



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
November 11, 2025, 6:00 pm
MINUTES

ROLL CALL

Board Members Present:

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

Board Members Absent:

- Donnie Davis, President
With notice.
- Fate Jones, Commissioner
Without notice.

Staff Present:

- Russell Shelley, Executive Director/Fire Chief
- Kirt Mays, Assistant Chief - Fire
- James Brown, Assistant Chief - EMS
- Jeffrey 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 November 11, 2025, Regular Tarrant County Emergency Services District No. 1 Board Meeting was called to order by Vice President Moore 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

Executive Director Shelley gave a brief presentation on the topic of Capital Facility funding/future fire station construction. He focused on the two primary funding options, the "pay as you go" approach with no debt accrual or upfront debt encumbrance with longer term payments.

Mr. Ed King with Government Capital made a follow-up presentation to the Board pertaining to future funding of fire station projects for Tarrant County ESD #1. Government Capital gave further details into the presentation provided by Executive Director Shelley.

- The pay-as-you-go model's duration depends on savings, but construction costs are escalating annually. An example showed it could take five years to save \$5 million.
- The financing option provides immediate funding, which helps mitigate inflation and rising construction costs.
- The discussion touched on Senate Bill 2, which allows flexibility to levy a debt tax without mandating it.

It was noted that If the board approves an agreement with Government Capital to gather more information on financing options and present it back to the board. This is not a commitment to spend money but to explore possibilities.

V. BOARD OF COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

Vice President Moore announced the successful annexation of the City of Lakeside to the TCESD1 as of a result of the November 4, 2025, election.

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

No Discussion

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.

None.

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 October 14, 2025, Board meeting.

MOTION: Commissioner Heiskell made a motion to approve the Consent Agenda as presented; Commissioner Casarez 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. Consider approval of an automatic aid agreement with Wise County ESD #1 and authorize the Executive Director/Fire Chief to sign the agreement.

MOTION: *Commissioner Casarez made a motion to approve the automatic aid agreement with Wise County ESD #1 and authorize the Executive Director/Fire Chief to sign the agreement as presented. Commissioner Heiskell seconded the motion.*

The motion passed unanimously.

- b. Consider approval of a contract with the City of Roanoke for provision of firefighting and EMS transport services for FY 2026 and authorize the Board President to execute the contract.

Commissioner Casarez asked whether this funding was the same model approved in the FY26 Budget; Executive Director Shelley confirmed the funding model was approved in the FY26 Budget.

MOTION: *Commissioner Heiskell made a motion to approve the contract with the City of Roanoke for provision of firefighting and EMS transport services for FY 2026 and authorize the Board President to execute the contract. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- c. Consider approval of a contract with the Cresson VFD for provision of firefighting and EMS first response services for FY 2026 and authorize the Board President to execute the contract.

MOTION: *Commissioner Heiskell made a motion to approve the Cresson VFD for provision of firefighting and EMS first response services for FY 2026 and authorize the Board President to execute the contract. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- d. Consider approval of a mutual aid agreement with the City of Rhome for FY 2026 and authorize the Board President to execute the agreement.

MOTION: *Commissioner Casarez made a motion to approve the mutual aid agreement with the City of Rhome for FY 2026 and authorize the Board President to execute the agreement. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- e. Consider approval of a mutual aid agreement with the City of River Oaks for FY 2026 and authorize the Board President to execute the agreement.

MOTION: *Commissioner Heiskell made a motion to approve the mutual aid agreement with the City of River Oaks for FY 2026 and authorize the Board President to execute the agreement. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- f. Consider approval of an interim contract with Eagle Mountain Volunteer Fire Department for provision of firefighting and EMS transport services from October 1, 2025, to March 31, 2026, and authorize the Board President to execute the contract.

MOTION: *Commissioner Heiskell made a motion to approve the interim contract with Eagle Mountain Volunteer Fire Department for provision of firefighting and EMS transport services from October 1, 2025, to March 31, 2026, and authorize the Board President to execute the contract. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- g. Consider approval of an interim contract with Rendon Volunteer Fire Department for provision of firefighting and EMS transport services from October 1, 2025, to December 31, 2025, and authorize the Board President to execute the contract.

Executive Director reported the contract end date had changed to March 31, 2025, after the agenda was posted.

MOTION: *Commissioner Heiskell made a motion to approve the interim contract with Rendon Volunteer Fire Department for provision of firefighting and EMS transport services from October 1, 2025, to March 31, 2025, and authorize the Board President to execute the contract. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- h. Consider approval of an agreement with Government Capital for provision of capital facility funding services and authorize the Board President to execute the agreement.

Staff reassured the Board that the decision this evening was to allow Government Capital to begin the process of gathering the information needed for loan options. This vote was NOT to approve the TCESD1 obtain funding.

MOTION: *Commissioner Heiskell made a motion to approve an agreement with Government Capital for provision of capital facility funding services and authorize the Board President to execute the agreement. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- i. Consider approval of a preliminary construction agreement with Steele and Freeman, Inc. for Design Build services for the Eagle Mountain and Whiskey Flats Fire Stations following attorney review and revision and authorize the Board President to execute the agreement.

MOTION: *Commissioner Casarez made a motion to approve a preliminary construction agreement with Steele and Freeman, Inc. for Design Build services for the Eagle Mountain and Whiskey Flats Fire Stations following*

attorney review and revision and authorize the Board President to execute the agreement. Commissioner Casarez seconded the motion.

The motion passed unanimously.

- j. Consider an agreement with Lexipol for provision of Policy Development and Learning Management Services and authorize the Executive Director/Fire Chief to execute the agreement.

MOTION: *Commissioner Heiskell made a motion to approve an agreement with Lexipol for provision of Policy Development and Learning Management Services and authorize the Executive Director/Fire Chief to execute the agreement. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- k. Consider an agreement with First Due for the provision of Records Management Software and authorize the Executive Director/Fire Chief to execute the agreement.

MOTION: *Commissioner Casarez made a motion to approve an agreement with First Due for the provision of Records Management Software and authorize the Executive Director/Fire Chief to execute the agreement. Commissioner Heiskell seconded the motion.*

The motion passed unanimously.

XI. ACTION ITEMS

- a. Discussion and/or action on adjustments to TCESD 1 Banking processes to streamline operations for more efficient workflow.

Executive Director Shelley suggested a couple options to the Board that would assist staff in purchasing efficiency. Shelley requested the ability for Jennifer Hilburn, CFO and himself to be signers on issued hardcopy checks as opposed to the current procedure of two board members signing each check. Additionally, he requested approval for the single purchase threshold to be increased from \$20,000 to \$50,000 without Board approval.

Commissioner Casarez expressed concern with increasing the single purchase threshold since it was recently increased to \$20,000. Executive Director Shelley and Assistant Chief Mays explained several scenarios where the \$20,000 limit will hinder workflow if staff must wait for Board approval at a Board Meeting.

Executive Director Shelley suggested he and Jennifer be signers on the checking account for payments of \$50,000 and below. The Board would still need to sign a payment in excess of \$50,000.

MOTION: *Commissioner Casarez made a motion to approve an increase to single purchases from \$20,000 to \$50,000 without Board approval and permit Executive Director Shelly and Jennifer Hilburn, CFO signing rights on check payments of \$50,000 or less. Payments issued greater than \$50,000 will require a Board member's signature. Commissioner Heiskell seconded the motion.*

The motion passed unanimously.

- b. Consider approval of the Tarrant County Emergency Services District No. 1 Mission Statement, Value Statement, Core Values, and Guiding Principles.

Vice President Moore made two slight changes but otherwise felt the mission, values and over-all direction of the TCESD1 was wonderful. She recommended the addition of the word "Take" before our Core Values (PRIDE) to emphasize a call to action. Secondly, she recommended a change to the TCESD1 Value Statement of "we will shape" to "we shape" in the for a more immediate, powerful tone.

MOTION: *Commissioner Casarez made a motion to approve the Mission Statement, Value Statement, Core Values, and Guiding Principles with the amendments suggested by Vice President Moore. Commissioner Heiskell seconded the motion.*

The motion passed unanimously.

- c. Discussion and/or action on the purchase of two (2) Chevrolet 2500 Pickups from Moritz Chevrolet and all upfitting and equipment from Defender Supply in an amount not to exceed \$222,000 and authorize the Executive Director to execute the purchase.

Executive Director Shelley informed the Board that the two vehicles were to be assigned to the Fire Battalion Chief and EMS Battalion Chief as emergency response units as they will be expected to respond to high priority calls. He further explained it is very convenient that one lives on the north side of the county, one lives on the south side. Additionally, the Battalion Chiefs will be transporting supplies and equipment to each station throughout the District frequently.

MOTION: *Commissioner Heiskell made a motion to approve the purchase of two (2) Chevrolet 2500 Pickups from Moritz Chevrolet and all upfitting and equipment from Defender Supply in an amount not to exceed \$222,000 and authorize the Executive Director to execute the purchase. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- d. Consider approval of funding to complete renovations and purchase furnishings and equipment for the temporary Whiskey Flats Fire Station in an amount not to exceed \$500,000.

Executive Director Shelley requested the approval of funding for renovations, furnishings, and equipment for the temporary Whiskey Flats fire station, not to exceed \$500,000. A significant portion (\$311,000) could be transferred to the permanent station when construction is complete.

MOTION: *Commissioner Heiskell made a motion to approve funding to complete renovations and purchase furnishings and equipment for the temporary Whiskey Flats Fire Station in an amount not to exceed \$500,000. Commissioner Casarez seconded the motion.*

The motion passed unanimously.

- e. Consider approval of a plan to purchase two (2) Type I Ambulances from Southwest Ambulance using HGAC pricing and including all upfitting and equipment in an amount not to exceed \$800,000 and authorize the Board President to execute the purchase agreement.

Executive Director Shelley requested approval of funding for the purchase of two ambulances, one being from Eagle Mountain Fire Station.

MOTION: *Commissioner Casarez made a motion to approve purchase one (1) Type I Ambulances from Southwest Ambulance using HGAC pricing and including all upfitting and equipment and a used 2019 ambulance from Eagle Mountain in an amount not to exceed \$850,000 combined and authorize the Board President to execute the purchase agreement. Commissioner Heiskell seconded the motion.*

The motion passed unanimously.

XII. BRIEFING ITEMS

Director Shelley gave a brief update on the following topics.

- a. Status of Remaining Fire Department Contracts

There are multiple agency contracts that are still being reviewed by respective agency Fire Chiefs and their legal counsel.

- b. Update on Rendon & Eagle Mountain transition planning

Both Agency contracts have been amended and have been approved and signed.

- c. TCESD1 Administrative Offices Open House & December Board Meeting Date

It was reported to the Board that due to early voting, the December Board Meeting would need to be delayed by a week, therefore delaying the Administrative Offices Open House. The new date is Tuesday, December 16, 2025, Open House is 5:30pm – 6:30pm with the Board Meeting be called to order at 6:30pm.

- d. Opening of Whiskey Flats Temporary Fire Station

All staff have completed onboarding and are eager to start with the ESD. Captains will begin their employment on December 1, 2025, with remaining staff coming onboard December 15, 2025.

- e. Planning of Open House for Whiskey Flats Temporary Fire Station

Staff are considering late December for the Grand Opening of the temporary Station 570. More information to come.

- f. October Finance Report

Executive Director Shelley gave a brief overview of the October 2025 financials.

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.

Vice President Moore convened the Board into Executive Session at 8:15 pm.

- a. Discussion of pending litigation: Rendon Volunteer Fire Department, Inc. ET AL vs. Tarrant County Emergency Services District No. 1.
- b. Consideration of a real estate purchase within TCESD #1 to be used as a Rendon Fire Station.
- c. Consideration of a real estate purchase within TCESD #1 to be used as an Eagle Mountain Fire Station.

Vice President Moore reconvened into open session at 8:50 p.m. with no action taken.

MOTION: Commissioner Heiskell made a motion to take action as discussed in Executive Session. Commissioner Casarez seconded the motion.

The motion passed unanimously.

XIV. ADJOURNMENT

Vice President Moore adjourned the meeting at 8:51 pm.