

**Robertson County Emergency Services District
Board of Commissioners
Monthly Meeting
February 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 6:33 pm and noted a quorum present. The Board of Commissioners met at the RCEMS 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

Hope Zeig, Executive Director

VISITORS

Adam Gallagher, RCESD
Steven Von Gonten, RCESD
Amy Munoz, RCESD
Renda Jackson, CVFD

Celene Lincecum, SRPVFD
Dwain Funderburk, SRPVFD
Ryan Haynie, BVFD
Theresa Fowler, BJVFD

Mark Ruland, FVFD
David Buckley, HVFD
David Greenwood, EVFD
Cole French, RCESD

2. Public Comments

None

3. Consideration, discussion, and any approval of January 2024 Minutes (Action Item)

Commissioner Henry made a motion to approve January 2024 minutes. Commissioner Barker seconded the motion, the motion carried.

4. Consideration, discussion, and any approval of January 2024 Financial Report (Action Item)

Commissioner Barker made a motion to approve January 2024 Financial Report. Commissioner Henry seconded the motion, the motion carried.

- **Emergicon Collections and Write-Off Reports**
Emergicon report for December is included since it was not available at the time of the January meeting. December collections were \$83,200.06 and January collections were \$98,220.61. No write-offs have been made yet.
- **CitiBank Credit Card Statements**
Copies of statements and invoices were included in packet.
- **Sales Tax Report**
Sales tax report for period ending 01/09/24 was presented to commissioners.
- **Ratify Tower Redrawing for Structural Study-renters want to update their equipment which adds more weight. \$1350.**

Commissioners were notified of the need for a tower redrawing in order for the renters to update their equipment, which would add more weight to tower. The drawings of the tower should be available at the ESD office but no copies were found.

Commissioner Henry made a motion to ratify tower redrawing for structural study. Commissioner Barker seconded the motion, the motion carried.

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

- **Bremond VFD request New Tanker Mobile Radios, simulator, and manikin totaling \$17,306.90**

Bremond VFD explained that the simulator and manikin will be paid back by a \$10,000 grant.

Commissioner Henry made a motion to approve Bremond VFD's Reserve Funding Request totaling \$17,306.90. Commissioner Mathews seconded the motion, the motion carried.

- **Calvert VFD request for vehicle maintenance totaling \$7,105.95**
More repairs to the ladder but should be the last of it.

Commissioner Mathews made a motion to approve Calvert VFD's reserve funding request totaling \$7,105.95. Commissioner Henry seconded the motion, the motion carried.

- **Easterly VFD request for FY2023 Axxess Invoice for testing totaling \$2,000**

Easterly VFD had their testing done late therefore the FY2023 invoice needs to be paid but if they pay from FY2024 they will not be able to pay this year's invoice.

Commissioner Henry made a motion to approve Easterly VFD's reserve funding request totaling \$2,000. Commissioner Mathews seconded the motion, the motion carried.

- **Hearne VFD request for bunker gear totaling \$10,775**

The total for bunker gear is \$18,310, and they have \$5,000 in budget.

Commissioner Mathews made a motion to approve Hearne VFD's reserve funding request totaling \$10,775 with the VFD being responsible for \$2,535. Commissioner Henry seconded the motion, the motion carried.

- **Robertson County Emergency Services District Radio Overstock for Volunteer Fire Departments, each radio costing \$550**

Commissioner Henry made a motion to purchase 25 radios at \$550 each. Commissioner Mathews seconded the motion, the motion carried.

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

- **Calvert VFD adjustment of \$2.79**

Commissioner Barker made a motion to approve Calvert VFD's budget adjustment of \$2.79 from equipment maintenance to communications. Commissioner Henry seconded the motion, the motion carried.

7. Consideration, discussion, and any approval of Requests for FY 2023-24 Preapproval of Expenditures of Volunteer Fire Departments (Action Item)

- **Blackjack VFD preapproval for chemicals, bunker gear, T81 step, hose carrier, gear, E85 extrication mount, work platform, fire hooks totaling \$19,247.78**

Commissioner Barker made a motion to approve Blackjack VFD preapproval for chemicals, bunker gear, T81 step, hose, carrier, gear, E85 extrication mount, work platform and fire hooks totaling \$19,247.78 with the gear being approved up to the budgeted amount and the VFD being responsible for \$2,340. Commissioner Henry seconded the motion, the motion carried.

- **Hearne VFD preapproval for bunker gear totaling \$18,310**
Commissioner Henry made a motion to approve Hearne VFD preapproval for bunker gear totaling \$5,000 that is in budget. Commissioner Mathews seconded the motion, the motion carried.
- **Seale VFD preapproval for bumper nozzles, hose, and gear totaling \$7,988.35**
Commissioner Henry made a motion to approve Seale VFD preapproval for bumper nozzles, hose, and gear totaling \$7,988.36 with the gear being approved up to the budgeted amount and the VFD being responsible for \$383. Commissioner Mathews seconded the motion, the motion carried.
- **RCEMS preapproval for battery and travel totaling \$1,277.48**
Commissioner Henry made a motion to approve RCEMS preapproval for battery and travel totaling \$1,277.48. 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 2023-24 expenditures (Action Item)

Commissioner Barker made a motion to approve Appropriate Expenditures for Volunteer Fire Departments and payment of approved expenditures for FY 2023-24. Commissioner Mathews 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 Henry made a motion to approve payment of Robertson County Emergency Services District monthly expenses including payroll, RCEMS, and tower expenses, and a funds transfer of \$465,000 from Money Market to Super Now and \$70,000 to Super Now for Franklin chassis loan. Commissioner Mathews seconded the motion, the motion carried.

10. Consideration, Discussion and any Approval of Robertson County Emergency Services District Tower Building Replacement (Action Item)

- **Update of shelter, vendors and project milestones**
- **Ground Mapping**

Shelter will now be a steel shipping container instead of concrete building. New price for project is \$113,587 instead of \$235,000. Insurance payment of \$16,000 for repair of old building can be applied to new building which will cover the entire cost.

The redrawing of the tower has been done but the ground mapping of equipment on the tower needs to be done if the structural study is approved by Robertson County Commissioners Court and Rise Broadband who are renters on the tower. The ground mapping will create a list of equipment currently on the tower which should be tracked by the ESD.

11. 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)

- **Other Operational and Personnel Related Items**

None

12. Consideration, Discussion and Any Approval of Franklin Volunteer Fire Department Loan Agreement for Chassis and New Skid Unit (Action Item)

Commissioner Barker made a motion to approve Franklin Volunteer Fire Department loan agreement for chassis and new skid unit with a 3% interest rate and authorize president to sign paperwork prepared by attorney and also approved checks to be cut for chassis and skid unit. Commissioner Henry seconded the motion, the motion carried.

13. Consideration, Discussion and Any Approval of Robertson County Emergency Services District engagement of Mike Clements, Grant Writer, and Apply for the AFG Radio Grant and Authorize Appropriate Signatures (Action Item)

- **Possible need for Bank Account for Grant Funds**

Zoom video with Mike Clements, grant writer. Clements states there is no need for additional bank account.

He wants to meet with fire chiefs on 2/15 and will need cooperation from departments to get accurate numbers needed.

Commissioner Henry made a motion to engage with Mike Clements to write AFG grant and authorize president to sign engagement letter. Commissioner Mathews seconded the motion, the motion carried.

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

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

Not available at meeting

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

Blackjack- has old equipment that needs to be purged from inventory.

Bremond- April 27 crawfish fundraiser. New members.

Calvert- none

Easterly- none

Franklin- training with new members.

Hearne- two applications. ESIP recommendations.

Seale- one new member. ESIP recommendations. Open house March 16 10-2 with EMS, AirMed, and SO.

Wheelock- none

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

New monthly report was made available to commissioners.

17. EXECUTIVE SESSION

- **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)**

Executive session was not needed.

18. RECONVENE INTO REGULAR SESSION

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

19. Adjourn

Commissioner Mathews made a motion to adjourn at 7:55pm. 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 March 12, 2024