

Approved: September 12 2023
Robertson County Emergency Services District
Board of Commissioners
Monthly Meeting
August 8, 2023 @ 6:30 p.m.
RCESD/EMS Office
285 Cooks Lane, Franklin, TX 77856

1. Call Meeting to Order

President Robert Yezak called meeting to order at approximately 6:31pm and noted a quorum was present, along 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
Carla Barker, Vice President
Jerry Henry, Asst. Treasurer
Kayla Sanders, Commissioner

James McCullough, Legal Counsel
Hope Zeig, Executive Director

VISITORS

Adam Gallagher, RCESD/EMS
Amy Munoz, RCESD
Steven Von Gonten,
RCESD/EMS
Renda Jackson, CVFD
Ryan Haynie, BVFD
Chris Wills, BVFD

Jacob Morse, EVFD
David Greenwood, EVFD
Mark Ruland, FVFD
Josh Phillips, FVFD
Scott Krchnak, Ingram Wallis &
Co.
Dee Dee Ferrell, FVFD

Erin Rodriguez, HVFD
David Buckley, HVFD
Celene Lincecum, SPRVFD
Dwain Funderburk, SRPVFD
Frank Little, WVFD
Theresa Fowler, BJVFD

2. Public Comments

None

3. Consideration, discussion and any approval of Robertson County Emergency Services District approve FY2021-2022 Audit by Ingram, Wallis, & Co., PC (Action Item)

- **Presentation by Scott Krchnak of Ingram, Wallis & Co., PC**

Scott Krchnak of Ingram Wallis presented the Robertson County ESD audit for FY2021-2022. He briefly went over the financial statements showing the financial activities for the ESD, assets, liabilities, and debts. He also touched on the revenues and expenditures for the ESD and balances as of September 30, 2022. Also discussed was the new accounting standards in regards to leases, referring to the tower, land, and copier leases.

Commissioner Sanders made a motion to approve the FY2021-2022 Audit by Ingram, Wallis & Co. and for it to be presented to commissioners' court. Commissioner Henry seconded the motion, the motion carried.

4. Consideration, discussion, and any approval of July 2023 Minutes (Action Item)

Commissioner Barker made a motion to approve the July 11, 2023 minutes. Commissioner Henry seconded the motion, the motion carried. Commissioner Barker made a motion to approve the July 27, 2023 special meeting minutes. Commissioner Sanders seconded the motion, the motion carried.

5. Consideration, discussion, and any approval of July 2023 Financial Report (Action Item)

Financial reports were presented.

Commissioner Barker made a motion to approve the July 2023 financial reports. Commissioner Sanders seconded the motion, the motion carried.

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

Emergicon collections for RCEMS, Inc. for July were \$4,472.00 and write-offs were \$186,680.54. Emergicon collections for RCESD for July were \$65,815.56.

- **CitiBank Credit Card Statements**
Copies of statement and invoice were included in packet
- **Accept VFIS Refund for Wheelock VFD of \$2,271**
Correction of Wheelock refund – Texas Mutual refund of \$1,891.

Commissioner Barker made a motion to accept Texas Mutual refund for Wheelock VFD of \$1,891. Commissioner Henry seconded the motion, the motion carried.

- **Ratify Easterly VFD Entergy Invoice totaling \$189.08**
Commissioner Sanders made a motion to ratify Easterly VFD Entergy invoice of \$189.08. 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)**

None

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

- **Blackjack VFD adjustment totaling \$1,279.08**
\$770.08 from Chemical Supplies to Bunker Gear. \$444 from Emergency Service Equipment to SCBA. \$25 from Communications to Dues/Memberships. \$40 from Equipment Testing to Equipment Maintenance.

Commissioner Sanders made a motion to approve Blackjack VFD budget adjustment totaling \$1,279.08. Commissioner Henry seconded the motion, the motion carried.

- **Seale VFD adjustment totaling \$707.45**
\$657.99 from Utilities to Emergency Service Equipment. \$46.46 from Utilities to Vehicle Maintenance. \$3 from Utilities to Postage.

Commissioner Sanders made a motion to approve Seale VFD budget adjustment totaling \$707.45. Commissioner Henry seconded the motion, the motion carried.

- **Other VFDs**
-Hearne VFD requested approval for \$14,528.14 from Emergency Service Equipment to Bunker Gear and Radios.

Commissioner Henry made a motion to approve Hearne VFD budget adjustment totaling \$14,528.14. Commissioner Sanders seconded the motion, the motion carried.

-Easterly VFD request approval for \$1,000 from Dues/Memberships to Fuel.

Commissioner Barker made a motion to approve Easterly VFD budget adjustment totaling \$1,000. Commissioner Henry seconded the motion, the motion carried.

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

- **Blackjack VFD request for hose rack, masks, helmets and toner totaling \$5,100.93**
Commissioner Henry made a motion to approve Blackjack VFD to purchase hose rack, masks, helmets and toner totaling \$5,100.93. Commissioner Barker seconded the motion, the motion carried.
- **Seale VFD request for gloves and nozzles totaling \$1,403.92**
Commissioner Barker made a motion to approve Seale VFD to purchase gloves and nozzles totaling \$1,403.92. Commissioner Sanders seconded the motion, the motion carried.
- **Wheelock VFD request for tool base and micro blaze totaling \$1,168.95**

Wheelock VFD's preapproval request to adjusted to add Tires, SCBA Brack, and Icom Radios bringing the Preapproval total to \$10,327.19.

Commissioner Henry made a motion to approve Wheelock VFD to purchase tool base, micro blaze, tires, SCBA Brack, and Icom Radios totaling \$10,327.19. Commissioner Sanders seconded the motion, the motion carried.

- **Other VFDs**

Hearne VFD requests preapproval of jaws comb and safety vest totaling \$16,475.76.

Commissioner Sanders made a motion to approve Hearne VFD to purchase jaws comb and safety vest totaling \$16,475.76. Commissioner Henry seconded the motion, the motion carried.

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

The board requested that Franklin VFD request a price negotiation or get other quotes for lawn care.

Commissioner Sanders made a motion to approve Appropriate Expenditures for Volunteer Fire Departments and payment of approve expenditures for FY 2022-2023. 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, RCEMS, and Tower Expenses and approval of a \$190,000 transfer from EMS and \$125,000 from Money Market to Super Now Account totaling \$315,000. Commissioner Sanders seconded the motion, the motion carried.

11. Consideration, discussion and any approval of Bremond Volunteer Fire Department utilizing FY 2022-2023 Insurance Budget for Maintenance Agreement and Radios (Action Item)

Bremond VFD is requesting approval to use the Insurance Budget to purchase a 3-year maintenance agreement for the new tanker. Under the maintenance agreement, the tanker will be serviced twice a year. The cost of the agreement is \$23,446. Radios were discussed and decided they were not needed at this time.

Commissioner Sanders made a motion to approve Bremond VFD to use FY 2022-2023 Insurance Budget for maintenance agreement. Commissioner Henry seconded the motion, the motion carried.

12. Consideration, discussion and any approval regarding Robertson County Appraisal District 2023 Certified Values for the Robertson County Emergency Services District and 2022 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. _____/\$100 to include debit tax rate of \$ _____/\$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)

Numbers were not available at meeting. Will be moved to special meeting agenda.

13. Consideration, discussion and any approval to FY 2023-2024 Budget (Action Item)

- **Reschedule Department Workshops with Subcommittee**
- **Review of Volunteer Fire Department. proposed budgets for FY 2023-2024**
- **Review and discussion of Volunteer Fire Department FY 2023-2024 contract**

Move to special meeting agenda.

14. **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**
 - **Retirement Benefits: Health and Dental Insurance page 61 item 9**
 - **Other Operational and Personnel Related Items**

Move to special meeting agenda.
15. **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**

Commissioner Henry would like to meet with Bill Huggins. Hope notified board the corrosion is causing radio issues. Jim Sheldon orders new duplexers that were damaged by corrosion. Still waiting on quotes for a refurbished building.

Item is being removed from agenda moving forward.
16. **Consideration, Discussion and Any Approval of Alarming System for All Robertson County Towers (Action Item)**

Agenda item was moved from last month's agenda. Quote for alarm system is \$15,815.68 and may need to be put in tower budget for FY24.
17. **Consideration, Discussion and Any Approval of Updating the Interlocal Agreement Between Robertson County ESD dba Robertson County EMS and Robertson County for Granted Medical Equipment (Action Item)**

Move to next month's agenda.
18. **Reports from Volunteer Fire Departments, including any financial, performance, training, equipment, operations, compliance, and personnel reports**

Blackjack – exhaust fan repair.
Franklin – 4 new members.
Hearne – 1 new member.
Seale – 1 new member.
Wheelock – grant equipment is in.
No reports from others.
19. **Reports from Robertson County EMS including any financial, performance, training, equipment, operations, compliance and personnel reports**

New monthly report was made available to Commissioners.
20. **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)**

No need for executive session.
21. **RECONVENE INTO REGULAR SESSION**
 - **The Robertson County EMERGENCY SERVICES DISTRICT will reconvene in a public meeting to discuss and take action on related matters.**
22. **Adjourn**

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Commissioner Henry made a motion to adjourn meeting at 8:03pm with no opposition. Meeting adjourned.

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 12, 2023