

**Robertson County Emergency Services District
Board of Commissioners
Monthly Meeting
October 10, 2023 @ 7:15 p.m.
RCESD/EMS Office
287 Cooks Lane, Franklin, TX 77856**

1. Call Meeting to Order

Vice President Carla Barker called the meeting to order at approximately 7:19pm and noted a quorum was present, along with legal counsel. The Board of Commissioners met at the RCEMS station/RCESD Conference Room, 285 Cooks Lane, Franklin, Texas.

The following were present:

RCESD COMMISSIONERS

Carla Barker, Vice President

Toni Mathews, Treasurer

Jerry Henry, Asst. Treasurer

James McCullough, Legal Counsel

Hope Zeig, Executive Director

VISITORS

Amy Munoz, RCESD

Franklin Little, WVFD

David Greenwood, EVFD

Renda Jackson, CVFD

Steven Von Gonten, RCESD

David Buckley, HVFD

Ryan Haynie, BVFD

Chris Wills, BVFD

Theresa Fowler, BJVFD

Clayton Willis, SRPVFD

Celen Lincecum, SRPVFD

Adam Gallagher, RCESD

Jacob Morse, EVFD

2. Public Comments

None

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

Commissioner Henry made a motion to approve September 2023 minutes. Commissioner Mathews seconded the motion, the motion carried.

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

Financial reports were presented.

Commissioner Mathews made a motion to approve September 2023 Financial reports. Commissioner Henry seconded the motion, the motion carried.

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

Emergicon collections for RCESD for September were \$22,566.23. Emergicon collections for RCEMS, Inc. for September were -\$22.42 and write-offs were \$20,468.43.

- **CitiBank Credit Card Statements**

Copies of statements and invoices were included in the packet.

Commissioner Barker made a motion to approve Emergicon collections and write off and CitiBank credit card statement. Commissioner Mathews seconded the motion, the motion carried.

5. Consideration, discussion and any approval of RESOLUTION DESIGNATING ONE OR MORE BANKS TO SERVE AS DEPOSITORIES FOR ROBERTSON COUNTY EMERGENCY SERVICES DISTRICT FUNDS PURSUANT TO TEXAS HEALTH AND SAFETY CODE SECTION 775.072 (Action Item)

Commissioner Mathews made a motion to approve resolution designating one or more banks to serve as depositories for Robertson County Emergency Services District funds pursuant to Texas Health and Safety Code Section 775.072 and authorize signature. Commissioner Henry seconded the motion, the motion carried.

6. Consideration, discussion and any approval of Robertson County Emergency Services District taking action on items for Texas Comptroller of Public Accounts for Sales Tax Collections (Action Item)

- **Opening a Bank Account for Sales Tax Revenue**

Commissioner Mathews made a motion to authorize Executive Director, Hope Zeig, to research interest rates for depositories: South Star Bank, First Financial Bank and Robertson County Bank, assign Commissioner Barker to select depository based on best interest rate, initiate opening of new sales account, and approve Commissioners Robert Yezak, Carla Barker, Toni Mathews, and Jerry Henry to be added as signers. Commissioner Henry seconded the motion, the motion carried.

- **Complete Direct Deposit Authorization Form and authorize signature(s)**
Commissioner Mathews made a motion to authorize completion of Texas Comptroller direct deposit form following selection of depository by Commissioner Barker, authorize appropriate signature(s) and submit. Commissioner Henry seconded the motion, the motion carried.
- **Authorize Enrollment to Receive Electronic Paid-up and Delinquent Reports**
Commissioner Mathews made a motion to authorize Executive Director, Hope Zeig, enrolling into the electronic paid-up and delinquent reports. Commissioner Henry seconded the motion, the motion carried.
- **Review and Approve final Sales Tax Entity Report**
Commissioner Mathews makes a motion to approve final sales tax entity report. Commissioner Henry seconded the motion, the motion carried.

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

- **Bremond VFD new vehicle 90/10 grant totaling \$467,000**

Commissioner Henry made a motion to approve Bremond VFD's Reserve Funding Request of \$467,000 for new vehicle with understanding that grant funds come back to the District. Commissioner Mathews seconded the motion, the motion carried.

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

- **None**

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

- **Blackjack VFD Katy Fire School Travel Preapproval totaling \$4,217.90**
Blackjack VFD will need \$4217.90 less \$420.00 due to needing one less room.
Commissioner Henry made a motion to approve Blackjack VFD preapproval for Katy Fire School travel totaling \$3,797.90. Commissioner Mathews seconded the motion, the motion carried.
- **Hearne VFD purchase of reel moto totaling \$466.67**
Commissioner Henry made a motion to approve Hearne VFD preapproval for reel motor replacement totaling \$466.67. Commissioner Mathews seconded the motion, the motion carried.
- **Robertson County EMS purchase of computers, server equipment, webcam, AC unit, and safety gear totaling \$32,609.22**
Commissioner Henry made a motion to approve RCEMS preapproval for computers, server equipment, webcam, AC unit, and safety gear totaling \$32,609.22. Commissioner Mathews seconded the motion, the motion carried.

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

Hearne VFD has not submitted 1295 form and cannot be paid today. James McCullough, ESD legal counsel, states until the 1295 is submitted Hearne is not under contract with the ESD.

Commissioner Henry made a motion to approve Appropriate Expenditures for Volunteer Fire Departments and payment of approved expenditures for FY2023-2024 except for Hearne VFD. Commissioner Mathews seconded the motion, the motion carried.

11. **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 Emergency Services District monthly expenses including payroll, RCEMS and tower expenses, and a funds transfer of \$750,000 from Robertson County Bank (I&S) and \$135,000 from Money Market to the Super Now Account. Commissioner Mathews seconded the motion, the motion carried.

12. **Consideration, discussion and any Approval of Robertson County Emergency Services District engagement with Jaylen Boles as Human Resources Consultant and authorize signatures (Action Item)**

Commissioner Henry made a motion to approve Robertson County Emergency Services District's engagement with Jaylen Boles as Human Resources Consultant and authorize signatures. Commissioner Mathews seconded the motion, the 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)

- **Handbook**
 - Recommendations by HR
- **Other Operational and Personnel Related Items**
 - Employee Medical Leave

Move to November agenda.

14. 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 November agenda.

15. Consideration, discussion and any Approval of Robertson County Emergency Medical Services Purging Computers (Action Item)

Commissioner Henry made a motion to approve Robertson County Emergency Medical Services to purge old computers. Commissioner Mathews seconded the motion, the motion carried.

16. Consideration, discussion and any Approval of Robertson County Emergency Services District Adopting Electronic Records Management Policy (Action Item)

Commissioner Henry made a motion to approve Robertson County Emergency Services District to adopt electronic records management policy. Commissioner Mathews seconded the motion, the motion carried.

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

Commissioner Henry made a motion to approve Volunteer Fire Departments to complete Risk Management recommendations from ESIP and bring progress checklist to next meeting. Commissioner Mathews seconded the motion, the motion carried.

18. 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**

Move to November agenda.

19. 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 November agenda.

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

Blackjack – busy

Bremond – having a fundraiser on 10/21

Calvert – fundraiser was successful.

Seale – fish fry fundraiser on 11/04

Copier deliveries will be scheduled with all stations. EMS 1 and 2 radio channels will be back online soon. New paging equipment has been installed and is working well.

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

New monthly report was made available to Commissioners.

22. EXECUTIVE SESSION

Vice President Carla Barker ended open meeting and announced Executive Session began at 8:00pm on October 10, 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)**

23. RECONVENE INTO REGULAR SESSION

- **The Robertson County EMERGENCY SERVICES DISTRICT will reconvene in a public meeting to discuss and take action on related matters.**

Vice President Carla Barker announced Executive Session has ended and Regular Session will reconvene at 9:04pm on October 10, 2023.

24. Adjourn

Commissioner Mathews made a motion to adjourn the meeting at 9:09pm. Commissioner Henry seconded motion the motion and with no opposition the 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 November 14, 2023