

**North Blanco County Emergency Services District #1
P.O. Box 494
Johnson City, Texas 78636**

April 20, 2026

The North Blanco County Emergency Services District #1 met at 7:00 p.m. on April 20, 2026, at the North Blanco County EMS building in Johnson City, Texas. The following commissioners were present: David O'Bannon, Kay Odiorne, Brandt Raeburn, Doug Fowler and Colton Conlon. The following persons were also present: Julie Shanks, Richard Stumpf, Jeff Opem, Jim Arras, Ben Oakley, Ryan Keith, and Corwin Horn.

Item No. 1. Call to order and establish a quorum.

Item No. 2. Citizen Comments. None

Item No. 3. Approval of the minutes of the March 16, 2026 regular meeting. The minutes from March 16, 2026, regular meeting was approved with a motion made by Brandt Raeburn and seconded by Colton Conlon; passed unanimously.

Item No. 4. Treasurer Report. The Service District Financial Statements as of March 2026 was approved upon a motion made by Doug Fowler and seconded by Kay Odiorne; passed unanimously.

Item No. 5. Consider, discuss, and take appropriate action on the following..

- a. **Discuss and take appropriate action on a resolution to create the position of District Administrator.** A motion was made by Colton Conlon and seconded by Doug Fowler to adopt the resolution to create a position on District Administrator (see attached resolution); pass unanimously.
- b. **Discuss and take appropriate action on the resolution to amend the ESD current budget to accommodate the new position.** The previous motion covered the amended budget.
- c. **Discuss and take appropriate action on hiring ESD1 District Administrator.** The previous motion covered the hiring of the ESD1 District Administrator.
- d. **Investment Report.**

Item No. 6. Report of Service Providers in District territory:

- a. **Report from representative of Johnson City Volunteer Fire Department on emergency or non-emergency incidents to which it responded in District territory for March 2026, if any, and presentation of request for funds.** A spreadsheet from the Johnson City VFD was presented in the amount \$11,375.76 for March 2026; this was approved for payment upon a motion made by Brandt Raeburn and seconded by Colton Conlon; passed unanimously. JCVFD had 52 calls for the month.
- b. **Report from representative of Round Mountain Volunteer Fire Department on emergency or non-emergency incidents to which it responded in District territory for March 2026, if any, and presentation of request for funds.** A spreadsheet from the Round Mountain VFD was presented in the amount \$7,328.20 for March 2026; this was approved for payment upon a motion made by Doug Fowler and seconded by Brandt Raeburn; passed unanimously. RMVFD had 10 calls for the month.

- c. **Report from representative of North Blanco County EMS on emergency or non-emergency incidents to which it responded in District territory for March 2026, if any, and presentation of request for funds.** EMS reported that they had 73 calls for the month of March. The community paramedic program had 102 calls in the month of March.

Item No. 7. Payment of Bills. The following bills were presented for payment, Beauvais Designs in the amount of \$75.00, Oliver, Rainy & Wojtek in the amount of \$7,375.00, Strategic Government Resources in the amount of \$7,092.00, VFIS of Texas in the amount of \$4,849.00, and Julie Shanks in the amount of \$316.35. The bills were approved for payment upon a motion made by Brandt Raeburn and seconded by Kay Odiorne; passed unanimously.

Item No. 8. Transfer funds if necessary. \$160,000.00 will be transferred between the JCB checking account to the JCB payroll checking account.

Item No. 9. Set date, time, and location of next meeting of ESD. Next regular meeting scheduled for Monday May 18, 2026, at 7:00 at the North Blanco County EMS building in Johnson City, TX.

Adjourn. Upon a motion made by Colton Conlon and seconded by Doug Fowler it was moved to adjourn the meeting; passed unanimously.

Respectfully submitted.

President
David O'Bannon

Secretary/Treasurer
Kay Odiorne

RESOLUTION No: 2026-04-20
NORTH BLANCO COUNTY EMERGENCY SERVICES DISTRICT NO. 1
THE STATE OF TEXAS
COUNTY OF BLANCO

DISTRICT ADMINISTRATOR POSITION

WHEREAS, North Blanco County Emergency Services District No. 1 provides Fire Protection and Emergency Medical Services to the service area of the district, and;

WHEREAS, North Blanco County Emergency Services District No. 1 is a rapidly growing district which brings increased demands for services as well as new community risks, and;

WHEREAS, the Board of Commissioners of North Blanco County Emergency Services District No. 1 has identified the need for a District Administrator to assist in the daily management of the district as well as strategically plan for the future needs of the District, and;

WHEREAS, Texas Health and Safety Code §775.031(a)(3) allows the District to “appoint and employ necessary officers, agents, and employees”


BE IT RESOLVED, by the Board of Commissioners of North Blanco County Emergency Services District No. 1 that:

- The position of District Administrator is hereby formed, reporting directly to the Board of Commissioners of North Blanco County Emergency Services District No. 1
- The District Administrator Job Description (Appendix 1) is hereby adopted.
- The District Administrator Step 1 Compensation is adopted at \$120,000/annually.
- FY2026 Budget Amendment 1 is hereby adopted, increasing Compensation by \$85,000 to facilitate payment of Compensation and Fringe Benefits for the remainder of Fiscal Year 2026, and a District Administrator Capital Line Item is hereby adopted in the amount of \$5,000 to facilitate necessary capital/technology purchases for the new position.
- The Employment Offer Letter (Appendix 2) is hereby approved to be sent to the selected candidate.

PASSED AND APPROVED this 20th day of April, 2026.

For the Board of Commissioners:


Board President


Board Secretary



Job Description: District Administrator

Position

District Administrator

Classification

Exempt

Division

Administration

Reports To

Board of Commissioners

Essential Job Functions

Essential duties, functions and responsibilities include, but are not limited to, the following:

- Provide Representation for Blanco County Emergency Service District #1 in all public settings.
- Administers financial operations of the District, including budget development and presentation, monitoring expenditures and purchasing, and processing accounts payable.
- Manages District procurement process.
- Processes payroll including preparation and submission of personnel/payroll actions as required and calculation of pay adjustments and retroactive pay.
- Maintains financial records and prepares reports as required.
- In the event a future position is added, supervises the Administrative Assistant in the performance of their duties and provides support as needed.
- Serves as liaison with volunteer fire departments and county offices.
- Serves on select committees to represent the interests of the District and to lend technical expertise.
- Conducts policy research on issues affecting the District and makes recommendation to the Emergency Services District Board and develops policies as directed by the Board.
- Prepares and edits District management reports for internal and external distribution.
- Compiles data and prepares various reports for agencies such as FEMA, TDEM, DSHS, TCFP, Texas State Fire Marshal, and others.
- Prepares District's annual report.
- Manages and updates the district website to ensure compliance with state law.
- Assists in District public relations activities; composes articles on District activities,
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Identifies and initiates local, regional, state and federal grant proposals; prepares applications and administers grant awards.
- Follows safe work practices.
- Performs additional duties as assigned.

Requirements of Work

- Master's Degree in Public Administration or related field
- 4 - 6 years of management experience including budgeting, payroll, and data collection-compilation-presentation with an emergency service organization.

Knowledge, Ability and Skill*Knowledge of:*

- Texas Emergency Service Districts laws
- District policies and procedures.
- Governmental budgeting, procurement and grant-writing.
- The use of standard office equipment including computers and relevant software programs.
- Applicable Texas employment laws

Ability to:

- Multi-task and prioritize work.
- Attend periodic professional development conferences.
- Attend several monthly business meetings within Blanco County (including after hours).
- Have a flexible schedule at times.
- Maintain confidentiality.
- Coordinate tasks and communications between several volunteer fire departments
- Work independently with minimal supervision.
- Occasionally, work in and around an emergency service command post.
- Learn various accounting, payroll and data collection (ESO) software applications.
- Establish and maintain effective working relationships with supervisors, coworkers, members of various agencies, vendors and the general public.

Skill in:

- Oral and written communications.
- Organization and attention to detail.
- Time management.
- Troubleshooting and problem solving.

Physical Demands

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; climb, bend and crouch; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently exposed to dust, noise, and smoke, and occasionally to heat, cold and odors.
- The employee must occasionally lift and/or move up to 25 pounds.

Signatures

This job description has been approved by the Board of Commissioners:

Board President: _____

Board Secretary: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____



April 20, 2026

Adrian L. Garcia
(Address Redacted)

Re: Offer of Employment

Dear Adrian:

Blanco County Emergency Services District 1 (hereafter referred to as the "District") is pleased to offer you the position of **District Administrator**. You will be classified as a **Full-Time Employee**, and this position is classified as **exempt**. Should you accept this offer, your first day of employment will be **May 11th, 2026**.

Your position description, along with your position's responsibilities, are attached. During the term of your employment, you shall comply with all operating policies, procedures, and practices of the District in effect during your employment. The District may change your position and duties from time to time, as deemed necessary at the sole discretion of the District.

Compensation and Hours: Your starting pay rate is \$120,000 annually, which is payable bi-weekly, less all applicable withholdings.

Your full-time schedule will be a traditional 40-hour administrative work week.

In addition to this compensation, Blanco County ESD 1 will provide you with any necessary District uniforms at no cost, continuing education, and all of your licensure and certification costs will be covered by the department. Additionally, you will be provided with Retirement through the Texas County & District Retirement System, and will also be eligible for all full-time benefits, including Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short Term Disability, a Group Coverage Health Reimbursement Account and a Dependent Care Flexible Spending Account.

At-Will Employment: The District is an "at-will" employer, meaning that employment is at the mutual consent of each employee and the District. Accordingly, while the District has every hope that the employment relationship will be mutually beneficial and rewarding, you and the District each retain the right to terminate the employment relationship at any time, with or without cause or advance notice. Please note that no individual has the authority to enter into any contrary agreement or representation. By accepting this offer, you are acknowledging that the District and you have not entered into any contract regarding the duration of your employment, and the District has made no promises inconsistent with this paragraph. This letter constitutes our entire agreement on this subject.

Severance: The District is bound by the provisions and limitations of Local Government Code §180.11 as it relates to Severance Packages. Additionally, the District does not presently have a Severance policy, but is proposing a policy in an upcoming meeting which would allow for the following benefit for a Tier 2 (Key Employee), which this position would be classified as, for a District-initiated separation outside the setting of misconduct.

Length of Service	Tier 2 – Key Employees (Weeks)
Less than one year	0
One year – less than two	8
Two years – less than three	10
Three years – less than four	12
Four years – less than five	16
Five years – less than six	16
Six years – less than seven	18
Seven years or more	20

Vehicle Allowance: Initially, the District will allow for utilization of a personal vehicle when travel is required for district operations with mileage reimbursement paid in compliance with Policy 904 (Business Travel), which allows for mileage reimbursement based on the current GSA rate published on the GSA website. The district would consider procurement of an assigned fleet vehicle at a later date based on need and as the vehicle supply chain stabilizes.

Cellular Communication Allowance: The District will assign a District-owned cellular device on the District's existing cellular contract to support operational accessibility and communications associated with District operations.

Professional Development Support: The District will offer a dedicated Professional Development budget of \$5,000 annually for this position for Professional Development opportunities relevant to the position, with the minimal expectation of annual attendance at the SAFE-D conference to ensure the District is properly represented.

Relocation Assistance: The District will offer relocation assistance in order to facilitate a smooth transition through reimbursement of actual relocation expenses up to a total limit of \$3,000. Additionally, the District will support remote "work from home" for the first (90) days of employment to facilitate the relocation process, so long as necessary appearances are met, including attendance at posted District meetings.

Documentation: Due to federal immigration law requirements, you must complete an Employee Eligibility Form (I-9). We will need two forms of identification (e.g., valid driver's license, original social security card, birth certificate and/or passport). You must provide the District with this documentation within three (3) days of your date of hire. This offer is contingent upon compliance with Form I-9 completion timelines and confirmation of employment authorization by E-Verify.

Background Screening: This offer is contingent upon successful completion of a criminal background investigation, including a review of your motor vehicle record (MVR) driving history.

Drug Screening: This offer is also contingent upon successful completion of a drug screening to ensure compliance with District policies. Upon accepting this offer, this exam will be scheduled at your convenience during normal business hours, and will be at no cost to you.

Onboarding: Upon acceptance of this offer of employment, you will receive an invitation from our payroll and HR partner, Gusto, to complete your initial onboarding documents. Please begin the onboarding process as soon as possible, but no later than the day before your first day of employment.

We look forward to working with you. To indicate your acceptance of the District's offer, please sign and date this letter in the space provided below and return it to me. This letter, along with the Policy Manual, set forth the terms of your employment with the District and supersedes any prior representations or

agreements, written or verbal. This letter may not be modified or amended except by written agreement, signed by the Chief of the District and by you.

This offer will expire on Monday, April 27th, 2026 at 5:00 PM Central Time.

Congratulations and welcome to the team!

Sincerely,

David O'Bannon
President
Blanco County ESD 1
Direct: (830) 868-7834
Fax: (830) 584-0431

I, Adrian L. Garcia, accept employment with Blanco County ESD 1 on the terms set forth above. I understand that this offer letter does not constitute a contract of employment for any specified period of time, and that either party may terminate my employment relationship at any time with or without notice.

Adrian L. Garcia

Date

[437] Severance Benefit

In the event of an involuntary, District-initiated separation outside the setting of misconduct, the District provides a severance benefit. Such situations potentially include involuntary, District-initiated separations due to revenue/funding reductions, a reduction in force/downsizing, change in District direction or job elimination. This does not apply to terminations for cause or terminations for performance. The amount of severance is based upon job/position, tier level, and length of service with the District. This policy applies to all regular full-time employees; are involuntarily terminated for reasons not related to misconduct or poor performance; have completed a minimum of 12 months of continuous service, and sign a separation and release agreement. This policy is in compliance with Local Government Code §180.11.

Length of Service	Tier 1 - Field Staff / Supervisors	Tier 2 - Key Employees / Senior Leadership
Less than one year	0 Weeks	0 Weeks
One year - less than two	4 Weeks	8 Weeks
Two years - less than three	6 Weeks	10 Weeks
Three years - less than four	8 Weeks	12 Weeks
Four years - less than five	10 Weeks	16 Weeks
Five years - less than six	12 Weeks	16 Weeks
Six years - less than seven	14 Weeks	18 Weeks
Seven years or more	16 Weeks	20 Weeks