with authorized signatures (Action Item)

James McCullough asked that item 3 be added stating Buy Board and Sole Source Documentation as alternative to bidding requirements.

Updated Casco quote presented with 24 units totaling \$209,058 was presented a possible discrepancy in the cost was noticed and will be corrected.

Commissioner Sanders makes a motion to approve the Casco quote up to \$209,058, letter of intent with legal's recommended change and to authorize President to sign. Commissioner Mathews seconded the motion, motion carries.

4. EXECUTIVE SESSION

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

President Yezak announced the open meeting has ended at 5:01 pm on October 16, 2024.

Moved into executive session at 5:03 pm.

5. 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 5:40 pm on October 16, 2024.

6. Adjourn

Commissioner Mathews makes a motion to adjourn the meeting, 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 November 12, 2024

Robertson County Emergency Services District Board of Commissioners
Monthly Meeting
November 12, 2024 @ 6:30 p.m.
RCESD/EMS Office
287 Cooks Lane, Franklin, TX 77856

1. Call Meeting to Order

President Yezak called meeting to order at 6:32pm and noted a quorum present, along with legal counsel. The Board of Commissioners met at RCEMS 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
Amy Munoz, RCESD
Steven Von Gonten, RCESD
William Gage Lopez, FVFD
Jerry Hadley, BVFD
Ryan Haynie, BVFD
Allison Hadley, BVFD

Theresa Fowler, BJVFD
Jacob Morse, EVFD
Kelly Curtis, BVFD
Kelly Deboard, WVFD
Celene Lincecum, SRPVFD
Bob Hall, SRPVFD
George Evans, HVFD

David Buckley, HVFD
David Greenwood, EVFD
Frank Little, WVFD
Renda Jackson, CVFD
Nick Fowler, BJVFD

2. Public Comments

None

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

Commissioner Henry made a motion to approve minutes from October 8 Meeting. Commissioner Sanders seconded the motion, the motion carried. Commissioner Barker made a motion to approve minutes from October 16 Meeting. Commissioner Henry seconded the motion, the motion carried. Commissioner Barker made a motion to approve minutes from October 25 Meeting. Commissioner Henry seconded the motion, the motion carried.

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

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

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

Emergicon collections for October totaled \$156,674.32. Write offs for September totaled \$836,300.68 and October totaled \$32,642.75.

- **CitiBank Credit Card Statements**

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

- **Sales Tax Report**

Sales tax report ending 10/08/24 was included in packet.

5. 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)

None

6. **Consideration, discussion, and any approval of FY 2024-2025 Budget Adjustments (Action Item)**
 - **Hearne VFD adjustment totaling \$84.36**

Commissioner Barker made a motion to approve Hearne VFD budget adjustment of \$84.36 from office supplies to fire prevention. Commissioner Sanders seconded the motion, the motion carried.

7. **Consideration, discussion, and any approval of Requests for FY 2024-2025 Preapproval of Expenditures of Volunteer Fire Departments and Robertson County ESD/EMS (Action Item)**
 - **Blackjack VFD preapproval request totaling \$1,501.23 for communications and equipment**

Commissioner Sanders made a motion to approve Blackjack VFD preapproval request for communications and equipment totaling \$1,501.23 Commissioner Henry seconded the motion, the motion carried.

 - **Franklin VFD preapproval request totaling \$1,997.63 for chemical supplies**

Submitted three bids and only need approval for one. The board chose bid from Napa for \$614.50

Commissioner Barker made a motion to approve Franklin VFD preapproval for chemical supplies totaling \$614.50. Commissioner Sanders seconded the motion, the motion carried.

 - **Hearne VFD preapproval request totaling \$19,798 for gear and equipment**

Commissioner Sanders made a motion to approve Hearne VFD preapproval for gear and equipment totaling \$19,226 due to bunker gear allowance. Commissioner Mathews seconded the motion, the motion carried.

 - **Seale VFD preapproval request totaling \$5,236.53 for equipment, supplies, training and dues**

Commissioner Sanders made a motion to approve Seale VFD preapproval for equipment, supplies, training and dues totaling \$5,236.53. Commissioner Barker seconded the motion, the motion carried.

 - **RCEMS preapproval request totaling \$12,257.77 for dues, equipment, training, and gear**

Commissioner Sanders made a motion to approve RCEMS preapproval for dues, equipment, training and gear totaling \$12,257.77. Commissioner Mathews seconded the motion, the motion carried.

8. **Consideration, discussion and any Approval of Appropriate Expenditures for Volunteer Fire Departments, payment of approved expenditures for FY 2024-2025 expenditures (Action Item)**

Commissioner Barker made a motion to approve Appropriate Expenditures for Volunteer Fire Departments and payment of approved expenditures for FY2024-2025. Commissioner Sanders seconded the motion, the motion carried.

9. **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 Barker made a motion to approve Payment of Robertson County Emergency Services District monthly expenses, including payroll, RCEMS, tower expenses, and a funds transfer of \$150,000 from EMS to SuperNow, a transfer of \$115,000 from MoneyMarket to SuperNow, and a transfer of \$1,578,198.69 from Security Bank Crawford with \$78,198.69 going to SuperNow, \$300,000 going to MoneyMarket, \$1,200,000 going to TexPool, and a final transfer of \$1,800,000 from Sales Tax Monies to TexPool. Commissioner Sanders seconded the motion, the motion carried.

10. **Consideration, Discussion and any Approval of Robertson County Emergency Services District Tower Building Project (Action Item)**
 - **Update of Equipment Transfer**

Equipment transfer is complete, only thing outstanding is what to do with old building. Some tenants are still in old building and are paying rent.

11. **Consideration, Discussion and any Approval of Robertson County Emergency Services District approving Department of Public Safety Interlocal Cooperation Contract Communications Tower Agreement for Wide Area Communications System (Action Item)**

Commissioner Henry made a motion to approve Robertson County Emergency Services District approving Department of Public Safety Interlocal Cooperation Contract Communications Tower Agreement for Wide Area Communications System, pending legal approval. Commissioner Mathews seconded the motion, the motion carried.

12. **Consideration, Discussion and any Approval of Easterly Volunteer Fire Department trading Engine for Hilltop Lake Volunteer Fire Department Ford Expedition with Helping Hands facilitating (Action Item)**
Lacking sufficient information to take action. Keep on agenda for next month with more information from Easterly to include quotes for outfitting Expedition.
13. **Consideration, Discussion and any Approval of Robertson County Emergency Services District assuming ownership of Franklin Volunteer Fire Department Portable Filling Station (Action Item)**
Commissioner Sanders made a motion to approve Robertson County Emergency Services District assuming ownership of Franklin Volunteer Fire Department portable filling station. Commissioner Mathews seconded the motion, the motion carried.
14. **Consideration, Discussion and any Approval of Robertson County Emergency Services District Subcommittee Recommendation for Robertson County Emergency Medical Services (Action Item)**
- **Personnel Related Items**
 - Office Manager
 - Executive Director
 - EMS Director
 - EMS Assistant Director
 - Captain
 - Lieutenant
 - Crew

Nothing to discuss.

15. **Consideration, Discussion and any Approval of Robertson County Emergency Services District to explore Countywide Fire Billing with EmergiFIRE and County Wide Active 911 Notification System (Action Item)**
Move to next month's agenda to be discussed.

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

- **Audit and 990 need to be sent to Auditor by end of year**

Blackjack – training

Bremond – fundraiser went well. Engine 4 has been out of service for last month or two. Problem comes from where truck was built. They are going to pay for it since it's not under warranty.

Calvert – training

Easterly – none

Franklin – prep for fundraiser for next year. Brush truck is still in Houston being finished.

Hearne – cross training in Wheelock. One application.

Seale - fundraiser went well.

Wheelock – training. Truck being built and should be shipped in about 12 weeks.

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

New monthly report given to commissioners.

18. EXECUTIVE SESSION

Executive Session not needed.

- **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**
- **Announcement of time and date closed meeting (executive session) for this matter ends and reconvene in open session.**
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(Personnel Matters), 551.076 (Deliberations regarding Security Devices or Security Audits), and 551.087 (Deliberations regarding Economic Development Negotiations)

19. RECONVENE INTO REGULAR SESSION

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

20. Adjourn

Commissioner Mathews made a motion to adjourn meeting at 7:36pm. 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 December 10, 2024