

**Robertson County Emergency Services District
Board of Commissioners
Monthly Meeting
November 14, 2023 @ 6:30 p.m.
RCESD/EMS Office
287 Cooks Lane, Franklin, TX 77856**

1. Call Meeting to Order

President Robert Yezak called the meeting to order 6:32pm and noted a quorum 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

James McCullough, Legal Counsel
Hope Zeig, Executive Director

VISITORS

Ryan Haynie, BVFD
Adam Gallagher, RCESD
Steven Von Gonten, RCESD
Amy Munoz, RCESD
David Greenwood, EVFD
Mark Ruland, FVFD
Celene Lincecum, SRPVFD

Dwain Funderburk, SRPVFD
Bob Hall, SRPVFD
Janine Hall, SRPVFD
Buck Fuller, SRPVFD
Yvonne Fuller, SRPVFD
Susan Smith, SRPVFD
Larry Smith, SRPVFD

Frank Little, WVFD
Steven Huggins, RCESD
David Buckley, HVFD
Nick Fowler, BJVFD
Renda Jackson, CVFD

2. Public Comments

None

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

Commissioner Barker made a motion to approve October 2023 Minutes. Commissioner Henry seconded the motion, the motion carried.

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

Commissioner Henry made a motion to approve October 2023 Financial Report. Commissioner Mathews seconded the motion, the motion carried.

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

Emergicon collections for RCESD for October are \$256,661.30. Emergicon collections for RCESD Inc are \$412.02 and write offs are \$2260.31.

Commissioner Barker made a motion to approve Emergicon collections and write offs. Commissioner Henry seconded the motion, the motion carried.

- **CitiBank Credit Card Statements**

Copies of statements and invoices were included in the packet.

Commissioner Mathews made a motion to approve CitiBank credit card statements. Commissioner Henry seconded the motion, the motion carried.

5. Consideration, discussion and any approval of Franklin Volunteer Fire Department accepting Bunker Gear Grant and Robertson County Emergency District Funding Purchase from Reserves with the Understanding of Grant Funds to Return to the District (Action Item)

Bunker gear quote is for \$32,233.88. Grant is \$20,000.

Commissioner Barker made a motion to approve Franklin Volunteer Fire Department to purchase bunker gear at \$2500 per set totaling \$22,500 with the remaining balance for department to cover. Commissioner Henry seconded the motion, the motion carried.

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

- **Seale VFD office supplies totaling \$200**
Commissioner Mathews made a motion to approve Seale VFD Reserve Funding Request totaling \$200. Commissioner Henry seconded the motion, the motion carried.

7. Consideration, discussion and any approval of Franklin Volunteer Fire Department Purchasing Chassis for Remount and Robertson County Emergency Services District Finance (Action Item)

- **Determine Bid or BuyBoard**
- **Determine Remount or New Unit**
- **Determine Finance amount and Length of Loan**

A loan of \$25,000 for 5 years was approved last year, but the first \$25,000 has already been used on another loan bringing it down to \$100,000 for remount/new unit unless a 6th year is added to that loan. The two bids presented are from buy board for a new skid unit. Bids are for 145" chassis and 193" chassis. Delivery is predicted to be before fire season next year.

President Yezak motions that Franklin VFD purchase the 145" Chassis using the Buyboard for \$65,595.00 and the Wildfire bid of \$70,666.00 for new build, and to add an additional year to the loan previously approved last year, bringing it to a 6 year loan length. Commissioner Mathews seconded the motion, the motion carried.

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

None

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

- **Bremond VFD preapproval to purchase foam totaling \$5,689.92**
Commissioner Barker made a motion to approve Bremond VFD preapproval for foam totaling \$5,689.92. Commissioner Mathews seconded, the motion carried.
- **Franklin VFD preapproval to purchase cabinet totaling \$1787**
Commissioner Henry made a motion to approve Franklin VFD preapproval for cabinet totaling \$1,787.00. Commissioner Mathews seconded, the motion carried.
Bremond mentioned every department needing one if Franklin could look into bulk quote before ordering.
- **Hearne VFD preapproval to purchase helmet totaling \$401**
Commissioner Barker made a motion to approve Hearne VFD preapproval for helmet totaling \$401.00. Commissioner Mathews seconded, the motion carried.
- **RCEMS preapproval of EMS Conference cost totaling \$2,415 and uniforms totaling \$3,795.37 = 6210.37**
Commissioner Mathews made a motion to approve RCEMS preapproval for EMS conference totaling \$2,415.00 and for uniforms totaling \$3,795.37, with a grand total of \$6,210.37. Commissioner Henry seconded, the motion carried.

10. 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 approval Appropriate Expenditures for Volunteer Fire Departments and payment of approved expenditures for FY2023-2024. 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 Mathews 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 \$170,000 from RCEMS and \$125,000 from Money Market into SuperNow Account. Commissioner Henry seconded the motion, the motion carried.

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)

- **Handbook**
 - **Recommendations by HR**
Commissioner Mathews made a motion to approve changes to Handbook per HR recommendations on pages 1-42 and page 53. Commissioner Barker seconded the motion, the motion carried.
 - **FMLA –**

Commissioner Mathews made a motion to approve HR recommendations regarding FMLA, including PTO not being accrued during FMLA leave and benefits will still be paid by company with employee reimbursing company if they have dependents on benefits. Commissioner Barker seconded the motion, the motion carried.

- **Other Operational and Personnel Related Items**

- **Captivate Billing Proposal**

More research needed

- **TCDRS Renewal**

Commissioner Mathews made a motion to renew TCDRS with no changes. Commissioner Henry seconded the motion, the motion carried.

13. Consideration, discussion and any approval of Robertson County Emergency Services District engaging with Ingram Wallis & Co., PC for Fiscal Year 2022-2023 Audit to include Robertson County Emergency Medical Services (Action Item)

Commissioner Barker made a motion to approve Robertson County Emergency Services District to engage with Ingram Wallis & Co., PC for Fiscal Year 2022-2023 Audit to include Robertson County Emergency Medical Services to include necessary signatures. Commissioner Henry seconded, the motion carried.

14. Consideration, discussion and any action regarding the ownership, use and rental of buildings and property of Robertson County Emergency Services District and/or Volunteer Fire Departments in Robertson County, Texas, insurance on buildings and property and activities thereon, issues regarding use of property and buildings by governmental supported users and/or non-governmental supported users, determination of rental rates, determination of selection of non-governmental supported users of property and buildings, operational viability of property and buildings when used by governmental supported users and/or non-governmental supported users of property and buildings (Action Item)

Moved to next June's agenda

15. Consideration, Discussion and any Approval of Volunteer Fire Departments Completing Risk Management Recommendations from ESIP (Action Item)

- **Updates from Departments**

EMS has been done and VFDs are working on recommendations.

President Yezak made a motion that departments and EMS are required to send updates to ESD stating recommendations that have been completed and addressing others not yet done. Needed by end of November. Commissioner Barker seconded the motion, the motion carried.

16. 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**

Waiting for cabinet for new equipment, still waiting to find out about building. Can't find used building. Insurance claim has only given enough money to repair and not replace roof. Moved to December agenda.

17. Consideration, Discussion and Any Approval of Updating the Interlocal Agreement Between Robertson County Emergency Services District dba Robertson County EMS and Robertson County for Granted Medical Equipment and authorize signatures (Action Item)

Commissioner Henry made a motion to approve updating the Interlocal Agreement between Robertson County Emergency Services District dba Robertson County EMS and Robertson County for granted medical equipment and authorizes president to sign. Commissioner Barker seconded the motion, the motion carried.

18. Consideration, discussion and any Approval of Robertson County Emergency Services District dba Robertson County EMS Contract with Zoll One to Upgrade Equipment and authorize signatures (Action Item)

Commissioner Henry made a motion to approve Robertson County Emergency Services District dba Robertson County EMS contract with Zoll One to upgrade equipment and authorizes EMS director Steven Von Gonten to sign. Commissioner Mathews seconded the motion, the motion carried.

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

Bremond - over 200 calls this year.

Franklin - added 11 members, 5 more applications to go through.

Hearne - received 2 applications

Seale - Main engine failed pump test

Wheelock - added 1 member, received another application.

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

New monthly report was made available to Commissioners.

21. EXECUTIVE SESSION

President Yezak ended open meeting and announced Executive Session began at 7:45pm on November 14, 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)**

22. RECONVENE INTO REGULAR SESSION

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

23. Adjourn

Meeting was adjourned at 8:58pm. 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 12, 2023