

Robertson County Emergency Services District Board of Commissioners
Monthly Meeting
September 9, 2025 @ 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 6:30pm and noted quorum present, along with legal counsel. The Board of Commissioners met at RCEMS Station 1/RCESD Conference Room, 285 Cooks Lane, Franklin, Texas.

The following were present:

RCESD COMMISSIONERS

Robert Yezak, President
Toni Mathews, Treasurer
Jerry Henry, Asst. Treasurer
Kayla Sanders, Commissioner

Hope Zeig, Executive Director
James McCullough, Legal Counsel

VISITORS

Amy Munoz, RCESD	Garrett Baker	Renda Jackson, CVFD
Ryan Haynie, BVFD	Clayton Willis, SVFD	Ed Grannan, WVFD
Cole French, RCESD	Bob Hall, SVFD	Jim Dunn, WVFD
Adam Gallagher, RCESD	Brayden Vaughn	George Evans, HVFD
Jerry Hadley, BVFD	William Houston, RCEMS	Mika Isbell, RCEMS
David Greenwood, EVFD	Mark Ruland, FVFD	Nick Fowler, BJVFD

2. Public Comments

None

3. Consideration, Discussion, and Any Approval of August Minutes (Action Item)

Commissioner Mathews made a motion to approve August minutes. Commissioner Sanders seconded, the motion carried.

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

Commissioner Mathews made a motion to approve August Financial Report. Commissioner Sanders seconded, the motion carried.

- **Tax Assessor Property Tax Collections & Report**
Report for collections for July 2025 was included in packet.
- **Sales Tax Reports & Statement**
Sales tax report ending 08/05/25 was included in packet.
- **Emergicon Collections and Write-Off Reports**
Emergicon collections for August totaled \$149,379.85. Write offs totaled \$78,681.52.
- **CitiBank Credit Card Statements**
Statement was included in packet. Invoices are uploaded via Google Drive.

5. **Consideration, Discussion, and Any Approval of Reserve Funding Request of Volunteer Fire Departments and Robertson County ESD and Robertson County Emergency Medical Services to include funding adjustment (Action Item)**
None

6. **Consideration, Discussion, and Any Approval of FY 2024-2025 Budget Adjustments (Action Item)**
 - **Blackjack VFD adjustment totaling \$115**
Commissioner Mathews made a motion to approve Blackjack VFD budget adjustment of \$115 from Administrative Fees to Office Supplies. Commissioner Sanders seconded, the motion carried.

 - **Calvert VFD adjustment totaling \$4839.88**
\$2666.58 from Vehicle Maintenance to Bunker Gear. \$219.42 from Equipment Maintenance to Bunker Gear. \$989.25 from Equipment Testing to Other Gear. \$51.99 from Mechanical Tools to Building Maintenance. \$912.64 from Equipment Testing to Fire Prevention Program.

Commissioner Sanders made a motion to approve Calvert VFD budget adjustments totaling \$4839.88. Commissioner Mathews seconded, the motion carried.

 - **Franklin VFD adjustment totaling \$1850**
\$1000 from Equipment Maintenance to Vehicle Maintenance. \$275 from Office Supplies to Vehicle Maintenance. \$275 from Mechanical Supplies to Vehicle Maintenance. \$300 from Building Maintenance to Vehicle Maintenance.

Commissioner Sanders made a motion to approve Franklin VFD budget adjustments totaling \$1850. Commissioner Mathews seconded, the motion carried.

 - **Hearne VFD adjustment totaling \$85**
Already approved, submitted in error.

 - **Wheelock VFD adjustment totaling \$1454.94**
\$18.53 from Communications to Building Maintenance. \$214 from Equipment Testing to Dues/Memberships. \$742.56 from Chemical Supplies to Vehicle Maintenance. \$218.19 from Office Supplies to Vehicle Fuel. \$67.59 from Equipment Testing to Equipment Maintenance. \$11.89 from Equipment Testing to Vehicle Maintenance. \$182.18 from Mileage to Conf., Mtg., Trng.

Commissioner Sanders made a motion to approve Wheelock VFD budget adjustments totaling \$1454.94. Commissioner Mathews seconded, the motion carried.

 - **Administration Budget adjustment of payroll, benefits, and other items to close out FY2025**
Total admin adjustment amount is \$13,239.87. Executive Director Hope Zeig is unsure of reserve funding need due to EMS reimbursing for last month's payroll and Workers Comp audit found underpayment and that will need to come from reserve next month.

Commissioner Sanders made a motion to approve Administration budget adjustments totaling \$13,239.87. Commissioner Henry seconded, the motion carried.

 - **Tower Budget adjustment of line items to close out FY2025**
Commissioner Sanders made a motion to approve Tower budget adjustments totaling \$2405.59. Commissioner Mathews seconded, the motion carried.

 - **Robertson County EMS adjustment of line items to close out FY2025**
Commissioner Mathews made a motion to approve Robertson County EMS budget adjustments totaling \$16,333.48. Commissioner Sanders seconded, the motion carried.

7. **Consideration, discussion, and any approval of Requests for FY 2023-24 Preapproval of Expenditures of Volunteer Fire Departments and Robertson County ESD/EMS (Action Item)**
 - None (July cut-off)

At this time in the meeting, Commissioner Sanders had to depart the meeting for a short time but will return.

8. Consideration, Discussion and Any Approval of Appropriate Expenditures for Volunteer Fire Departments, payment of approved expenditures for FY 2024-2025 expenditures (Action Item)

Commissioner Mathews made a motion to approve Appropriate Expenditures for Volunteer Fire Departments and payment of approved expenditures for FY 2024-2025. Commissioner Henry seconded, 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 Henry made a motion to approve Payment of Robertson County Emergency Services District monthly expenses, including payroll, RCEMS, Tower expenses, and funds transfers of \$196,124.55 from EMS to SuperNow, \$1631.91 from MoneyMarket to Robertson County Bank, \$230,000 from MoneyMarket to SuperNow, and \$3950 from First Financial Bank to SuperNow. Commissioner Mathews seconded, the motion carried.

10. Consideration, Discussion and Any Approval of Easterly Volunteer Fire Department Bids for Bathroom Repairs and Miscellaneous Building Repairs (Action Item)

Commissioner Mathews made a motion to approve Easterly Volunteer Fire Department bid from Parra for bathroom repairs and miscellaneous building repairs. Commissioner Henry seconded, the motion carried.

11. Consideration, Discussion and Any Approval of Robertson County Emergency Services District Obtaining Funding and/or Loans for Fire Department Vehicle Apparatus (Action Item)

Discussed in Executive Session.

Commissioner Sanders made a motion to authorize Executive Director to inform bank and VFDs that ESD is going to obtain funding and/or loans to pay for fire department vehicle apparatus. Commissioner Mathews seconded, the motion carried.

12. Consideration, Discussion and Any Approval of Robertson County Emergency Services District Engaging Mike Montgomery for Strategic Planning (Action Item)

Skipped

13. Consideration, Discussion and any Approval of Robertson County Emergency Services District to Explore Countywide Fire Billing (Action Item)

Skipped

14. Consideration, discussion and any approval of the Robertson County Emergency Services District Budgets and Contracts for Fiscal Year 2025-2026 (Action Items)

Discussed in executive session.

Contracts and 1295 must be signed and submitted before September 30. Changes in contract: HVFD will be dispatched through Sheriffs Office, IT items purchased will go through new IT coordinator for consultation and recommendations, 3 day agenda posting requirement – meeting day does not count, all agenda items are due on 1st of month every month, and all VFDs are required to move to QB Enterprise that will be purchased from ESD with each department being a user on the account.

- **Administrative Budget**

Commissioner Henry made a motion to approve Administrative Budget of \$5,804,014. Commissioner Sanders seconded, the motion carried. Unanimous vote.

- **Robertson County EMS Budget**

Commissioner Mathews made a motion to approve Robertson County EMS budget of \$1,310,200 for M&O and \$121,700 for Community Health Paramedic. Commissioner Sanders seconded, the motion carried. Unanimous vote.

- **Tower Budget**

Commissioner Sanders made a motion to approve Tower Budget of \$43,200. Commissioner Mathews seconded, the motion carried. Unanimous vote.

- **Volunteer Fire Department Budgets**
 - Blackjack - \$198,574
 - Bremond - \$199,763
 - Calvert – \$173,876, corrected to \$218,876
 - Easterly - \$86,172
 - Franklin - \$118,381
 - Hearne - \$173,191
 - Seale - \$109,159
 - Wheelock - \$113,587

Commissioner Sanders made a motion to approve Volunteer Fire Department budgets as presented. Commissioner Mathews seconded, the motion carried. Unanimous vote.

Calvert VFD noticed error in their budget, correct number should be \$218,876.

Commissioner Sanders amended her motion to change Calvert VFD's budget to corrected number, with all other departments remaining the same. Commissioner Mathews seconded, the motion carried. Unanimous vote.

See taxpayer impact statement below

15. **Consideration, discussion and any approval to adopt the tax rate of \$0.0730/\$100 for tax year 2025 including I&S \$0.00585/\$100 for the Robertson County Emergency Services District (Action Item) – TM move that property tax rate be increased by adoption rate of tax rate of 0.07300 which is effectively a 4.27 percent increase in the tax rate. KS second. All yeses.**

Record Vote: Yes or No

Commissioner Mathews made a motion that the property tax rate be increased by the adoption of a tax rate of 0.07300, which is effectively a 4.27 percent increase in the tax rate. Commissioner Sanders seconded, the motion carried. Unanimous vote.

16. **A. Consideration, Discussion and Any Approval of Robertson County Emergency Services District for Robertson County Emergency Medical Services Regarding Personnel Policies or Procedures Regarding Any of the Following, Including Any Subcommittee Recommendation (Action Item)**

- | | | |
|----------------------|-----------------|--------------|
| • Executive Director | • EMS Director | • Lieutenant |
| • - Annual | • EMS Assistant | • Crew |
| • Evaluation | • Director | |
| • Office Manager | • Captain | |

B. Consideration, Discussion and Any Action Regarding the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal or Complaint or Charge Regarding One or More of

- | | | |
|------------------|-----------------|--------------|
| • Executive | • EMS Director | • Captain |
| • Director | • EMS Assistant | • Lieutenant |
| • Office Manager | • Director | • Crew |

Discussed in Executive Session.

Commissioner Sanders made a motion to approve adding job positions for IT Coordinator and Logistics Coordinator and authorized filling those positions. Commissioner Mathews seconded, the motion carried.

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

Blackjack – none

Bremond – fall fundraiser November 9

Calvert – none
Easterly – new president and secretary treasurer
Franklin – none
Hearne – none
Seale – none
Wheelock – picked up rescue vehicle, ESD truck is 99% done, new member.

19. EXECUTIVE SESSION

- Closed meeting (Executive Session) pursuant to Section §551.071 of the Texas Government Code – Consultation with Attorney; to wit: Consultation with Attorney; §551.074 of Texas Government Code - Personnel Matters
- 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), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices or Security Audits), and 551.087 (Deliberations regarding Economic Development Negotiations)

President Robert Yezak announced at 6:57pm the open meeting was now closed and would reconvene into Executive Session.

20. RECONVENE INTO REGULAR SESSION

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

President Robert Yezak announced that Executive Session was ending and meeting would reconvene into regular session at 8:15pm on September 9, 2025, with four commissioners present along with legal counsel.

21. Adjourn

Commissioner Mathews made a motion to adjourn at 8:40pm. 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 October 14, 2025

**Robertson County ESD
Taxpayer Impact Statement For
Median-Valued Homestead Property
Section 551.043(c), Texas Government Code**

The following comparison is provided for the Median-Valued Homestead Property:

1. Current Fiscal Year Taxes: \$ 98.40
2. Estimated Taxes under Proposal Budget: \$ 114.74
3. Estimated Taxes under No-New Revenue Rate: \$ 110.04