

Robertson County Emergency Services District  
Board of Commissioners  
Monthly Meeting  
Tuesday, January 10, 2023 @ 6:30 p.m.  
RCEMS Station 1/RCESD Office  
285 Cooks Lane, Franklin, TX 77856

**1. Call Meeting to order**

President, Robert Yezak, called the meeting to order at approximately 6:30 pm and noted a quorum was present with legal counsel. The Board of Commissioners met at the RCEMS Station 1/RCESD Conference Room, 285 Cooks Lane, Franklin, Texas.

The following were present:

**RCESD COMMISSIONERS:**

Robert Yezak, President  
Jerry Henry, Asst. Treasurer  
Toni Mathews, Treasurer  
Kayla Sanders, Commissioner  
Carla Barker, Vice President

James McCullough, Legal Counsel  
Hope Zeig, Executive Director

**VISTORS:**

Adam Gallagher, RCEMS  
Joe Hays, EVFD  
Celene Lincecum, SVFD  
Billy Houston, RCEMS  
Renda Bermudez, CVFD  
Steven Von Gonten, RCEMS  
Theresa Fowler, BJVFD  
Dwain Funderburk, SVFD

Alan Stillely, BVFD  
Ryan Haynie, BVFD  
Richard Dawson, HVFD  
Amy Munoz, ESD/EMS  
David Buckley, HVFD  
Erin Rodriguez, HVFD  
Erik Maiorano, CVFD  
Theresa Fowler, BJVFD

**2. Public Comments**

None

**3. Consideration, discussion, and any approval of December 2022 Minutes (Action Item)**

Changes made:

Item 1, change 12:00 pm to 6:30 pm

Item 7, add an "s" to Sander

Commissioner Henry makes a motion to approve December 2022 Minutes with changes. Commissioner Barker seconded, the motion carries.

**4. Consideration, discussion, and any approval of December 2022 Financial Report (Action Item)**

New QuickBooks Online was purchased at the end of December so the reconciliation reports look different.

As of January 1, 2023 the EMS has turned over its accounts and a balance sheet was presented. Also, the EMS Board added 2 ESD board members to the accounts.

- **Accept Blackjack TFS Grant Check**

No representative present, item was passed.

Commissioner Barker makes a motion to approve December 2022 financial report. Commissioner Mathews seconded, the motion carries.

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

None

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

- **Blackjack adjustment for \$429.60**

Blackjack requested an adjustment of \$429.60 from Emergency Services Equipment to Mechanical Supplies/Tools but should be \$431.42.

The Board requested a change to adjustment to cover overage.

Commissioner Mathews makes a motion to approve Blackjack adjustment of \$476.38 which includes the necessary increase. Commissioner Henry seconded, the motion carries.

- **Seale adjustment for \$200.00**

Seale requested an adjustment of \$200 from Dues/Memberships to Mechanical Supplies/Tool.

Commissioner Mathews makes a motion to approve Seale adjustment of \$200. Commissioner Henry seconded, the motion carries.

- **Wheelock adjustment for \$103.06**

Wheelock requested adjustment of \$103.06 from Building Maintenance to Other Gear.

Commissioner Barker makes a motion to approve Wheelock adjustment of \$103.06. Commissioner Mathews seconded, the motion carries.

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

- **Blackjack preapproval for face masks, workbench brace/casters/wood and USPS Box fee items totaling \$1269.78**

Blackjack is requesting approval to purchase 2 face masks for \$844, a workbench and lumber to make permanent for \$351.78, and annual fee of \$74 for post office box. Commissioner Barker asked why a box when there was a mailbox and the reply was because of the neighbors and thefts. Blackjack is compliant.

Commissioner Henry makes a motion to approve Blackjack to purchase items list above totaling \$1269.78 plus shipping. Commissioner Barker seconded, the motion carries.

- **Calvert preapproval for computer and accessories totaling \$1,389.96**

Calvert is requesting approval to purchase a computer for \$1389.96. Office is not necessary because it is now a subscription.

Commissioner Henry makes a motion to approve Calvert to purchase computer totaling \$1389.96. Commissioner Barker seconded, the motion carries.

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

All departments are compliant except Wheelock. They did submit.

Commissioner Henry makes a motion to approve of Appropriate Expenditures for Volunteer Fire Departments and only Wheelock VFD fuel, payment of approved expenditures for FY 2022-23 expenditures. Commissioner Barker seconded, the motion carries.

**9. Consideration, discussion and any Approval of Appropriate Expenditures for Robertson County EMS, Inc. and approval of payment to Robertson County EMS, Inc. of FY 2022-23 contracted amount (Action Item)**

No longer needed, remove next month.

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

Commissioner Mathews makes a motion to approve Payment of Robertson County Emergency Services District Monthly Expenses including payroll and Tower Expenses and Funds Transfer of \$369,000. Commissioner Barker seconded, the motion carries.

**11. Consideration, discussion and any approval of Robertson County Emergency Services District approval of ESIP Presentation and Quote for Countywide Insurance Coverage (Action Item)**

Seale asked if their building could be included in the county policy, but they pay the premiums. The answer is yes, it was confirmed by Kyle Yeary of ESIP Group. A request to add the Seale stations back in will be placed tomorrow. Executive Director was asked to hold VFIS and mail only if ESIP coverage was not completed by renewal date. An email will be sent to departments to review VIN errors.

Commissioner Mathews makes a motion to approve ESIP Quote for Countywide Insurance Coverage with updates to assets for \$128,427 and authorize president of the board to sign. Commissioner. Henry seconded, the motion carries.

**12. Consideration, discussion and any approval of Letter received by Robertson County Emergency Services District Commissioner regarding safety concerns on fire scene (Action Item)**

Passed

Following executive session, the Board directed Volunteer Fire Departments to review their contract for NIMS requirements/compliance and establishing command at scene.

No action taken.

**13. 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)**

- **Adopting an EMS Budget for the remainder of Fiscal Year 2022-2023**

The EMS contract ended on December 31, 2023. A 9-month budget was presented totaling \$2,800,855.48. Commissioner Yezak stated the EMS budget should be an extension of the Administrative Budget.

Commissioner Henry makes a motion to approve proposed 9-month budget totaling \$2,800,855.48. Commissioner Sanders seconded, the motion carries.

- **First ESD-EMS payroll**

The EMS contract ended 1 day prior to the end of the regular pay period. The Executive Director asked if the ESD could approve the extra day so employees would only receive one check instead of two, one from EMS, Inc. and one from ESD dba EMS. The Board said that was not a problem and adjustment could be made.

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

Bremond reported Tanker 4 is in production and will be ready in a month.

Franklin reported a delay in posting in the countywide paper for bids of truck but still intend on publishing request for bids. Buy Board trucks are a year out. Legal Counsel suggested contracting the COG (Brazos County Council of Governments)

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

Monthly Run Report was presented.

Commissioner Mathews commended EMS for the assistance with a family member.

**16. EXECUTIVE SESSION**

- **Closed meeting (Executive Session) pursuant to Section §551.071 of the Texas Government Code – Consultation with Attorney; to wit: Consultation with Attorney and 551.074 Personnel Matters**  
Commissioner Yezak announces closed meeting (Executive Session) pursuant to Section §551.071 of the Texas Government Code – Consultation with Attorney; to wit: Consultation with Attorney on January 10, 2023 at 7:26 pm.
- **Announcement of time and date closed meeting (executive session) for this matter ends and reconvene in open session**
- **The Robertson County ESD 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)**

**17. RECONVENE INTO REGULAR SESSION**

- **The Robertson County ESD will reconvene in a public meeting to discuss and take action on related matters**  
Commissioner Yezak reconvenes in a public meeting to discuss and take action on related matters on January 10, 2023 at 7:47pm

**18. See Supplemental Agenda**

**THE BOARD OF COMMISSIONERS OF ROBERTSON COUNTY EMERGENCY SERVICES DISTRICT AND ALL OTHER INTERESTED PERSONS:**

**Notice is hereby given that the Board of Commissioners of Robertson County Emergency Services District will hold a meeting at 6:30 p.m., on Tuesday, January 10, 2023 at the RCEMS Station 1/RCESD Office, 285 Cooks Lane, Franklin, Texas 77856. The following matters will be considered and may be acted upon at the meeting:**

1. **Discuss and consider approval of the Order Calling Election to Adopt a Local Sales and Use Tax within the District for May 6, 2023;**  
Commissioner Barker makes a motion to approve the Order calling election to adopt a local sales and use tax within the district for May 6, 2023 and authorize appropriate representative to sign. Commissioner Mathews seconded the motion, the motion carries.
2. **Discuss and consider approval of the Resolution Authorizing Secretary's Appointment of Agent to Perform Duties during Election Period;**  
Commissioner Henry makes a motion to approve the Resolution authorizing secretary's appointment of Executive Director Hope Zeig to perform duties during the election period and authorize appropriate representative to sign. Commissioner Sanders seconded the motion, the motion carries.

3. ***Discuss and consider approval of an Order Adopting and Implementing the Use of Voting Systems in Addition to Paper Ballots in District Elections;***  
Commissioner Henry makes a motion to approve an Order adopting and implementing the use of voting systems in addition to paper ballots in district elections and authorize appropriate representative to sign. Commissioner Sanders seconded the motion, the motion carries.
4. ***Discuss and consider approval of contract for election services with Robertson County;***  
Commissioner Barker makes a motion to approve contract for election services with Robertson County and authorize appropriate representative to sign. Commissioner Sanders seconded the motion, the motion carries
5. ***Authorize District's attorney to give Notice of Election for May 6, 2023; and***  
Commissioner Sanders makes a motion to authorize either of Robertson County Emergency Services District's attorneys to give notice of election for May 6, 2023. Commissioner Mathews seconded the motion, the motion carries.
6. ***Discuss and consider adoption of an election calendar and consider any other matters in connection with the District's May 6, 2023, election.***  
Commissioner Sanders makes a motion to adopt an election calendar provided John Carlton and authorize Board President to engage with educational agency to educate the public for May 6, 2023 election. Commissioner Mathews seconded the motion, the motion carries.

***LA JUNTA DE COMISIONADOS DEL DISTRITO DE SERVICIOS DE EMERGENCIA DEL CONDADO DE ROBERTSON Y A TODAS OTRAS PERSONAS INTERESADAS:***

***Se notifica por lo presente que la Junta de Comisionados del Distrito De Servicios De Emergencia del Condado de Robertson llevará a cabo una junta a las 6:30 p.m., el martes, 10 de Enero, 2023, en la Estación de Bomberos Numero 1 de RCEMS/Oficina de RCESD, 285 Cooks Lane, Franklin, Texas 77856. Los siguientes asuntos serán considerados y se podría tomar acción tocante dichos asuntos en la reunión:***

1. ***Discutir y considerar la aprobación de la Orden para Convocar la Elección del 6 de mayo, 2023 para Cambiar las Ventas Locales y Usar Tasa de Impuestos Dentro del Distrito;***
2. ***Discutir y considerar la aprobación del Resolución que autoriza el Nombramiento del Agente del Secretario para realizar funciones durante el periodo electoral;***
3. ***Discutir y considerar la aprobación de una Orden que Adopte e Implemente el Uso de Sistemas de Votación Además de las Boletas de Papel en las Elecciones del Distrito;***
4. ***Discutir y considerar la aprobación del contrato de servicios electorales con el condado de Robertson;***
5. ***Autorizar al abogado de Distrito para dar Aviso de la Elección del 6 de mayo, 2023; y***
6. ***Discutir y considerar la adopción de un calendario electoral y considerar cualquier otro asunto relacionado a la Elección del Distrito el 6 de mayo de 2023.***

**19. Adjourn**

Commissioner Mathews makes a motion to adjourn. Commissioner Sanders seconded the motion, the meeting adjourned at 8:08 pm.

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, Tuesday, February 14, 2023