



**TARRANT COUNTY  
EMERGENCY SERVICES  
DISTRICT NO. 1**

Tarrant County Emergency Services District No. 1  
Board Meeting  
4900 River Oaks Blvd, River Oaks, Texas 76114  
May 12, 2026 6:00pm  
MINUTES

**\*\*Former District Secretary did not complete minutes prior to her departure. Minutes below are based on YouTube recording and notes taken by Interim District Secretary.\*\***

**ROLL CALL**

**Board Members Present:**

- Donnie Davis, President
- Katheryn Moore, Vice President
- Richard Casarez, Treasurer/Secretary
- Anita Heiskell, Assistant Treasurer

**Board Members Absent:**

- Fate Jones, Commissioner

**Staff Present:**

- Russell Shelley, Fire Chief
- Kirt Mays, Assistant Chief - Operations
- James Brown, Assistant Chief - EMS
- Jennifer Hilburn, Chief Financial Officer
- Alicia Johnson, Human Resources and Administrative Services Manager

**I. CALL TO ORDER**

The May 12, 2026, Tarrant County Emergency Services District No. 1 Board Meeting was called to order by President Davis at 6:00pm.

**II. INVOCATION**

Lead by Chief Shelley

**III. PLEDGE OF ALLEGEANCE TO THE UNITED STATES AND TEXAS FLAGS**

Lead by President Davis

**IV. PRESENTATIONS**

- a. Presentation of Proclamation for EMS Week 2026 presented by Chief Shelley, proclamation accepted by Chief Brown
- b. April 2026 Financial Report presented by Jennifer Hilburn
  - Commissioner Heiskell requested clarity on fee former auditor, Weaver,

is charging ESD for their own information. Response as this is considered an open records request and we are being charged for their employee time and preparing documentation to send to current auditor.

- c. Presentation on TCESD #1 Fitch Study progress presented by Chief Shelley

V. BOARD OF COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

None.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING THE ORDER OF BUSINESS OR AGENDA ITEMS

- a. Motion to move forward with the order of business by: Commissioner Moore, Second by: Commissioner Heiskell, approved unanimously 4-0.

VII. PUBLIC COMMENTS

- a. Cresson FD Representative compliment to staff for assisting with EKG training and clinic

VIII. CONSENT AGENDA

- a. Approval of Minutes for April 21, 2026, Regular Board Meeting
- b. Approval of the FY 2026 Q2 Investment Report

Motion for approval by: Commissioner Casarez Second by: Commissioner Heiskell, approved unanimously 4-0

IX. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- a. None

X. CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

- a. None

XI. ACTION ITEMS

- a. Discussion and/or action on the adoption of Tarrant County Emergency Services District #1 Fee Schedule for fire and EMS services.
  - Presented by Chief Shelley. Motion to approve by: Commissioner Moore, Second by: Commissioner Heiskell, approved unanimously 4-0
- b. Discussion and/or action regarding past, current, and future fire station construction and renovation.
  - Presented by Chief Shelley. No action taken.
    - Commissioner Casarez inquired on the fire administration lease. Chief Shelley confirmed we signed a 3-year lease with two renewals to the City of River Oaks for the fire administration location. No action needed by Commissioners.
    - President Davis inquired about Eagle Mountain South location and the appropriate facilities for male vs. female staff. Chief Shelley confirmed there are adequate facilities for the staff assigned.
    - Discussion over future fire station projects.
- c. Discussion and/or action regarding selection of preferred bunding model for future capital facility projects.
  - Presented by Chief Shelley and Government Capital representative, Ed King. Item tabled at this time. No action taken.

XII. BRIEFING ITEMS

- a. FY27 Budget Workshop – May 19, 2026
  - Presented by Chief Shelley
- b. Board of Commissioners’ Meetings and Executive Session Policy as it pertains to the Board of Commissioners
  - Presented by Alicia Johnson
- c. Fire Operations Update
  - Presented by Assistant Chief Mays
- d. EMS Operations Update
  - Presented by Assistant Chief Brown

XIII. EXECUTIVE SESSION

The TCESD1 Board reserves the right to convene into Executive Session at any time during the meeting in accordance with Chapter 551 of the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Real Property), 551.074 (Personnel Matters), or any other provision under the Texas Open Meetings Act, for any item posted on this agenda.

President Davis convened the Board into Executive Session at 8:21pm.

- a. Board Member consultation with Attorney - Discussion and possible action on personnel matters pursuant to Section 551.071. Convened to Executive Session: 8:21pm. President Davis called meeting back in session at 9:02pm. Motion to proceed as deliberation with ESD Attorney, Ken Campbell by: Commissioner Moore Second by: Commissioner Heiskell, approved unanimously 4-0.
- b. Discussion of personnel matters pursuant to Section 551.074. Convened back into Executive Session at 9:03pm. President Davis called meeting back in session at 9:16pm. No action to be taken.
- c. President Davis reconvened into Executive Session under Section 551.071 at 9:16pm. President Davis called meeting back in session at 9:50pm. Motion to proceed as deliberated President Davis, Commissioner Heiskell and Attorney Campbell by Commissioner Heiskell, Second by: Commissioner Moore, approved unanimously 4-0.
- d. Executive Director/Fire Chief Annual Evaluation discussion pursuant to Section 551.07. No discussion or action on this item.

XIV. ADJOURNMENT

Motion to adjourn by: Commissioner Moore, Second by: Commissioner Heiskell, approved unanimously 4-0. Meeting adjourned at 9:50pm.