

Robertson County Emergency Services District
Board of Commissioners
Monthly Meeting
Tuesday, December 13, 2022 @ 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 without 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

Hope Zeig, Executive Director

VISTORS:

Adam Gallagher, RCEMS
Celene Lincecum, SVFD
Bob Hall, SVFD
Billy Houston, RCEMS
Bill Dixm, McNeil & Company
Kyle Yeary, 1st Insurance Services

Renda Bermudez, CVFD
Steven Huggins, RCEMS
Theresa Fowler, BJVFD
Kolbe Watkins, RCEMS
Koty Kuzniarea, BVFD

2. Public Comments

• **RCEMS Medical Director, Taylor Ratcliff**

Dr. Taylor Ratcliff addressed the Board of Commissioner to introduce himself as the Robertson County EMS Medical Director and stated that he is in favor of the transition and excited to EMS under the ESD. He went to medical school at Texas Tech in Lubbock and did his residency in Temple and remained there for some time.

3. Presentation of Insurance Quotes by Kyle Yeary and Bill Dixon with Emergency Services Insurance Program

Kyle Yeary presented a quote based on information gathered in the last month with the help of Bill Dixon, McNeil & Co. The quote includes property, crime/fidelity, general liability, auto, inland marine, and umbrella. A presentation packet was given to Commissioners, Legal Counsel and Executive Director.

Bill Dixon ran through each department's truck and buildings.

Corrections were made to trucks and buildings for some departments.

Kyle gave a list of incorrect VIN numbers to Executive Director for corrections.

Adam Gallagher, RCEMS Asst. Director, noticed that 2 EMS buildings were not included.

Tower and granted equipment no listed.

Individual policies under one account.

Some of the highlights were property extension which is above and beyond contents.

General Liability covers volunteers at all locations. Request for Camp Creek and Lake Limestone addresses made.

Personal Vehicles are covered and rentals are available.

Treasurer Bond needed.

Worker's Compensation Insurance is still in progress

The Policy Premium for all 8 fire departments, EMS and ESD totaled \$117,556 which will be adjusted when items missing are added.

4. Consideration, discussion, and any approval of November 2022 Minutes (Action Item)

Commissioner Barker makes a motion to approve November 4 & 8 minutes. Commissioner Sanders seconded the motion, motion carried.

5. Consideration, discussion, and any approval of November 2022 Financial Report (Action Item)

Commissioner Mathews makes a motion to approve November 2022 Financial Report. Commissioner Sanders seconded the motion, motion carried.

- **Authorize Commissioner Mathews to open online accounts with Robertson County Bank and Security Bank of Crawford and allowing Executive Director access to online accounts**

Commissioner Henry makes a motion to approve Commissioner Mathews to open an online account with Robertson County Bank and Security Bank of Crawford and also allowing Executive Director Hope Zeig online access. Commissioner Sanders seconded the motion, 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 adjustment for \$116.30**

Blackjack adjustment totals \$116.30 from Emergency Services Equipment to Computer/Office Equipment/Furniture

Commissioner Barker makes a motion to approve Blackjack adjustment for \$116.30 as listed above. Commissioner Mathews seconded the motion, motion carried.

- **Bremond adjustment for \$6.00**

Bremond adjustment totals \$6 from administrative fees to postage.

Commissioner Barker makes a motion to approve Bremond adjustment for \$6 as listed above. Commissioner Sanders seconded the motion, motion carried.

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

- **Blackjack ratify purchase of second printer and 2 carts totaling \$400.28 and preapproval for headsets, equipment, tools and miscellaneous items totaling \$7600**

Blackjack purchased items that were not preapproved prior to purchasing and are included in expenditures to be approved. The items total \$400.28 which include two carts and one printer. One cart is for the printer and the other cart is for the charging SCBA charging station.

Blackjack also had preapproval for headsets totaling \$4850, jack mount totaling \$130, twenty fire hoods totaling \$690, six tool batteries totaling \$670, twenty mask bags totaling \$600, Sawzall blade set totaling \$60, and miscellaneous hand tools totaling \$600. Grand total for all is \$7600 and is in budget.

Commissioner Mathews makes a motion to ratify the preapproval to purchase of two carts and printer totaling \$400.28. Commissioner Henry seconded the motion, motion carried.

Commissioner Sanders makes a motion to approve Blackjack purchase of headsets, mount, hoods, batteries, bags, blades and tools totaling \$7600. Commissioner Mathews seconded the motion, motion carried.

- **Calvert preapproval for generator totaling \$40,242.47**

Calvert is requesting preapproval to purchase generator only totaling \$40,242.47. There will be other cost associated with generator but that will come later.

Commissioner Sanders makes a motion to approve Calver purchase of generator totaling \$40,242.47.
Commissioner Henry seconded the motion, motion carried.

- **Seale preapproval for gloves, wrench set, mounts, and hoses totaling \$498**

Seale submitted a revised request totaling \$1,730.68 plus shipping which includes purchase of gloves, mounts for tools, hoses, and pagers.

Commissioner Henry makes a motion to approve Seale purchase of gloves, tool mounts, hoses, pagers and shipping totaling approximately \$1730.68. Commissioner Mathews seconded the motion, motion carries.

- **RCESD preapproval to move to QuickBooks Online with Payroll Elite for approximately \$760/ year**

New online version of QuickBooks is need in order to share ESD and EMS books. The approximate cost is \$760 per year but could increase depending on number of employees.

Commissioner Barker makes a motion to approve Executive Director purchasing QuickBooks Online with Payroll Elite for approximately \$760 per year. Commissioner Henry seconded the motion, motion carried.

- Franklin requested preapproval of the new brush truck

Franklin VFD was approved in their budget \$25,000 per year for 5 years for a brush truck. They presented 3 quotes from local vendors. Commissioner Yezak and legal counsel said it has to be bid if not bought through Buy Board. Tyler Aaron, FVFD member, stated that they wait for Buy Board is a year and half but local vendors could have it in 6 months or less.

Legal counsel stated it had to be bid by placing in the countywide paper and asked Executive Director to send example or form to Franklin VFD Treasurer. Legal also advised to check with Brazos Valley COG.

No action taken.

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

Blackjack missing reports but Theresa Fowler stated the reports were sent during the meeting.
The Board took a 5-minute break to give Executive Director time to check for email.

Commissioner Barker makes a motion to approve Appropriate Expenditures for Volunteer Fire Departments except Blackjack VFD, payment of approved expenditures for FY 2022-23 expenditures. Commissioner Mathews seconded the motion, 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)

Commissioner Mathews makes a motion to approve Appropriate Expenditures for Robertson County EMS, Inc. and approval of payment to Robertson County EMS, Inc. of FY 2022-23 contracted amount. Commissioner Henry seconded the motion, motion carried.

11. 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 Barker makes a motion to approve Payment of Robertson County Emergency Services District Monthly Expenses including payroll and Tower Expenses and Funds Transfer of \$187,000. Commissioner Sanders seconded the motion, motion carried.

12. Consideration, discussion and any approval of Robertson County Emergency Services District approval of Robertson County Tax Roll Jurisdiction Summary (Action Item)

Commissioner Henry makes a motion that Robertson County Emergency Services District approve the Robertson County Tax Roll Jurisdiction Summary. Commissioner Mathews seconded the motion. All Commissioners were present and vote was unanimous. Motion carried.

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)

- **Action to Updates Robertson County Emergency Services District Employee Handbook to include payroll, holiday, vacation/sick accrual adaptations for EMS**

Handbook wording must be updated to suit 24-hour employees for the transition of Robertson County EMS under Robertson County ESD. Steve Von Gonten, EMS Director, made changes on pages 42, 47, 48, 59 and 61.

Holidays (page 42)

13 holidays at 8 hours = 104 hours
104 divided into 24 hours shift = approximately 4 days
Floating Holidays because they do not work every day but every 3rd day
Use it or lose it, renews each year on January 1

Subcommittee recommends the 4 floating holidays given at the first of each year but do not carry over.

Commissioner Barker makes a motion to approve subcommittee's recommendations for holidays as stated above. Commissioner Sanders seconded the motion, motion carried.

Vacation Accrual Schedule (page 47)

less than 5 = 10, 8 hours days (80hours)

→ 24-hour equivalent: <5 - 3.5 shifts or 84 hours AND >5 -5 shifts or 120 hours

more than = 15, 8-hour days (120 hours)

Vacation accrual for 80 pay period

<5: 3.08/pay period or 0.0385/hour → EMS: 117 x .0385 = 4.5
>5: 4.62/pay period or 0.05775/hour → EMS: 117 x .0385 =6.75

Subcommittee recommends the 24-hour equivalent which is <5 - 3.5 shifts or 84 hours AND >5 -5 shifts or 120 hours.

Commissioner Henry makes a motion to approve subcommittee recommendation for vacation accrual as listed above. Commissioner Sanders seconded the motion, motion carried.

Sick Leave (page 48)

Sick accrual for 80-hour work week = 3.7/pay period or 0.04625/ hour
EMS salaries based on 127 days per year, average of 117 hours per pay period - 117 x .04625 = 5.41

Subcommittee recommends the 24-hour equivalent which is 5.41 per pay period.

Commissioner Henry makes a motion to approve subcommittee recommendations for sick leave as listed above. Commissioner Sanders seconded the motion, motion carried.

Travel Per Diem (page 59)

ESD meals is \$36/day and \$175 for lodging
Recommended EMS is \$9 / \$12 / \$15 or U.S. General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

Commissioner Yezak stated that this was discussed in prior meetings the handbook just needs to be updated. Meals will be \$50 or breakdown of \$13 for breakfast, \$14 for lunch and/or \$23 for evening meal. Hotel will be \$175 or US General Service Administration rate, add website link to handbook.

Commissioner Sanders makes a motion to approve update to handbook for meals and lodging as stated above. Commissioner Mathews seconded the motion, motion carried.

Retirement (page 61)

Update with new retirement plan information.

The TCDRS plan was updated but specifics will not be added to handbook because they should be in the contract.

Commissioner Sanders makes a motion to not change wording for retirement because it is specified in the TCDRS contract. Commissioner Henry seconded the motion, motion carried.

- ***Action to Finalize Emergicon Contract for Robertson County Emergency Services District Billing for Robertson County EMS***

The Board was asked to clarify a few items for the new contract with Emergicon to finalize contract.

First, Treat no Transport billing, The Board said they want to recoup as much as possible so yes to all check boxes (Supplies, ALS Intervention, medication, blood draws and other) and add lift assist plus any other services billable. Second, Collections, would need a third-party agency because Emergicon only does soft collections which means the patient received 3 invoices, 2 calls and invoice is written off after 12 months of no activity. The Board wants to start with soft collections and maybe change later.

Third, Write-offs, currently EMS is writing off invoices after 180 days, but Emergicon recommends waiting 12 months before writing off an invoice. The Board agrees with 12 months.

Commissioner Henry makes a motion to add treat no transport, not to add a third part collection agency at this time and moving to 12 month write-offs as recommended by Emergicon. Commissioner Sanders seconded the motion, motion carried.

- ***Action to Open New Robertson County EMS Bank Account for Emergicon Deposits***

Commissioner Barker makes a motion to open a new bank account with South Star Bank, the account will be Robertson County Emergency Services District DBA Robertson County EMS. Commissioner Mathews seconded the motion, Commissioner Barker motion was modified to add Robert Yezak, Carla Barker, and Toni Mathews as signers on the account, motion carried.

- ***Action to Consolidate Robertson County EMS VFIS account with Robertson County Emergency Services District***

Commissioner Mathews makes a motion to combine Robertson County EMS and Robertson County Emergency Services District VFIS accounts adding buildings and vehicles to ESD, and authorize Board President to sign any necessary documents. Commissioner Sanders seconded the motion, motion carried.

14. Consideration, discussion and any Approval of Robertson County Emergency Services District acceptance of Robertson County EMS, INC. Deeds and Bill of Sale (Action Item)

Commissioner Barker makes a motion to approve Robertson County Emergency Services District acceptance of Robertson County EMS, INC. Deeds and Bill of Sale. Commissioner Henry seconded the motion, motion carried.

15. Consideration, discussion and any approval of Robertson County Emergency Medical Services signing Letter of Intent with Frazier Ltd for FY2024 Remount of Unit 115 (Action)

Frazier provided a Letter of Intent to purchase ambulance for fiscal year 2023-2024. The letter will lock in the 2022 prices of \$164,574 since there will be a 10% increase in 2023.

Commissioner Barker makes a motion to approve signing Letter of Intent with Frazier Ltd for FY2024 Remount of Unit 115 and authorize Adam Gallagher, EMS Assistant Director, to sign letter. Commissioner Mathews seconded the motion, motion carried.

16. Consideration, discussion and any approval Robertson County Emergency Services District drafting letter of acquisition of Robertson County EMS to move forward with ESO contract (Action Item)

Commissioner Sanders makes a motion to approve Robertson County Emergency Services District drafting letter of acquisition of Robertson County EMS to move forward with ESO contract and authorize Board President to sign. Commissioner Henry seconded the motion, motion carried.

17. Consideration, discussion and approval of engagement letter of John Carlton to engage as special counsel regarding Sales Tax Election for Robertson County Emergency Services District (Action Item)

Legal Counsel contacted three firms and his recommendation is The Carlton Law Firm, PLLC of Austin. An engagement letter, sales tax election calendar, and 1295 were presented. The cost will be approximately \$5,000.

Commissioner Barker makes a motion to acknowledge the 1295 submitted by The Carlton Law Firm PLLC. Commissioner Henry seconded the motion, motion carried.

Commissioner Sanders makes a motion to approve Legal Counsel's recommendation of The Carlton Law Firm PLLC and authorize the Board president to sign engagement letter. Commissioner Mathews seconded the motion, motion carried.

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

Seale reported that calls were down but have added new members.

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

Gallagher stated that the new state license for the ESD has been received.

Monthly Activity Report was presented.

No executive session needed

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 and 551.074 Personnel Matters (Consideration, discussion and any approval of Robertson County Emergency Services District Subcommittee Recommendation for 2023 Employee Benefits package and items required for transition: Action to Updates Robertson County Emergency Services District Employee Handbook to include payroll, holiday, vacation/sick accrual adoptions for EMS)**
- **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)**

21. RECONVENE INTO REGULAR SESSION

- **The Robertson County ESD will reconvene in a public meeting to discuss and take action on related matters**

22. Adjourn

Commissioner Sanders makes a motion to adjourn at 9:12 pm and with no opposition 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, Tuesday, January 10, 2023