



## **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  
October 14, 2025, 6:00 pm  
**MINUTES**

### **ROLL CALL**

Board Members Present:

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

Board Members Absent:

- None

Staff Present:

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

### **I. CALL TO ORDER**

The October 14, 2025, Regular Tarrant County Emergency Services District No. 1 Board Meeting was called to order by President Davis at 06:00 pm.

### **II. INVOCATION**

Director Shelley provided the evening's invocation.

### **III. PLEDGES OF ALLEGIANCE**

President Davis led the Pledge of Allegiance to the American and Texas Flags.

### **IV. PRESENTATIONS**

Mr. Ed King with Government Capital made a presentation to the Board pertaining to future funding of fire station projects for Tarrant County ESD #1. Government Capital is the leading provider in Municipal Fire Department and ESD lending with Mr. King serving as Senior Vice President. Presentation key points:

- Funding Considerations

- Is the TCESD1 growing or are we built out?
- What are our Reserve Fund Requirements?
- What are our Reserve balance yields?
- Inflation rates.
- Tax rate compression.
- Unlike municipalities that have some enterprise funding, such as utility funds, ESDs rely solely on tax dollars.
- Debt, properly structured, can save taxpayer dollars.

Director Shelley closed out the presentation by stating the ESD currently has \$10.5 million in the Capital Facility Fund. With the impending construction of the Whiskey Flats and Eagle Mountain Fire Stations over the next eighteen (18) months, at an estimated cost of \$4 million per station, there will not be enough capital remaining to complete the needed and desired stations going forward.

#### V. BOARD OF COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

None.

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

No Discussion

**MOTION:**        *Commissioner Moore made a motion to approve the Agenda as presented;  
Commissioner Heiskell seconded the motion.*

*The motion passed unanimously.*

#### VII. PUBLIC COMMENTS

There was one (1) request to speak made by Mr. Tim Sullivan, prior to the meeting being called to order. Mr. Sullivan, who resides at 7372 FM 1187 W., Fort Worth, Texas 76126, spoke briefly regarding his experience with specialty facility construction (hospitals, nursing homes, etc.), his son is an Engineer with experience in fire station construction, and he has volunteered themselves if needed throughout the station construction process. He further suggested the Board consider not accepting the lowest project bid for a multitude of reasons and to consider the supply delays our Country is currently experiencing.

#### VIII. 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 Minutes of September 23, 2025, Special Board meeting.
- b. Approval of the September 2025 Financial Report.

Commissioner Casarez inquired about the ARPA Fund Contracts, expressing his concern that the ESD would be responsible for the payments for apparatus not delivered by the deadline of December 31, 2025.

Director Shelley reported that he did meet with the County and received further clarification that the municipalities would ultimately be responsible for those payments but that per latest updates

provided by department Chiefs, they are expecting delivery in late November and early December. Director Shelley will continue to meet and update the County every couple of weeks.

**MOTION:**        *Commissioner Heiskell made a motion to approve the Consent Agenda presented; Commissioner Jones seconded the motion.*

*The motion passed unanimously.*

**IX. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**

None.

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

- a. Discussion and/or action of a Professional Services Agreement with Best EMS for provision of medical direction and EMS training oversight services for our emergency medical services program.

Director Shelley reported staff had met with multiple local physicians to evaluate their medical services for the purpose of securing the medical direction services required to initiate the TCESD1 Emergency Medical Services program. He presented staff's recommendation to move forward with a Professional Services Agreement (PSA) with Best EMS in the amount of \$44,832.75 annually with added cost of \$13,500.00 for an associated training module that will ensure ESD Paramedics and EMTs stay current with required training.

Discussion ensued regarding the pricing. Commissioner Heiskell asked how Best EMS pricing compared to other providers evaluated.

Director Shelley advised that pricing was comparable, all being within a couple-thousand dollars of one another.

Commission Casarez stated that he assumes we keep a record of the ESD's evaluation of providers

Director Shelley confirmed that we do. He further stated he did not have the other provider pricing in front of him but that he would request that report from Assistant Chief Brown and email the Board to following morning.

Commissioner Heiskell asked if the item should be tabled until the Board had the opportunity to review the evaluation notes and if there would be negative impact with postponing a vote.

Commissioner Davis commented that delaying the vote meant they could not vote on the item until November delaying the process of the ESD obtaining their license with Texas Department of State Health Services. Director Shelley further stated the licensure process was lengthy and that the ESD will not be legally allowed to operate the EMS program without the appropriate licensing.

Commissioner Heiskell stated she was fine to move forward with the vote as she knows Director Shelley will make the right decision.

**MOTION:**        *Commissioner Moore made a motion to approve the Professional Services Agreement with Best EMS for provision of medical direction and EMS training oversight services for our emergency medical services program as presented.*

*Commissioner Jones seconded the motion.*

*The motion passed unanimously.*

- b. Approval of an interim agreement with Eagle Mountain Fire Department for the provision of firefighting and emergency medical services for the period of October 1, 2025, to March 31, 2026, in an amount not to exceed \$1,595,550 and authorize the Board President to execute the agreement.

Director Shelley presented the Eagle Mountain Fire Department for the provision of firefighting and emergency medical services for the period of October 1, 2025, to March 31, 2026 for \$1,595,550.00.

Commissioner Davis asked if the amount requested was provided by Eagle Mountain Fire Station Administration, Director Shelley confirmed the \$1,595,550.00 was the amount given to fully fund the station and personnel for a period of six (6) months. It was noted that going forward, payments would be issued monthly, not quarterly, once the contract is signed.

Commissioner Casarez questioned his Board role as Treasurer and Secretary as he believed that was only temporary until all board seats were filled. He has no issue with maintaining both roles, he wanted to verify those roles as he often signs checks and contracts. ESD staff member Alicia Johnson confirmed he is currently acting as both Treasurer and Secretary. Commissioner Casarez agreed to continue in his current role.

Commissioner Jones requested confirmation that performance measures are in place for contracted stations. Director Shelley reported the contracts presented have steps in place if there were to be any performance issues.

**MOTION:** *Commissioner Moore made a motion to approve an interim agreement with Eagle Mountain Fire Department for the provision of firefighting and emergency medical services for the period of October 1, 2025, to March 31, 2026, in an amount not to exceed \$1,595,550 and authorize the Board President to execute the agreement. Commissioner Jones seconded the motion.*

*The motion passed unanimously.*

- c. Approval of an interim agreement with Rendon Fire Department for the provision of firefighting and emergency medical services for the period of October 1, 2025, to December 31, 2025, in an amount not to exceed \$835,751 and authorize the Board President to execute the agreement.

Commissioner Davis asked if the amount requested was provided by Rendon Fire Station Administration, Director Shelley confirmed the \$835,751 was the amount given to fully fund the station and personnel for a period of three (3) months.

**MOTION:** *Commissioner Heiskell made a motion to approve an interim agreement with Rendon Fire Department for the provision of firefighting and emergency medical services for the period of October 1, 2025, to December 31, 2025, in an amount not to exceed \$835,751 and authorize the Board President to execute the agreement. Commissioner Jones seconded the motion.*

*The motion passed unanimously.*

## **XI. ACTION ITEMS**

- a. Approval of an open purchase order with Casco Industries utilizing Buy Board Cooperative Pricing for the purchase of firefighter protective clothing and equipment throughout FY 2026 in an amount not to exceed \$180,000.

Director Shelley explained the purpose in bringing this item before the Board for approval was because the total cost to outfit personnel with PPE will exceed the \$20,000.00 spending threshold set forth by the Board that requires Board approval.

Assistant Chief Mays reported he and the three (3) Whiskey Flats Captains visited with several vendors and tried on different variations of gear and decided to go with Casco Industries. He further informed the Board that the cost of one (1) set of PPE, helmet, coat, pants, boots, and gloves is approximately \$5,400.00 per employee. Currently the ESD is partnering with the City of River Oaks Fire Department who are lending us their spare PPE.

Commissioner Davis asked Assistant Chief Mays if there is a rating for the different brands of gear in reference to quality and he responded that in his experience most brands were comparable.

Commissioner Heiskell asked how many sets of PPE each employee will have, Assistant Chief Mays advised that ideally, they would have two (2) sets but for the time being and for this Fiscal Year, the ESD is only prepared to purchase one set per person. Director Shelley informed the Board that the typical life cycle for bunker gear is five (5) years in service and then it is used as back-up for five (5) additional years.

**MOTION:** *Commissioner Heiskell made a motion to approve an open purchase order with Casco Industries utilizing Buy Board Cooperative Pricing for the purchase of firefighter protective clothing and equipment throughout FY 2026 in an amount not to exceed \$180,000. Commissioner Casarez seconded the motion.*

*The motion passed unanimously.*

- b. Approval of an open purchase order with Got You Covered Uniforms utilizing City of Fort Worth Contract pricing for the purchase of firefighter uniforms and accessories in an amount not to exceed \$125,000.

Director Shelley reported this item is being presented for the same reason as the prior item. Staff are recommending the purchase of daily operations personnel uniforms from Got You Covered Uniforms at an approximate cost of \$1,250.00 per person.

**MOTION:** *Commissioner Heiskell made a motion to approve an open purchase order with Got You Covered Uniforms utilizing City of Fort Worth Contract pricing for the purchase of firefighter uniforms and accessories in an amount not to exceed \$125,000. Commissioner Moore seconded the motion.*

*The motion passed unanimously.*

- c. Discussion and/or action to pay off and purchase a fire engine and command vehicle from the Briar Volunteer Fire Department in an amount not to exceed \$155,000 and authorize the Executive Director to complete the transaction.

Director Shelly recommended paying the balance on Briar Fire Station vehicles, a 2018 Pierce Fire Engine with a balance of approximately \$81,000.00 and a 2023 GMC ½ Ton Pickup with a balance of \$71,000.00. The engine is used daily, and the pickup would be issued to Battalion Chief Ballew for daily use.

**MOTION:**        *Commissioner Moore made a motion to pay off and purchase a fire engine and command vehicle from the Briar Volunteer Fire Department in an amount not to exceed \$155,000 and authorize the Executive Director to complete the transaction. Commissioner Casarez seconded the motion.*

*The motion passed unanimously.*

- d. Approval to complete repairs and purchase furnishings and equipment for the Briar Fire Station in an amount not to exceed \$150,000.

Director Shelley expressed the need to make some repairs to the Briar Fire Station, to include the replacement of the drive and drive approach, addition of a crushed rock parking area, addition of sleeping quarters, bay door replacement, insulation, replacement of the septic system, and the purchase of lawn equipment, recliners, dishwasher, pantries, and workout equipment.

**MOTION:**        *Commissioner Heiskell made a motion to complete repairs and purchase furnishings and equipment for the Briar Fire Station in an amount not to exceed \$150,000. Commissioner Moore seconded the motion.*

*The motion passed unanimously.*

- e. Rendon Fire Department Personnel Reimbursement in the amount of \$282,250 for July 1, 2025, to September 30, 2025.

**MOTION:**        *Commissioner Heiskell made a motion to approve the 4<sup>th</sup> Quarter Rendon Fire Department Personnel Reimbursement in the amount of \$282,250 for July 1, 2025, to September 30, 2025. Commissioner Casarez seconded the motion.*

*The motion passed unanimously.*

- f. Briar Fire Department Personnel Reimbursement in the amount of \$131,000 for July 1, 2025, to September 30, 2025.

**MOTION:**        *Commissioner Heiskell made a motion to approve the 4<sup>th</sup> Quarter Briar Fire Department Personnel Reimbursement in the amount of \$131,000 for July 1, 2025, to September 30, 2025. Commissioner Moore seconded the motion.*

*The motion passed unanimously.*

- g. Eagle Mountain Fire Department Personnel Reimbursement in the amount of \$282,500 for July 1, 2025, to September 30, 2025.

**MOTION:**        *Commissioner Heiskell made a motion to approve the 4<sup>th</sup> Quarter Eagle Mountain Fire Department Personnel Reimbursement in the amount of*

**\$282,500 for July 1, 2025, to September 30, 2025. *Commissioner Jones seconded the motion.***

***The motion passed unanimously.***

## **XII. BRIEFING ITEMS**

Director Shelley gave a brief update on the following topics.

a. Update on Land Acquisition Process - TxDOT Egress Feedback

Earnest money has been wired for each property and acquisition of each property is coming along as it should.

b. Update on Temporary Facility in Whiskey Flats

Staff have obtained access cards to the facility and are actively meeting with vendors. Two (2) quotes have been obtained to install new bay doors, the third should be in this week.

c. Update on Financial Process Transition

The ESD has officially obtained QuickBooks and will have to start from scratch and enter everything from the old version to the new version. Director Shelley expressed his gratitude to CFO Jennifer Hilburn for her hard work and dedication to getting the Finance Department up and running.

d. Update on Briar FD Transition

The transition of the Briar Fire Station personnel along with those hired remained positive and excited about the move. There has been quite a bit of positive feedback from the team, and they are all grateful for the upgrades and repairs being made to the facility and equipment.

e. Update on Rendon & Eagle Mountain transitions

Director Shelley reported on-boarding emails went out two (2) weeks ago to Rendon and Eagle Mountain staff. No other information was available to report.

## **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.

Commissioner Davis convened the Board into Executive Session at 7:26 pm.

a. Discussion of pending litigation: Rendon Volunteer Fire Department, Inc. ET AL vs. Tarrant County Emergency Services District No. 1.

Commissioner Davis reconvened into open session at 8:29 p.m. with no action taken.

**MOTION:**        *Commissioner Moore made a motion to take no action regarding Executive Session.  
Commissioner Heiskell seconded the motion.*

*The motion passed unanimously.*

**XIV.    ADJOURNMENT**

Commissioner Davis adjourned the meeting at 8:29 pm.