

Robertson County Emergency Services District  
Board of Commissioners  
Monthly Meeting  
December 12, 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 at 6:32pm and noted a quorum present with no legal counsel present but available by phone. 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  
Kayla Sanders, Commissioner

Hope Zeig, Executive Director

**VISITORS**

David Greenwood, EVFD  
Celene Lincecum, SRPVFD  
Cole French, RCESD  
Renda Jackson, CVFD  
Steven Von Gonten, RCESD

Amy Munoz, RCESD  
Nick Fowler, BJVFD  
Ryan Haynie, BVFD  
David Buckley, HVFD  
Frank Little, WVFD

Adam Gallagher, RCESD  
Mark Ruland, FVFD  
Jim Sheldon, Tx Comm

**2. Public Comments**

None

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

Commissioner Barker made a motion to approve November 2023 minutes. Commissioner Henry seconded the motion, the motion carried.

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

Commissioner Barker made a motion to approve the November 2023 Financial report. Commissioner Sanders seconded the motion, the motion carried.

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

Emergicon collections from November for RCESD, Inc are \$2,732.35 and write-offs are -\$382.80. Emergicon collections from November for RCESD are \$82,053.69.

Commissioner Barker made a motion to approve Emergicon Collections and Write-Offs. Commissioner Sanders seconded the motion, the motion carried.

- **CitiBank Credit Card Statements**

Copies of statements and invoices were included in the packet.

Commissioner Barker made a motion to approve CitiBank credit card statement. Commissioner Henry seconded the motion, the motion carried.

- **Ratify Hearne VFD Grant Check for \$16,215.30**

Commissioner Mathews made a motion to ratify grant check for Hearne VFD in amount of \$16,215.30. Commissioner Sanders 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)**

- **8 Fire Cabinets for VFD/EMS totaling \$6,343.92**  
Hearne does not need one and Franklin already order one and EMS also needs one bringing the total to 7 cabinets needed.

Commissioner Barker made a motion to approve Reserve Funding Request for up to 7 fire cabinets totaling \$5,550.93 since two departments do not need one. Commissioner Sanders seconded the motion, the motion carried.

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

- **Bremond VFD adjustment totaling \$16 for post office box**  
Commissioner Barker made a motion to approve Bremond VFD budget adjustment totaling \$16 from Office Supplies to Postage/Box Rent. 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 of equipment, janitorial, and training totaling \$1,427.34**  
Commissioner Henry made a motion to approve Blackjack VFD preapproval of equipment, janitorial, and training totaling \$1,427.34. Commissioner Mathews seconded the motion, the motion carried.
- **Bremond VFD preapproval of gear and land totaling \$21,635.36**  
Commissioner Sanders made a motion to approve Bremond VFD preapproval of gear and land totaling \$21,635.36. Commissioner Mathews seconded the motion, the motion carried.
- **Calvert VFD preapproval of communication supplies totaling \$264.91**  
Commissioner Mathews made a motion to approve Calvert VFD preapproval of communication supplies totaling \$264.91. Commissioner Sanders seconded the motion, the motion carried.
- **RCEMS preapproval of training and equipment totaling \$6,113.86**  
Commissioner Sanders made a motion to approve RCEMS preapproval of training and equipment totaling \$6,113.86. 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 Sanders made a motion to approve Appropriate Expenditures for Volunteer Fire Departments and payment of approved expenditures for FY 2023-2024. 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 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 \$107,000 from EMS, \$86,883.01 insurance claim and \$140,000 from Money Market to Super Now. Commissioner Sanders seconded the motion, the motion carried.

**10. Consideration, discussion and any approval of Robertson County Emergency Services District Jurisdiction Summary Report and authorize signatures (Action Item)**

Commissioner Barker made a motion to approve Robertson County Emergency Services District jurisdiction summary report and authorize signatures. Commissioner Henry seconded the motion; all voted in favor, none opposed. Motion carried.

**11. Consideration, Discussion and any Approval of Robertson County Emergency Services District Tower Building Repair, Replacement or Both (Action Item)**

- **Repair Current Building as recommended by Insurance Adjuster with proceeds from claim, OR**
- **Replace Existing Building with Larger Refurbished Building and apply claim proceeds towards replacement and removed old building, OR**
- **Repair current building for Renters and Replace existing building with Larger Refurbished Building for County Equipment**

Jim Sheldon was at meeting to answer any questions. Total of bid is \$232,583.99 for option 2 to replace building with larger refurbished building and insurance claim proceeds would go towards replacement. It would be bigger than current building and allow for expansion made of concrete rather than steel. Estimates 90 days to get done building refurbished once voted on.

Commissioner Henry makes a motion to approve option 2 bid for \$232,583.99 to replace existing building with a larger refurbished building and apply claim proceeds towards replacement and remove old building and finds it's in the best interest to sole source Texas

Communications since they are the only company who does this type of work in the area. Commissioner Sanders 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**
    - **PTO**

Commissioner Sanders made a motion to accept handbook recommendations from HR especially related to PTO as well as parts modified by full board. Commissioner Mathews seconded the motion, the motion carried.

- **Other Operational and Personnel Related Items**
  - **Captivate Billing Proposal**

Steven Von Gonten to gather more information and come back with recommendations and if special meeting is needed before end of year it can be done.

**13. 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)**

Move to FY 2025 radar

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

- **Updates from Departments on ESIP Risk Management Recommendations**

Copies from departments available with updates on recommendations. Waiting on follow up from ESIP information on whether this is going to help premiums.

**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**

No update at this time.

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

Blackjack – none

Bremond – Christmas parade Saturday @ 6

Calvert – none

Easterly – none

Franklin – none

Hearne – none

Seale Round Prairie – none

Wheelock - none

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

New monthly report was made available to Commissioners.

**18. EXECUTIVE SESSION**

President Yezak ended open meeting at 7:33pm and announced Closed meeting began at 7:37pm on December 12, 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)**

**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.**

Executive session ended at 8:26pm and reconvened open session.

**20. Adjourn**

Commissioner Mathews made a motion to adjourn at 8:30pm 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 January 9, 2024