



## **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  
December 16, 2025, 6:30 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:

Staff Present:

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

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

The December 16, 2025, Regular Tarrant County Emergency Services District No. 1 Board Meeting was called to order by President Davis at 06:30 pm.

### **II. INVOCATION**

Director Shelley provided the evening's invocation.

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

Pledge of Allegiance to the American and Texas Flags.

### **IV. PRESENTATIONS**

- a. Executive Director Shelley made a presentation to Cresson VFD Chief Richard Ward for his heroic efforts on September 1, 2025, that resulted in saving a human life.

- b. Executive Director Shelley presented to November 2025 Financial Report which included a brief status update on the Payroll Process Software that staff has been vetting.

November 2025 Expenses:       \$1,343,722.35  
TexPool Fund Balance:       \$21,494,492.81

Chief Shelley reported that expense numbers will continue to increase as the ESD works to stand up new stations.

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

None

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

None

VII. **PUBLIC COMMENTS**

There was one (1) speaker (without written request). Mr. Tim Sullivan, who resides at 7372 FM 1187 W., Fort Worth, Texas 76126, spoke briefly about his appreciation and excitement about the new Whiskey Flats Station 570 opening. He further volunteered to provide and cook the food for the Grand Opening of the station, along with other members of the HOA.

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 November 11, 2025, Regular Board Meeting.
- b. Approval of Minutes of November 17, 2025, Special Board Meeting.
- c. Approval of a service contract with the City of Lake Worth and authorize the Board President to execute the agreement.
- d. Approval of a mutual aid agreement with the City of Forest Hill and authorize the Board President to execute the agreement.
- e. Approval of a mutual aid agreement with the City of Sansom Park and authorize the Board President to execute the agreement.

**MOTION:**       *Commissioner Moore made a motion to approve the Consent Agenda as presented; Commissioner Heiskell 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 on an agreement with Cooke Consulting for the provision of Owner's Representative services during fire station construction.

Chief Shelley met with four (4) Owner Reps for consulting services. Cooke Consulting was selected and is committed to providing 8-20 hours per week. Additionally, Cooke Consulting has worked with Steele and Freeman on previous projects.

**MOTION:** *Commissioner Moore made a motion to approve an agreement with Cooke Consulting for the provision of Owner's Representative services during fire station construction Commissioner Heiskell seconded the motion.*

*The motion passed unanimously.*

- b. Discussion and/or action on an engagement letter with George, Morgan, & Sneed (GMS) for the provision of the FY 2025 financial audit.

Chief Shelley reported the FY 2025 financial audit is state mandated and GMS was recommended to TCESD1 by Chief Watson.

**MOTION:** *Commissioner Jones made a motion to approve George, Morgan, & Sneed (GMS) to conduct the FY 2025 financial audit. Commissioner Moore seconded the motion.*

*The motion passed unanimously.*

- c. Consider approval of a Memorandum of Understanding (MOU) with the Texas Division of Emergency Management (TDEM) for provision of resources and personnel across the state and authorize the Board President to sign the MOU.

**MOTION:** *Commissioner Casarez made a motion to approve the (MOU) with the Texas Division of Emergency Management (TDEM) for provision of resources and personnel across the state. Commissioner Jones seconded the motion.*

*The motion passed unanimously.*

- d. Discussion and/or action of a proposal for implementation of Tyler Technologies, Inc. Enterprise Resource Planning (ERP) system and approval of the Software as an annual Service Agreement with Tyler Technologies, Inc., and authorize the Board President to execute the Agreement.

Chief Shelley discussed the hardships the ESD has had with QuickBooks and benefits of Tyler Technologies for the ESD. Tyler tech representative Kirk Cunningham was available to answer any questions by the Board. Commissioner Moore questioned the insurance provided by Tyler tech in the event of a cyber-attack. Mr. Cunningham confirmed the TCESD1 would be covered.

**MOTION:** *Commissioner Heiskell made a motion to approve the implementation of Tyler Technologies, Inc. Enterprise Resource Planning (ERP) system and approval of the Software as an annual Service Agreement with Tyler Technologies, Inc. Commissioner Moore seconded the motion.*

*The motion passed unanimously.*

- e. Discussion and/or action on agreements with the City of Fort Worth for Communication System Access and Maintenance Services and authorize the Board President to execute the agreement.

**MOTION:** *Commissioner Moore made a motion to approve agreements with the City of Fort Worth for Communication System Access and Maintenance Services. Commissioner Jones seconded the motion.*

*The motion passed unanimously.*

## **XI. ACTION ITEMS**

- a. Discussion and/or action on moving the April 2026 Regular Board meeting from April 14, 2026, to April 21, 2026. Executive Director Shelley will be attending the Texas Fire Chief's Conference in Waco Texas from April 13 – 16, 2025.

**MOTION:** *Commissioner Moore made a motion to move the April 2026 Board Meeting to April 14, 2026. Commissioner Jones seconded the motion.*

*The motion passed unanimously.*

- b. Discussion and/or action on the addition of Bilingual Incentive Pay to the FY 2026 Compensation Plan.

**MOTION:** *Commissioner Moore made a motion to make the addition of Bilingual Incentive Pay to the FY 2026 Compensation Plan. Commissioner Heiskell seconded the motion.*

*The motion passed unanimously.*

## **XII. BRIEFING ITEMS**

Director Shelley gave a brief update on the following topics.

- a. Update on Rendon & Eagle Mountain transition planning
- b. Planning of Open House for Whiskey Flats Temporary Fire Station

The Board agreed to February 28, 2026

- c. Fire Operations Update
- d. EMS Operations Update

**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 7:48 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 8:36 p.m. with no action taken.

**XIV. ADJOURNMENT**

***MOTION:** Commissioner Moore made a motion to adjourn the meeting at 8:36pm.  
Commissioner Heiskell seconded the motion.*

***The motion passed unanimously.***