



TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. 1

Tarrant County Emergency Services District No. 1
Regular Board Meeting
4900 River Oaks Blvd, River Oaks, Texas 76114
March 10, 2026, 6:00 pm
MINUTES

ROLL CALL

Board Members Present:

- Donnie Davis, President
- Anita Heiskell, Assistant Treasurer
- Fate Jones, Commissioner

Board Members Absent:

- Katheryn Moore
Absent with notice.
- Richard Casarez
Absent with notice.

Staff Present:

- Russell Shelley, Executive Director/Fire Chief
- Kirt Mays, Assistant Chief - Fire
- James Brown, Assistant Chief - EMS
- Jeff Ballew, Battalion Chief- Fire
- Ryan Florence, Battalion Chief- EMS
- Jennifer Hilburn, Chief Financial Officer
- Alicia Johnson, Human Resources and Administrative Services Manager

I. CALL TO ORDER

The March 10, 2026, Regular Tarrant County Emergency Services District No. 1 Board Meeting was called to order by President Davis at 06:00 pm.

II. INVOCATION

Executive Director/Fire Chief, Russell Shelley, provided the evening's invocation.

III. PLEDGES OF ALLEGIANCE

Pledge of Allegiance to the American and Texas Flags.

IV. PRESENTATIONS

- Executive Director Shelley presented the February 2025 Financial Report.
January 2026 Expenses: \$ 1,372,695.90
TexPool Fund Balance: \$ 21,268,827.80

Other Updates:

- Software Implementation:
 1. The payroll software implementation is expected to be complete by April.
 2. The Tyler Technologies finance/HR software implementation is a year-long process. Staff are undergoing extensive online training.
- Payroll Processing Issues:
 1. QuickBooks will no longer process payroll for the district due to exceeding policy limits (over three “hiccups” and payroll exceeding \$80,000 per cycle).
 2. Jennifer will have to manually enter payroll for all employees until the new software is operational, a process that now takes a full day instead of 1-2 hours.
- ARPA Funding Reimbursement:
 1. The county approved and wired a \$3.6 million ARPA reimbursement, which should be in the bank tomorrow.
 2. A remaining balance of over \$124,000 will be sought for reimbursement after purchasing protective clothing, which will fully utilize the ARPA funds.

A request for a spreadsheet with additional financial detail is acknowledged and will be worked on for the next cycle.

V. BOARD OF COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

The board president announced he would like a change in the order of business in tonight’s meeting.

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

President Davis asked for a motion to move Executive Session from item XV. To VII.

MOTION: Commissioner Heiskell made a motion to move Executive Session from item XV. To VII

The motion passed unanimously.

VII. 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 6:13 pm.

- a. Discussion on the Rendon Volunteer Fire Department transition settlement.
- b. Discussion on the Eagle Mountain Volunteer Fire Department transition settlement.
- c. Discussion on personnel matters.

President Davis reconvened into open session at 6:21 p.m.

VIII. PUBLIC COMMENTS

None

IX. CONSENT AGENDA

All items listed below are considered routine and will be enacted with one motion. There will be no separate discussion of items unless a Board Member or citizen so requests, in which event, the item will be removed and considered separately.

- a. Approval of the minutes of the February 10, 2026, TCESD #1 Board Meeting.
- b. Approval of the FY 2026 Service Contract with the City of Haslet and authorize the Board President to execute the contract.
- c. Approval of the FY 2026 Service Contract with the City of Azle and authorize the Board President to execute the contract.
- d. Approval of the FY 2026 Service Contract with the City of Benbrook and authorize the Board President to execute the contract.
- e. Approval of the FY 2026 Service Contract with the City of Crowley and authorize the Board President to execute the contract.
- f. Approval of the FY 2026 Service Contract with the City of Kennedale and authorize the Board President to execute the contract.
- g. Approval of the FY 2026 Service Contract with the City of Saginaw and authorize the Board President to execute the contract.
- h. Approval of the FY 2026 Service Contract with the City of White Settlement and authorize the Board President to execute the contract.

MOTION: *Commissioner Heiskell made a motion to approve the Consent Agenda as presented.*

The motion passed unanimously.

X. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

None.

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

- a. Discussion and/or action on the approval of a land, facility, and asset purchase contract with the Eagle Mountain Volunteer Fire Department and authorize the Board President to sign the contract.
 - Exceptions include their IT equipment, software, and ambulance billing revenue prior to April 1.
 - The contract ensures the district can stay in the building until March 31 to fulfill contractual obligations.

- Closing is expected by the end of the week.

MOTION: *President Davis made a motion to approve the land, facility, and asset purchase contract with the Eagle Mountain Volunteer Fire Department. Commissioner Jones seconded the motion.*

The motion passed unanimously.

- b. Discussion and/or action on the approval of an asset purchase agreement with the Rendon Volunteer Fire Department and authorize the Board President to sign the contract.

- The agreement does not include land, buildings, fire apparatus, or computer software. An emergency generator is included in the purchase.
- The previous offer was \$1 million, which was rejected. A later counteroffer was \$0 before settling on \$375,000.

MOTION: *Commissioner Heiskell made a motion to approve the purchase agreement with the Rendon Volunteer Fire Department and authorize the Board President to sign the contract. President Davis seconded the motion.*

The motion passed unanimously.

- c. Discussion and/or action on a lease agreement with the City of Lake Worth for housing of a second Eagle Mountain ambulance and authorize the Board President to execute the agreement.

- The lease allows additional district personnel to be housed at \$1,000 per person per month if future needs arise.
- Staff does not foresee needing additional housing soon; if construction delays (e.g., Lakeside Station) occur, long-term adjustments could be considered, but any such scenario is years away.
- The lease includes a 30-day written notice termination by either party and an annual 3% lease escalation, consistent with existing leases for the current building and Whiskey Flats.
- The station is currently unoccupied except for some storage; the unit will have two personnel, and the facility is fully functional with beds and kitchen.

MOTION: *President Davis made a motion to approve an agreement with the City of Lake Worth for housing of a second Eagle Mountain ambulance and authorize the Board President to execute the agreement. Commissioner Heiskell seconded the motion.*

The motion passed unanimously.

XII. ACTION ITEMS

- a. Discussion and/or action authorizing the Executive Director to move forward with ordering vehicles for the FY 2027 Fleet Replacement year utilizing cooperative purchase pricing and five-year lease purchase
- This will have no cost impact on the current FY 2026 budget. Payments of approximately \$652,000 per year will begin in FY 2027.
 - Vehicles Approved:
 - Additional Fire Engine: A sister to two previously purchased engines, intended for Brier. It will replace a frontline engine that has required over \$60,000 in repairs since October.
 - Battalion Chief & Logistics Vehicles: To be sourced from local dealerships.
 - Light Air Rehab & Support Vehicle: This unit will fill a critical county-wide role, providing breathing air bottle refilling, scene lighting, and firefighter rehab. An available unit can be acquired in about 120 days.
 - Discussion: The support vehicle will be staffed 24/7, initially stationed in Rendon, and labeled "U270" with "Light Air Rehab and Support" in smaller letters for clarity.

MOTION: *President Davis made a motion to authorize the Executive Director to move forward with ordering vehicles for the FY 2027 Fleet Replacement year utilizing cooperative purchase pricing and five-year lease purchase. Commissioner Heiskell seconded the motion.*

The motion passed unanimously.

- b. Discussion and/or action authorizing additional funding up to \$150,000 for the Briar Station 370 renovations due to roof and drainage challenges.
- Recent heavy rains revealed significant drainage issues, water in the truck bays, and roof leaks.
 - The funding will cover roof repairs, gutters, drainage, a retaining wall, and parking area stabilization. Quotes for drainage and grading are in the \$80,000-\$90,000 range.
 - The equipment purchased from Rendon includes an emergency generator that will be relocated and installed at the Briar station to ensure power during emergencies.

MOTION: *Commissioner Heiskell made a motion to approve additional funding up to \$150,000 for the Briar Station 370 renovations due to roof and drainage challenges. President Davis seconded the motion.*

The motion passed unanimously.

XIII. BRIEFING ITEMS

Brief updates were given on the following topics.

- a. TCESD1 Records Management Policy, as it relates to board members and personnel.

- All district-related communications (texts, photos, emails) are considered public records and must be retained, preferably in electronic format.
- b. TCESD1 Purchasing (P-Card) Policy, as it relates to board members and personnel.
 - Receipts for all P-card purchases must be sent to Jennifer or Alicia. Members must use the district's tax-exempt form, which will be emailed out. Not all board members opted to receive a card.
- c. TCESD1 Travel Reimbursement Policy, as it relates to board members and personnel.
 - Hotel rooms should be paid for with P-cards. Mileage will be reimbursed, and per diem provided pre-travel. Receipts are required for other expenses like parking.
- d. Website Update
 - The new website's user-facing content is complete. Clicktunity is working on the back end for mobile compatibility.
 - Features include vendor sign-ups, electronic records requests, a personnel-only section, and updated commissioner bios with professional photos.
 - Alicia will send a questionnaire to board members for their bios.
 - The site is not yet live.
- e. Fire Operations Update
 - Logistics staff are ordering equipment for two new stations.
 - Staff are working on mapping, records management, and the preliminary FY2027 budget.
 - New employee onboarding is scheduled for March 30th-April 2nd.
 - The radio template is finalized for programming.
- f. EMS Operations Update
 - An ambulance passed its state inspection. Other ambulances are being sent for branding.
 - EMS training is being conducted efficiently via AV broadcast to multiple stations.
 - Candidates for Field Training Officers (FTOs) are being identified from new hires.

XIV. ADJOURNMENT

The meeting was adjourned at 7:02pm.