

Robertson County Emergency Services District  
Board of Commissioners  
Monthly Meeting  
Emergency Services District, February 14, 2023 @ 6:30 p.m.  
RCEMS Station 1/RCESD CONFERENCE ROOM, 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	Alan Stilley, BVFD
Celene Lincecum, SVFD	Karen Box, Rob Co Sherriff Office
Renda Bermudez, CVFD	Travis Aaron, FVFD
Steven Von Gonten, RCEMS	Frank Little, WVFD
Theresa Fowler, BJVFD	Simon Van Dyk, Touchstone District Services
Dwain Funderburk, SVFD	Theresa Fowler, BJVFD

**2. Public Comments**

None

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

Commissioner Barker makes a motion to approve January 2023 minutes. Commissioner Mathews Seconded the motion, the motion carries.

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

• **Emergicon January deposit**

This is the first time the Board has seen the Emergicon collection and write-off reports. The billing collection report for January is \$101,151.89 and for February is \$84,411.09. The write-offs show a total of \$146,482.72. These reports will be included in packets every month.

Commissioner Mathews makes a motion to approve the January 2023 financial report. Commissioner Sanders seconded the motion, the motion carried.

**5. Consideration, discussion and any approval of Robertson County Emergency Services District authorizing Treasurer to add new account to online banking (Action Item)**

Commissioner Sanders makes a motion to authorize Robertson County Emergency Services District treasurer to add new account to online banking at South Star Bank. 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)**

• **Bremond VFD replacing outside A/C condenser totaling \$5,691**

Bremond VFD was only requesting \$1,543.33 not \$5,691 because \$10,000 was already budgeted for this project. The total for repairs and replacement is \$11,543.33.

Commissioner Barker makes a motion to approve Bremond request of \$1,543.33 from reserves. Commissioner Henry seconded the motion, the motion carried.

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

- **Blackjack adjustment of \$205.46**

Blackjack submits adjustment of \$50 from administrative fees to dues/memberships, and \$155.46 from emergency service equipment to mechanical supplies/tools

Commissioner Barker makes a motion to approve Blackjack VFD adjustment totaling \$205.46 as listed above. Commissioner Mathews 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 purchase of SCBA mask, MSA Altair kit, RIT hose, radio straps, engraver kit, flashlight and utility cart totaling \$7,175.98**

Total includes one SCBA mask for \$422, MSA Altair kit for \$1,578, RIT hose for \$1,202.50, 16 radio straps for \$2,165, engraver kit for \$46.73, 20 flashlights for 1599.80 and 2 utility carts for \$161.95 totaling \$7,175.98

Commissioner Barker asks if this is all in the budget to which the answer was yes.

Commissioner Barker makes a motion to approve Blackjack VFD to purchase items submitted totaling \$7,175.98 plus shipping. Commissioner Mathews seconded the motion, the motion carried.

- **Bremond VFD repair to AC totaling \$5,852.33**

Bremond VFD needs to replace outside A/C and repair inside units totaling \$11,1543.33. Maintenance are not usually preapproved, but the amount is larger than usual.

Commissioner Mathews makes a motion to approve Bremond to repair and/or replace A/C units of the building totaling \$11,1543.33. Commissioner Henry seconded the motion, the motion carried.

- **Hearne VFD purchase of bunker gear totaling \$1,115**

Commissioner Sanders makes a motion to approve Hearne VFD purchase of a set of bunker gear totaling \$1,115. Commissioner Mathews seconded the motion, the motion carried.

- **RCEMS purchasing training manikins totaling approximately \$2,500**

Commissioner Sanders makes a motion to approve RCEMS purchase of training manikins not to exceed \$2,500. Commissioner Henry seconded the motion, the motion carried.

- **Seale VFD purchasing flashlights totaling \$119.92**

Commissioner Henry makes a motion to approve Seale VFD purchase of 4 flashlights totaling \$119.92. Commissioner Sanders 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)**

Commissioner Barker makes a motion to approve Appropriate Expenditures for Volunteer Fire Departments, payment of approved expenditures for FY 2022-23 expenditures. Commissioner Henry seconded the motion, the motion carried.

**10. 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)**

This item is no longer needed and will be removed from future agendas. Bulleted items will be moved to item #14.

- **Ratify deposit of TAMU Bonfire Standby for \$1,200**
- **Ratify deposit of Blackjack VFD TFS Grant for \$20,000**
- **Ratify deposit of Hearne VFD insurance refund for \$23.27**
- **Credit Card charges**

**11. Consideration, discussion and any approval of Robertson County Emergency Service District accepting Seale Volunteer Fire Department reimbursement check from TFS Grant on W/C in the amount of \$1,033.00 (Action Item)**

Commissioner Barker makes a motion to accept Seale Volunteer Fire Department reimbursement check from TFS Grant for workers compensation in the amount of \$1,033. Commissioner Henry seconded the motion, the motion carried.

**12. Consideration, discussion and any approval of Franklin Volunteer Fire Department accepting Texas Forest Service 90/10 Equipment Grant for Station 2 Generator and Robertson County Emergency Services District funding cost from reserves and grant reimbursement returned to Robertson County Emergency Services District (Action Item)**

Franklin VFD received a Texas Forest Service 90/10 Grant for \$20,000. They want to add a generator to Station 2. The S-Con quote is presented for \$25,358.65, but the sales tax needs to be removed bringing the total to \$23,426. The unit comes with 10-year maintenance. The departments has a 15,000 gallon propane tank. They hope to use Station 2 as a warming station when needed and apply for more grants.

Commissioner Barker would like to file an extension since there is only four months left to fulfill the grant requirements and get a second bid. Calvert just added a generator and Rekeita Electric installed. Adam Gallagher, EMS Asst. Director, asked Franklin VFD to be aware that labor and supplies are just an estimate, and could increase because when the EMS had theirs installed S-Con did increase by almost \$7,000.

Commissioner Mathews makes a motion to approve Franklin VFD accepting Texas Forest Service 90/10 Equipment Grant for Station 2 Generator and Robertson County Emergency Services District funding cost from reserves and grant reimbursement returned to Robertson County Emergency Services District when received. Commissioner Sanders seconded the motion, the motion carried.

**13. Consideration, discussion and any approval of Blackjack Volunteer Fire Department accepting Texas Forest Service Wellness Grant for Commercial Washer and Robertson County Emergency Services District funding cost from reserves and grant reimbursement returned to Robertson County Emergency Services District (Action Item)**

Blackjack received a VFIS Health & Safety Grant for \$5,000 and would like to purchase a washer. The grant deadline is May 2023. A quote from Skyline Equipment for a commercial washer totals \$10,651 which will have \$5,651 needed from reserves.

Commissioner Mathews makes a motion to approve Blackjack VFD accepting Texas Forest Service Health and Safety Grant for Commercial Washer and Robertson County Emergency Services District funding cost from reserves and grant reimbursement returned to Robertson County Emergency Services District when received. Commissioner Sanders seconded the motion, the motion carried.

**14. 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)**

- **Ratify deposit of TAMU Bonfire Standby for \$1,200**  
Commissioner Henry makes a motion to ratify deposit of \$1,200 from the Texas A&M Bonfire. Commissioner Mathews seconded the motion, the motion carried.
- **Ratify deposit of Blackjack VFD TFS Grant for \$20,000**  
Commissioner Henry makes a motion to ratify deposit of \$20,000 from Blackjack TFS Grant. Commissioner Sander seconded the motion, the motion carried.

- **Ratify deposit of Hearne VFD insurance refund for \$23.27**  
Commissioner Mathews makes a motion to ratify deposit of \$23.27 from Hearne VFD insurance refund. Commissioner Sanders seconded the motion, the motion carried.
- **Credit Card charges**  
CitiBank credit card charges are listed and total \$1,496.01.  
The largest portion of total was to Dougie's Auto for \$1,168.28 to repair Medic 5.

Commissioner Henry makes a motion to ratify all credit card charges. Commissioner Sanders seconded the motion, the motion carried.

Commissioner Barker makes a motion to approval for Payment of Robertson County Emergency Services District Monthly Expenses including payroll and RCEMS and Tower Expenses and Funds Transfer of \$235,000. Commissioner Henry seconded the motion, the motion carried.

**15. Consideration, discussion and any action regarding Robertson County Emergency Services District contracting with Touchstone District Services for election education support (Action Item)**

Simon Van Dyk of Touchstone District Services, LLC addressed the board and provided a packet of his services and a copy of a contract for services.

Simon gave his background as an ex-fire fighter, now consultant. Simon states that his company is willing and able to take on Robertson County ESD as a client to educate the Robertson County Citizens on the upcoming tax election.

Since we have called the election, the process will need to go quickly but also limits what can be spoken or published to educate the public. He asked the Board to get with County Commissioners and key players to let them know that we are proceeding with the tax election. Other items will be community events and social media announcements, adding information to the website and brainstorming a funds plan.

Executive Director will contact Katie or Richard at HdL to start estimating probable sales tax collections for education brochures and educational materials.

No motion was necessary because the Board has already authorized Commissioner Yezak to handle all tax election needs.

**16. Consideration, discussion and any action regarding resolution to oppose allowing cities to unilaterally withdraw from an Emergency Services District (Action Item)**

Commissioner Sanders makes a motion to approve resolution to oppose allowing cities to unilaterally withdraw from an Emergency Services District and authorize signatures. Commissioner Henry seconded the motion, the motion carried.

**17. Consideration, discussion and any approval regarding resolution to oppose requiring municipal consent for an Emergency Services District to annex into a city's extraterritorial jurisdiction (Action Item)**

Commissioner Sanders makes a motion to approve resolution to oppose requiring municipal consent for an Emergency Services District to annex into a city's extraterritorial jurisdiction and authorize signatures. Commissioner Henry seconded the motion, the motion carried.

**18. Consideration, discussion and any approval regarding resolution to oppose requiring an Emergency Services District to enter into sale tax sharing agreement when a city annexes into the Emergency Services District's territory (Action Item)**

Commissioner Sanders makes a motion to approve resolution to oppose requiring an Emergency Services District to enter into sale tax sharing agreement when a city annexes into the Emergency Services District's territory and authorize signatures. Commissioner Barker seconded the motion, the motion carried.

**19. Consideration, discussion and any approval regarding resolution to oppose legislation restricting its ability to hire legislative representation, join an association or reimburse for expenses related to legislative appearances (Action Item)**

Commissioner Sanders makes a motion to approve resolution to oppose legislation restricting its ability to hire legislative representation, join an association or reimburse for expenses related to legislative appearances and authorize signatures. Commissioner Henry seconded the motion, the motion carried.

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

- **Workers Compensation, Accident & Sickness and Death & Dismemberment**

A quote was received from Benchmark Insurance Company for Workers' Compensation totaling \$37,256 which is almost half of the \$68,788 that was paid to VFIS on behalf of Texas Mutual in January 2023. If the Commissioners would like we can approve and cancel TML.

Commissioner Mathews makes a motion to approve Benchmark Insurance Company quote of \$37,256 for workers compensation insurance, authorize ACH payment and authorize President to sign necessary documents. Commissioner Sanders seconded the motion, the motion carried.

**21. 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)**

- **EMS Budget for the remainder of Fiscal Year 2022-2023, amendment of administrative budget**  
CPA recommends keeping EMS budget and billing collections separate to make tracking easier.

Commissioner Sanders makes a motion to approve keeping the EMS and administrative budgets separate. Commissioner Henry seconded the motion, the motion carried.

- **Procedure for purchasing between meetings for consumables and utilities**

The EMS needs to purchase between meetings and Executive Director asks if the credit card can be used. The Board agrees and asks that the full statement and charges be added to the monthly packets.

Commissioner Mathews makes a motion to approve the use of the Robertson County Emergency Services District credit card to be used for operational necessary purchase and that the credit card statements be presented at monthly meetings. Commissioner Sanders seconded the motion, the motion carried.

- **Procedure for Standby events**

Move to March agenda

- **Handbook policies Overtime, 5 (page 66) and Maximum Compensatory Time, 8 & 10 (page 67)**

Executive session

Move to March agenda

**22. Consideration and discussion of Robertson County dispatch and console issues (Action Item)**

Travis Aaron sent the Board of Commissioners an email that was available to them in their packets. The email asks for a quick resolve to dispatch/console issues, and for the ESD Board to help move the process forward quickly if possible. He feels there are safety concerns when all are on one channel.

Adam Gallagher updates the Board that we are on day 18 of the EMS channel being down. All law enforcement, fire departments and EMS are on the same channel. The channel gets congested but is the best option. During Commissioner's Court, County Commissioners approved a new console and equipment for the sheriff department. If expedited the equipment will arrive in 3 weeks, but if not, it could be 6 or more weeks.

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

Calvert is hosting CPR class on Saturday, cost is \$30

Seale received grant for training software

Wheelock has a new member

Hearne invites all firemen to the 1<sup>st</sup> Responder Walk on Saturday from 12pm to 2 pm at Woodfield

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

Monthly report was made available to Commissioners

Steve Von Gonten, RCEMS Director, would like to coordinate a chiefs' meeting

**25. EXECUTIVE SESSION**

- **Closed meeting (Executive Session) pursuant to Section §551.071 of the Texas Government Code – Consultation with Attorney; to wit: Consultation with Attorney**  
Commissioner Yezak announces the Board will go into closed meeting (Executive Session) pursuant to Section §551.071 of the Texas Government Code – Consultation with Attorney; to wit: Consultation with Attorney on February 14, 2023 at 8:35 pm.
- **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)**

**26. RECONVENE INTO REGULAR SESSION**

- **The Robertson County EMERGENCY SERVICES DISTRICT will reconvene in a public meeting to discuss and take action on related matters.**  
Commissioner Yezak announces the Board will reconvene in a public meeting to discuss and take action on related matters on February 14, 2023 at 8:56 pm.

**27. Reappointment Commissioner Oaths and Reorganize the Robertson County Emergency Services District Board of Commissioners (Action Item)**

Oaths were administered to Commissioners Yezak and Sanders.

Commissioner Sanders makes a motion to keep the Board the same for the upcoming year. Commissioner Barker seconded the motion, the motion carried.

**28. Adjourn**

Commissioner Mathews makes a motion to adjourn the meeting at 9:07 pm. Commissioner Sanders seconded the motion, the meeting was 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, March 14, 2023