

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF  
GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 2

A regular meeting of the Board of Commissioners of Galveston County Emergency Services District No. 2 (the "District") was called for at 12:00 p.m. on January 20, 2026 at the Crystal Beach fire station, 930 Noble Carl Road, Crystal Beach, Texas 77650, pursuant to notice duly posted according to law.

The regular meeting was called to order at approximately 12:00 p.m., and the roll was called of the duly constituted officers and members of the Board, to wit:

Kate Newberry	President
Tim Byrom	Vice President
Greg Fountain	Treasurer
Amee LeBlanc	Assistant Treasurer

All of said Board members were present, thus constituting a quorum. Also present at the regular meeting were: Doug Saunders, District Manager; Georgia Osten, District Administrative Assistant; and, Joshua Heinz of Benckenstein & Oxford, LLP, attorney for the District.

Upon establishing that a quorum was present, the Board members and others in attendance said the U.S. and Texas pledges of allegiance.

Being as there was no public comment under Agenda Item No. 4, the Board moved along to Agenda Item No. 5, at which time at which time Treasurer Fountain made a motion to change the Board's monthly regular meeting date to the 3<sup>rd</sup> Tuesday of every month. The motion was seconded by Vice President Byrom and unanimously approved by the Board.

Then, under Agenda Item No. 6, Vice President Byrom made a motion to approve and authorize the following matters listed under the consent agenda, which was seconded by Assistant Treasurer LeBlanc and unanimously approved by the Board:

- a. Minutes of the December 16, 2025 Regular Meeting;
- b. Payment of District Bills and Accounts (**Exhibit A**)<sup>1</sup>; and,
- c. VFDs' Monthly Expense Reimbursements (**Exhibit B**)<sup>2</sup>.

The Board was then directed to Agenda Item No. 7, at which time Treasurer Fountain reviewed the financial information contained in the meeting packet, including the regular monthly Treasurer's Report, a copy of which is attached hereto as **Exhibit C**<sup>3</sup>, along with the District's Quarterly Investment Report, which is attached hereto as **Exhibit D**. Upon motion by Vice President Byrom and seconded by Assistant Treasurer LeBlanc, the Board members unanimously approved the Quarterly Investment Report. The Board also reviewed and discussed the following proposed fiscal year 2024-25 Budget Amendment, a copy of which is attached hereto as **Exhibit E** (Budget Amendment No. PBVFD-001). Upon motion by Treasurer Fountain and seconded by Vice President Byrom, the proposed budget amendment was unanimously approved by the Board. And, after Doug Saudners advised on a recent account fund transfer and recommended another transfer, Treasurer Fountain made a motion to (1) approve and ratify the recent transfer of \$250,000.00 from the TexSTAR capital fund investment pool account (xxxxxx1890) to the Texas First Bank checking account (xxxx6680); and, (2) approve and authorize the transfer of \$450,000.00 from the Texas First Bank checking account (xxxx6680) to the TexSTAR general fund investment pool account (xxxxxx1110), which was seconded by Vice President Byrom and unanimously approved and authorized by the Board.

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<sup>1</sup> Check Nos. 4511-4541, plus the EFT payments and direct deposit/payroll expenses. It was also noted that Check No. 4495 had been voided.

<sup>2</sup> Port Bolivar VFD - \$3,156.73 (December 2025); High Island VFD - \$6,971.96 (December 2025); and, Crystal Beach VFD - \$4,874.57 (December 2025).

<sup>3</sup> Texas First Bank operating checking account (xx6680) - \$123,361.76 as of 12/31/2025 and \$872,007.06 as of 1/20/2026; Texas First Bank savings account (xx9804) - \$2,561.65 as of 12/31/2025 and 1/20/2026; Texas First Bank EMS billing checking account (xx7569) - \$48,018.30 as of 12/31/2025 and \$48,994.06 as of 1/20/2026; TexSTAR investment pool general fund account (xxxxxx1110) - \$1,570,018.56 as of 12/31/2025 and 1/20/2026; TexSTAR investment pool capital fund account (xxxxxx1890) - \$729,486.18 as of 12/31/2025 and \$479,486.18 as of 1/20/2026; and, TexSTAR investment pool emergency fund account (xxxxxx4140) - \$1,196,547.88 as of 12/31/2025 and 1/20/2026.

Being as there were no expenditure requests/capital purchases to consider under Agenda Item No. 8, the Board was directed to Agenda Item No. 9, at which time Mr. Saunders advised the Board on the Moody Foundation Grant awarded to the District (\$187,000.00). Upon motion by Vice President Byrom and seconded by Assistant Treasurer LeBlanc, the Board members unanimously approved and accepted the grant.

Next, the Board was directed to Agenda Item No. 10, at which time Mr. Saunders reviewed with the Board the information concerning the new Treasurer's Bond through Merchant's Bonding Co. (bond amount increased to \$500,000; \$2,500 annual premium). Upon motion by Vice President Byrom and seconded by Assistant Treasurer LeBlanc, the Board members unanimously approved the new bond.

Thereafter, the Board moved along to Agenda Item No. 11, at which time the Board reviewed the engagement letter from BrooksWatson & Co. for conducting the District's FY 2024-25 audit, a copy of which is attached hereto as **Exhibit F**. Upon motion by Treasurer Fountain and seconded by Assistant Treasurer LeBlanc, the Board unanimously approved and authorized the engagement of BrooksWatson & Co. to perform the District's FY 2024-25 audit.

Then, under Agenda Item No. 12, Mr. Saunders advised the Board on the proposals received from various human resource service providers, as reflected in **Exhibit G** attached hereto. Upon motion by Vice President Byrom and seconded by Assistant Treasurer LeBlanc, the Board members present authorized Mr. Saunders and Mr. Heinz to interview the entities having submitted proposals to gather additional information and thereafter make recommendations to the Board.

President Newberry then directed the Board to Agenda Item No. 13, at which time Mr. Saunders reviewed with the Board the proposed request for proposals for EMS Billing service


providers, a copy of which is attached hereto as Exhibit H. Upon motion by Treasurer Fountain and seconded by Assistant Treasurer LeBlanc, the Board approved and authorized distribution of the request for proposals.

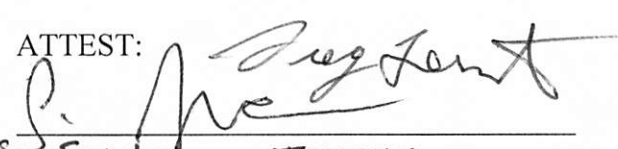
Being as there were no proposed salvage/surplus items to address under Agenda Item No. 14, the Board moved along to Agenda Item No. 15, at which time Mr. Saudners reviewed with the Board his monthly Manager's Report, a copy of which is attached hereto as Exhibit I.

The Board was then directed to Agenda Item No. 16, at which time Mr. Heinz advised that he submitted the District's ESD Annual Report and Special Purpose District Report, and published notice of the District's administrative office address, as required under Chapter 775 of the Texas Health & Safety Code, in the Galveston Daily News.

Then, under Agenda Item No. 17, Mr. Saunders reviewed the District's various monthly financial reports prepared by MaKayla Vidal, the District's accountant, copies of which are attached hereto as Exhibit J.

Being as there were no other matters to come before the Board under Agenda Item No. 18, the regular meeting was adjourned at approximately 1:17 p.m.

  
\_\_\_\_\_  
Kate Newberry, President *Tim Byrom, Vice President*  
Date: 2/17/2026

ATTEST:  
  
\_\_\_\_\_  
Greg Fountain, Treasurer  
Date: 2/17/2026

# Exhibit A

**Check Detail Report**  
**Galveston County Emergency Services No. 2**  
**December 18, 2025-January 20, 2026**

	date	n type	Num	Name	Memo/Description	Cleared	Amount
6680 Checking Texas First							
19211	12/26/2025	Expense			Return Item - Chargeback	Reconciled	-604.00
	12/28/2025	Expense			Return Item - Chargeback		604.00
19210	12/29/2025	Expense			SOUTHERN BROADBA/PURCHASE 409 68 SOUTHERN BROADBA/PURCHASE 409 684 7021 Galveston Court	Reconciled	-89.00
	12/29/2025	Expense			SOUTHERN BROADBA/PURCHASE 409 68 SOUTHERN BROADBA/PURCHASE 409 684 7021 Galveston Court		89.00
19209	12/30/2025	Expense			Shred-It USA LLC/Collection TFB	Reconciled	-101.22
	12/30/2025	Expense			Shred-It USA LLC/Collection TFB		101.22
19207	12/31/2025	Expense			EMERGEN	Reconciled	-16,379.88
	12/31/2025	Expense			EMERGEN		16,379.88
19243	01/20/2026	Check	4512	Port Bolivar VFD		Uncleared	-3,156.73
	01/20/2026	Check	4512	Port Bolivar VFD	Dec. '25 Reimbursement		3,156.73
19244	01/20/2026	Check	4513	High Island VFD		Uncleared	-6,871.96
	01/20/2026	Check	4513	High Island VFD	Dec. '25 Reimbursement		6,871.96
19245	01/20/2026	Check	4514	D and H Bolivar Rentals, LLC		Uncleared	-3,536.61
	01/20/2026	Check	4514	D and H Bolivar Rentals, LLC	Jan.,Feb.,March Rent, Water Overages		3,536.61
19246	01/20/2026	Check	4515	EMS Technology Solutions LLC		Uncleared	-896.48
	01/20/2026	Check	4515	EMS Technology Solutions LLC	Inv. 74858		896.48
19247	01/20/2026	Check	4516	Galveston County Auditor		Uncleared	-1,957.35
	01/20/2026	Check	4516	Galveston County Auditor	CI-0001507 November '25		1,957.35
19248	01/20/2026	Check	4517	Savvik Buying Group		Uncleared	-153.39
	01/20/2026	Check	4517	Savvik Buying Group	Inv. 3147		153.39
19249	01/20/2026	Check	4518	American Welding & Gas		Uncleared	-371.20
	01/20/2026	Check	4518	American Welding & Gas	Inv. 0080354557		371.20
19250	01/20/2026	Check	4519	Christopher's Speedy Lube		Uncleared	-509.00
	01/20/2026	Check	4519	Christopher's Speedy Lube	Inv.100581,200713,100832		509.00
19251	01/20/2026	Check	4520	Cyber One Solutions		Uncleared	-257.10
	01/20/2026	Check	4520	Cyber One Solutions	Inv. 75679		257.10
19252	01/20/2026	Check	4521	VFIS of Texas		Uncleared	-3,371.00
	01/20/2026	Check	4521	VFIS of Texas	Item 110858		871.00
	01/20/2026	Check	4521	VFIS of Texas	Item 111388		2,500.00
19253	01/20/2026	Check	4522	Hill Butane Company		Uncleared	-428.75
	01/20/2026	Check	4522	Hill Butane Company	Account 1006541, Inv. 21004617		428.75
	01/20/2026	Check	4523	United Data Technologies, Inc.		Uncleared	-374.00
	01/20/2026	Check	4523	United Data Technologies, Inc.	5122025090		374.00
	01/20/2026	Check	4524	Cyber One Solutions		Uncleared	-257.10
	01/20/2026	Check	4524	Cyber One Solutions	Inv. 75834		257.10
19256	01/20/2026	Check	4525	Crystal Beach VFD		Uncleared	-4,874.57
	01/20/2026	Check	4525	Crystal Beach VFD	Dec. '25 Reimbursement		4,874.57
19266	01/20/2026	Check	4526	Vidal Accounting, PLLC		Uncleared	-1,050.00
	01/20/2026	Check	4526	Vidal Accounting, PLLC	Inv. 00125		1,050.00
19268	01/20/2026	Check	4527	Kleen Supply Company		Uncleared	-374.14
	01/20/2026	Check	4527	Kleen Supply Company	Inv. 51869 - PO28-42300		374.14
19269	01/20/2026	Check	4528	Emergicon LLC		Uncleared	-3,179.78
	01/20/2026	Check	4528	Emergicon LLC	Inv. 15205		3,179.78
19270	01/20/2026	Check	4529	Embroidered Expressions		Uncleared	-20.00
	01/20/2026	Check	4529	Embroidered Expressions	Inv. 4893		20.00
19271	01/20/2026	Check	4530	Dell Marketing L.P.		Uncleared	-24,016.40
	01/20/2026	Check	4530	Dell Marketing L.P.	Inv. 10854789920, Order 550193185298		24,016.40
19273	01/20/2026	Check	4531	Visa		Uncleared	-4,836.76
	01/20/2026	Check	4531	Visa	Undine,Frontier Waste		463.10
	01/20/2026	Check	4631	Visa	Blauer		610.21
	01/20/2026	Check	4531	Visa	Amazon,HP,Fire Furniture,Primo		1,566.58
	01/20/2026	Check	4531	Visa	Adobe,W2W,Intuit		485.76
	01/20/2026	Check	4531	Visa	DSHS Regulatory		62.00

19274	01/20/2026	Check	4531	Visa	Amazon	157.65
	01/20/2026	Check	4531	Visa	Amazon	269.17
	01/20/2026	Check	4531	Visa	Amazon	151.49
	01/20/2026	Check	4531	Visa	Safe D	870.50
19276	01/20/2026	Check	4532	Visa		Uncleared -646.20
	01/20/2026	Check	4532	Visa	Amazon	183.38
	01/20/2026	Check	4532	Visa	Frontier Waste	172.99
	01/20/2026	Check	4532	Visa	Amazon	58.54
	01/20/2026	Check	4532	Visa	Galveston Vehreg	9.50
	01/20/2026	Check	4532	Visa	Direct TV	98.11
	01/20/2026	Check	4532	Visa	Freeport Marine	125.70
19276	01/20/2026	Check	4533	Sharp Testing Services, Inc.		Uncleared -2,304.50
	01/20/2026	Check	4533	Sharp Testing Services, Inc.	Inv. 2007-5622 line item 4000 CBVFD	2,304.50
19277	01/20/2026	Check	4534	Stryker - Flex Financial		Uncleared -12,506.90
	01/20/2026	Check	4534	Stryker - Flex Financial	Agreement 675-8204063-002, Inv. 905066147	12,506.90
19278	01/20/2026	Check	4535	O'Reilly Automotive, Inc.		Uncleared -328.60
	01/20/2026	Check	4535	O'Reilly Automotive, Inc.	5882-112858,112602,118138,115675,118138,113789	328.60
19279	01/20/2026	Check	4536	Kleen Supply Company		Uncleared -405.30
	01/20/2026	Check	4536	Kleen Supply Company	Inv. 51867	405.30
19280	01/20/2026	Check	4537	Sharp Testing Services, Inc.		Uncleared -1,785.00
	01/20/2026	Check	4537	Sharp Testing Services, Inc.	Inv. 2007-5621 line item 4000 PB	1,785.00
19282	01/20/2026	Check	4538	Siddons-Martin		Uncleared -239,000.00
	01/20/2026	Check	4538	Siddons-Martin	Inv. 351-SIV0064881 Brush Truck	239,000.00
19284	01/20/2026	Check	4539	Bound Tree Medical, LLC		Uncleared -9,337.57
	01/20/2026	Check	4539	Bound Tree Medical, LLC	Account 222792	9,337.57
19287	01/20/2026	Check	4540	Benckenstein & Oxford		Uncleared -1,907.00
	01/20/2026	Check	4540	Benckenstein & Oxford	Inv. 51628	1,907.00

Tuesday, January 20, 2026 03:02 PM GMTZ

4541 Joshua Heinz — \$1,000

# Exhibit B





## **Port Bolivar Volunteer Fire Department**

PO Box 675 Port Bolivar, Texas 77650 1806 Broadway  
Ph: 409-684-1984 Fax: 409-684-1003 [pbvfd@att.net](mailto:pbvfd@att.net)

Date: 12/30/2025.

Attention: ESD 2 Board

Port Bolivar Volunteer Fire Department is requesting from the ESD #2 Board Reimbursement for our December 2025 bills totaling \$3,156.73.

Company	Description	Cost	Paid By	Code
AT&T	Internet/Phone	\$196.61 ✓	CK #1515	2800 ✓
AT&T Mobility	Internet/Phone FirstNet	\$42.04 ✓	CK #1516	2800 ✓
Entergy	Inside Lights	\$256.87 ✓	CK #151	2800 ✓
Entergy	Outside Lights	\$115.67 ✓	CK #1518	2800 ✓
Frontier Waste BAYOU	Trash	\$252.50 ✓	CK #1514	2800 ✓
BeenVerified	Background Checks	\$31.78 ✓	Credit Card	4600 ✓
Galveston County Firefighter's Association	2026 Annual Dues – Invoice 733	\$200.00 ✓	CK #1513	2700 ✓
The Kite Shop	Flags	\$124.20 ✓	Debit Card	2700 ✓
Colonial Life	Insurance INV# 63896621201119	\$323.61 ✓	CK #1519	2400 ✓

Tim Wilson	Reimbursement for firefighting equipment. Radio Straps	\$1,613.45 ✓	CK #1520	4000
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## **Port Bolivar Volunteer Fire Department**

PO Box 675 Port Bolivar, Texas 77650 1806 Broadway  
Ph: 409-684-1984 Fax: 409-684-1003 [pbvfd@att.net](mailto:pbvfd@att.net)

### **Certification of Expense Request FY 2025-2026**

Acting in my capacity as Treasurer, on behalf of the **Port Bolivar Volunteer Fire Department**, we certify that the following expense reimbursement request of \$3,156.73 for the month of December 2025 bills are true and correct to the best of our knowledge and have been procured in accordance with state and federal guidelines governing expenditures of public funds and have been authorized for submission to the Galveston County Emergency Services District #2 by the **Port Bolivar Volunteer Fire Department Board of Directors**.

Printed Name: John B. Williams, Treasurer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12/30/2025

Printed Name: William Weeks, President / Malcolm Comeaux, Chief

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12/30/2025

**Port Bolivar VFD 2025-2026**

**December '25**

	<b>BUDGET 2025-26</b>	<b>ACTUAL</b>		<b>Total</b>	<b>Remaining Budget</b>
		<b>Prior Month</b>	<b>Current Month Dec. '25</b>		
2000 - Accounting & Software	\$ 2,000.00			\$ -	\$ 2,000.00
2300 - Office Supplies & Equipment				\$ -	\$ -
2400 - Insurance	\$ 6,500.00		\$ 323.61	\$ 323.61	\$ 6,176.39
2500 - Travel Expenses				\$ -	\$ -
2550 - Fire Prevention	\$ 1,750.00	\$ 300.00		\$ 300.00	\$ 1,450.00
2700 - Dues/Subscriptions/License/Public Rel	\$ 1,300.00	\$ 179.00	\$ 324.20	\$ 503.20	\$ 796.80
2800 - Utilities/Alarm Services	\$ 12,500.00	\$ 1,799.79	\$ 863.69	\$ 2,663.48	\$ 9,836.52
4000 - Firefighting Equipment/Maint/Repair	\$ 10,000.00		\$ 1,613.45	\$ 1,613.45	\$ 8,386.55
4200 - Fuel	\$ 4,000.00	\$ 313.14		\$ 313.14	\$ 3,686.86
4210 - Oxygen/Breathing Air	\$ 3,500.00	\$ 3,574.50		\$ 3,574.50	\$ (74.50)
4300 - Radio Usage	\$ 3,500.00			\$ -	\$ 3,500.00
4500 - Training	\$ 5,000.00			\$ -	\$ 5,000.00
4600 - Medical Exams/Background Checks	\$ 500.00	\$ 63.56	\$ 31.78	\$ 95.34	\$ 404.66
4700 - Building Maintenance				\$ -	\$ -
4800 - Uniforms/Personnel Costs	\$ 500.00			\$ -	\$ 500.00
4900 - Vehicle Maint. & Repair	\$ 2,500.00			\$ -	\$ 2,500.00
	<u>\$ 53,550.00</u>		<u>\$ 3,156.73</u>		\$ 44,163.28



High Island Volunteer Fire Rescue  
P.O. Box 144  
High Island, Texas 77623

# INVOICE

DATE DECEMBER 31, 2025  
INVOICE # 2025-12

Galveston County ESD #2  
930 Nobel Carl Dr  
Crystal Beach, TX 77650

SALESPERSON

JOB

PAYMENT TERMS

DUE DATE

Due on receipt

LINE ITEM

DESCRIPTION

UNIT PRICE

LINE TOTAL

2800	Fastwyre Broadband - EFT - Station phones/fax/internet	276.36 ✓	276.36
2800	Entergy - EFT - Electrical Fire Station	367.11 ✓	643.47
2800	Peninsula Residential Service # EFT - Dumpster	207.50 ✓	850.97
2800	Voxtelesys - EFT - Phone service	13.87 ✓	864.84
2800	Dish - # EFT - Station Cable	119.42 ✓	984.26
2000	Q-Books - EFT (Oct)	79.95 ✓	1,064.21
2700	GCFFA - #3243 - Annual due's	200.00 ✓	1,264.21
4900	Hatfield Garage - #3244 - Vehicle Maint.	1,237.96 ✓	2,502.17
4900	Siddons - Martins #3240 Vehicle Maint.	67.96 ✓	2,570.13
4700	Frontier Pest Control - Debit - Build. Maint.	185.00 ✓	2,755.13
4700	Stratton's - 3241 Build. Maint.	56.83 ✓	2,811.96
2400	VFIS - #3242 - Insurance	4,160.00 ✓	6,971.96

TOTAL

6,971.96

Make all checks payable to High Island Volunteer Fire Rescue  
Thank you for your business!

## HIGH ISLAND



### Volunteer Fire/Rescue

P.O. Box 144, 2041 7<sup>th</sup> Street  
High Island, Texas 77623  
Phone (409) 286-5811 Fax (409) 286-5424

December 31, 2025

Galveston County ESD # 2  
PO Box 1709  
Crystal Beach, Texas 77650

Ref: Certification of expense reimbursement request

I, Terrie Riley, acting in my capacity as Treasurer, on behalf of High Island Volunteer Fire Rescue, Inc. do certify that the expense reimbursement request that is submitted for the amount of \$ 6,971.96 is true and correct to the best of my knowledge and has been processed in accordance with State and Federal guidelines governing expenditures of public funds and has been authorized for submission to the Galveston County ESD # 2 by the High Island Volunteer Fire Rescue Inc. Board of Directors.

Terrie Riley  
Signature

12-31-25  
Date

# High Island VFD 2025-2026

December '25

	BUDGET		ACTUAL		Total	Remaining Budget
	2024-25	Prior Month	Current Month	Dec. '25		
2000 - Accounting & Software	\$ 2,700.00	\$ 159.90	\$ 79.95	\$ 239.85	\$ 2,460.15	
2300 - Office Supplies & Equipment					\$ -	
2400 - Insurance	\$ 6,000.00		\$ 4,160.00	\$ 4,160.00	\$ 1,840.00	
2500 - Travel Expenses				\$ -	\$ -	
2550 - Fire Prevention	\$ 750.00			\$ -	\$ 750.00	
2700 - Dues/Subscriptions/License/Public Rel	\$ 500.00		\$ 200.00	\$ 200.00	\$ 300.00	
2800 - Utilities/Alarm Services	\$ 13,500.00	\$ 2,133.94	\$ 984.26	\$ 3,118.20	\$ 10,381.80	
4000 - Firefighting Equipment/Maint/Repair	\$ 20,000.00	\$ 30.00		\$ 30.00	\$ 19,970.00	
4200 - Fuel	\$ 4,500.00	\$ 734.31		\$ 734.31	\$ 3,765.69	
4210 - Oxygen/Breathing Air				\$ -	\$ -	
4300 - Radio Usage	\$ 3,000.00			\$ -	\$ 3,000.00	
4500 - Training	\$ 5,000.00			\$ -	\$ 5,000.00	
4600 - Medical Exams/Background Checks	\$ 500.00			\$ -	\$ 500.00	
4700 - Building Maintenance	\$ 6,000.00	\$ 746.94	\$ 241.83	\$ 988.77	\$ 5,011.23	
4800 - Uniforms/Personnel Costs	\$ 2,000.00			\$ -	\$ 2,000.00	
4900 - Vehicle Maint. & Repair	\$ 10,000.00	\$ 371.22	\$ 1,305.92	\$ 1,677.14	\$ 8,322.86	
	<u>\$ 74,450.00</u>		<u>\$ 6,971.96</u>			\$ 63,301.73



# INVOICE

Crystal Beach Fire & Rescue  
930 Noble Carl Dr.  
Crystal Beach, Texas 77650

DATE DECEMBER 2025

TO Galveston County ESD #2  
930 Noble Carl Dr.  
Crystal Beach, TX 77650

SALESPERSON

JOB

PAYMENT TERMS

DUE DATE

Due on receipt

LINE ITEM

DESCRIPTION

UNIT PRICE

LINE TOTAL

2000

Quick Books

\$ 39.90 ✓

2400

Colonial Life Ins

446.07 ✓

4000

Siddons-Martin (expense made before Oct 2025)

4388.60 ✓

TOTAL \$4874.57





**Crystal Beach Fire Department**

P.O.Box 1350  
930 Noble Carl Drive  
Crystal Beach, TX 77650

Galveston County ESD #2

PO Box 1709

Crystal Beach, Texas

Ref: Certification of expense reimbursement request.

I, Stacy Cole acting in my capacity as Treasurer, on behalf of Crystal Beach Volunteer Fire Department

Rescue, do certify that the expense reimbursement request that is submitted of the amount of  
\$4,874.57

Is true and correct to the best of my knowledge, and has been processed in accordance with State and Federal Guidelines governing expenditures of public funds and has been authorized for submission to the Galveston County ESD #2 by Crystal Beach Volunteer Fire and Rescue, Board of Directors.

Stacy Cole

Signature

1-1-26

Date

## Crystal Beach VFD 2025-2026

December '25

	BUDGET 2024-25	Prior Month	ACTUAL		Total	Remaining Budget
			Current Month Dec. '25			
2000 - Accounting & Software	\$ 4,800.00	\$ 79.80	\$ 39.90	\$ 119.70	\$ 4,680.30	
2300 - Office Supplies & Equipment				\$ -	\$ -	
2400 - Insurance	\$ 2,500.00	\$ 1,792.59	\$ 446.07	\$ 2,238.66	\$ 261.34	
2500 - Travel Expenses				\$ -	\$ -	
2510 - Mileage reimbursement/tolls				\$ -	\$ -	
2550 - Fire Prevention				\$ -	\$ -	
2700 - Dues/Subscriptions/License/Public Rel	\$ 1,700.00			\$ -	\$ 1,700.00	
2800 - Utilities/Alarm Services				\$ -	\$ -	
4000 - Firefighting Equipment/Maint/Repair	\$ 8,000.00		\$ 4,388.60	\$ 4,388.60	\$ 3,611.40	
4200 - Fuel				\$ -	\$ -	
4210 - Oxygen/Breathing Air	\$ 2,000.00			\$ -	\$ 2,000.00	
4300 - Radio Usage	\$ 3,000.00			\$ -	\$ 3,000.00	
4500 - Training	\$ 12,500.00			\$ -	\$ 12,500.00	
4600 - Medical Exams/Background Checks	\$ 500.00			\$ -	\$ 500.00	
4700 - Building Maintenance				\$ -	\$ -	
4800 - Uniforms/Personnel Costs	\$ 1,000.00			\$ -	\$ 1,000.00	
4900 - Vehicle Maint. & Repair	\$ 3,000.00	\$ 80.00		\$ 80.00	\$ 2,920.00	
	<u>\$ 39,000.00</u>		<u>\$ 4,874.57</u>			\$ 32,173.04

# Exhibit C

**Galveston County Emergency Services District No. 2**  
**20-Jan-26**

	12/31/2025	1/20/2026
	Balance	Balance
<b>Texas First Bank</b>		
Operating/Checking (xxxx6680)	\$ 123,361.76	\$ 872,007.06
Savings (Acct. No. xxx9804)	\$ 2,561.65	\$ 2,561.65
EMS Billing (Acct. No. xxxx7569)	\$ 48,018.30	\$ 48,994.06
	<b>\$173,941.71</b>	<b>\$923,562.77</b>
<b>TexSTAR (Investment Co-Op)</b>		
General Fund (Acct. No. xxxxxxx1110)	\$ 1,570,018.56	\$ 1,570,018.56
Capital Fund (Acct. No. xxxxxx1890)	\$729,486.18	\$479,486.18
Emergency Fund (Acct. No. xxxxxx4140)	\$1,196,547.88	\$1,196,547.88
	<b>\$3,496,052.62</b>	<b>\$3,246,052.62</b>
<b>TOTALS</b>	<b>\$3,669,994.33</b>	<b>\$4,169,615.39</b>

\_\_\_\_\_  
Treasurer, GCESD2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accountant, GCESD2

\_\_\_\_\_  
Date

# Exhibit D

I certify that this Investment Report complies  
with requirements of GCESD#2 Investment  
Policy and the Public Funds Act

GCESD#2  
Quarterly Investment Report - Q4 2025  
1/20/2026

Treasurer

Accountant

Date

	Settle Date	See Type	Account of CUSIP	9/30/2025	9/30/2025	12/31/2025	12/31/2025
	<b>Checking Accounts</b>						
Restricted	N/A	TX First/Checking	10026680	58,731.29	58,731.29	123,361.76	123,361.76
	N/A	TX First/Billing	10227569	145,818.23	145,818.23	48,018.30	48,018.30
	<b>Pools, Funds &amp; Money Markets</b>						
Restricted	N/A	TexStar/General	841611110	1,554,397.67	1,554,397.67	1,570,018.56	1,570,018.56
	N/A	TexStar/Emergency	841654140	1,184,642.81	1,184,642.61	1,196,547.88	1,196,547.88
	N/A	TexStar/Capital	841611890	722,228.19	722,228.19	729,486.18	729,486.18
	N/A	TX First/Savings	20059804	2,555.21	2,555.21	2,561.65	2,561.65
	<b>EARNINGS SUMMARY</b>			<b>\$3,668,373.40</b>	<b>\$3,668,373.20</b>	<b>\$3,669,994.33</b>	<b>\$3,669,994.33</b>
	Settle Date	See Type	Account of CUSIP	Maturity	Qtr Accrued	Qtr Amort.	Total Qtr Earnings
	<b>Checking Accounts</b>						
Restricted	N/A	TX First/Checking	10026680	N/A	N/A	N/A	N/A
	N/A	TX First/Billing	10227569	N/A	N/A	N/A	N/A
	<b>Pools, Funds &amp; Money Markets</b>						
Restricted	N/A	TexStar/General	841611110	N/A	N/A	\$15,620.89	\$15,620.89
	N/A	TexStar/Emergency	841654140	N/A	N/A	\$11,905.07	\$11,905.07
	N/A	TexStar/Capital	841611890	N/A	N/A	\$7,257.99	\$7,257.99
	N/A	TX First/Savings	20059804	N/A	N/A	\$6.44	\$6.44
						\$34,790.39	\$34,790.39

*This report is generated in compliance with PFIA & Local Investment Policy.  
Earnings represent all accrued interest and the amortization of premiums/discounts on purchases.*

1/12/2026

8:56 AM

# Exhibit E

**Galveston County Emergency Services District #2  
Budget Amendment Request Form**

Department Entity Name: Port Bolivar Volunteer Fire Department

Date: 11/29/2025

Explanation/Comments: (Attach additional explanation pages if necessary for each line item requested)

*The charges from MES for Compressor Service Exceeded the total of our allotted amount for 4210. Doug said he would pay all of these charges.*

Budget Amendment Request by Name John B. Williams

Title Treasurer

<b>For Board Use Only</b>	
Budget Amendment #: <u>PB-001</u>	
Fiscal Year: <u>25-26</u>	<u>24-25</u>
Approval Date: <u>1-20</u>	<u>05</u>

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Cost Center Fund Name	Identifying Line Item Number	Start of FY Budget Amount	Budget Amendment Increase	Budget Amendment Decrease	Amount of Outside Funding Added (if Any)	Amended Budget Line Item Amount	Updated/ Changed Date
A) Oxygen/Breathing Air	4210	3500.00	74.50			3574.50	11/29/2025
B) Vehicle Maint/Repair	4900	2500.00		74.50		2425.50	11/29/2025
C)							
D)							
E)							
F)							
G)							
H)							
I)							



# Exhibit F



December 9, 2025

Galveston County Emergency Services District No. 2  
930 Noble Carl Dr.  
Crystal Beach, Texas

To the Board of Commissioners:

The following represents our understanding of the services we will provide the Galveston County Emergency Services District No. 2 (the "District").

You have requested that we audit the financial statements of the governmental activities and each major fund of the District, as of September 30, 2025, and for the year then ended and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension information, and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America.

This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's discussion and analysis
- 2) Budgetary Comparison Information

### **The Objective of an Audit**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **General Audit Procedures**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

### **Internal Control Audit Procedures**

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are

appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

### **Compliance with Laws and Regulations**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities; and
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We will assist with the preparation of the District's financial statements and certain schedules. With respect to any nonattest services we perform, the District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

### **Reporting**

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion as follows:

	Begin	Complete
Document internal control and preliminary tests		Prior to January 31
Mail confirmations	January	January
Perform year-end audit procedures	February	February
Issue audit report	n/a	March

Mike Brooks is the engagement partner for the audit services specified in this letter. His responsibilities include supervising BrooksWatson & Co., PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees for the financial statement audit are all inclusive as follows:

Fiscal Year	Financial Statement Audit
2025	\$12,075

The invoice shall be rendered monthly based upon actual hours billed during the invoice period. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analysis of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

## Other Matters

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of BrooksWatson & Co., PLLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to certain regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of BrooksWatson & Co., PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing and returning the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

*Brooks Watson & Co.*

Brooks Watson & Co.  
14950 Heathrow Forest Pkwy | Ste 530  
Houston, TX 77032

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Galveston County Emergency Services District No. 2 by:

Treasurer

Name: \_\_\_\_\_

Date: \_\_\_\_\_

District Manager

Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Exhibit G

Human Resource's Company's

Responses to RFP sent

Deadline was Jan. 19<sup>th</sup> 2026

**Insperty – Houston** – Declined to responded due to Government Entity

**ADP** – Houston – Proposal Submitted

**Humani HR** - Nashville, TN – No response

**Southeast Texas HR** – Beaumont – Proposal Submitted

**RIT Management Group** – Houston – Proposal Submitted

**CPS HR Consulting** – Proposal Submitted

# Exhibit H

**REQUEST FOR PROPOSAL**

**#26-001 BID**

**Emergency Medical Service  
Billing & Collections**

**For**

**Galveston County ESD #2**



**DUE DATE:**

**Feb. 18<sup>h</sup>, 2026**

**Galveston County ESD 2  
930 Noble Carl Drive  
Crystal Beach, TX 77650**

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## Introduction

The Galveston County Emergency Services District 2 (GCESD#2) is a public entity created by a vote of the residents of Bolivar Peninsula that includes the unincorporated communities of Port Bolivar, Crystal Beach, Gilchrist, and High Island. GCESD#2 receives funding from a portion of the property taxes paid by residents and a portion of the local sales tax with the intent to support emergency fire and medical services on the Bolivar peninsula. GCESD#2 is seeking responses to this Request for Proposal (RFP) for Emergency Medical (EMS) billing services.

Proposal forms, specifications and all necessary information are included within this solicitation RFP.

Hard-copy submissions shall be returned in a sealed envelope clearly bearing the name and address of the Contractor and marked with the RFP name and 26-001 BID on the outside of submittal envelope.

Submit proposals to:

Galveston County Emergency Services District #2  
Attn: District Manager  
930 Noble Carl Drive  
PO Box 1575  
Crystal Beach, TX 77650

Contractor shall submit the required, completed documents to the District Manager. Response submissions shall include five (2) total hard copies with one (1) copy clearly identified as the "Original" throughout that document, and four (1) copies separately and individually identified as one of four (1 of 2), two of two (2 of 2DF version of the proposal. All responses to this solicitation shall be submitted in a sealed envelope or box clearly bearing the name and address of the contractor, with the RFP name 26-001 BID on the outside of submittal envelope.

Response submittals will not be opened until the date and time of the solicitation opening. Contractor may submit their documents via the U.S. Postal Service (USPS); however, GCESD#2 is not responsible for lost or damaged submittal documents and Contractors using the USPS do so at their own risk.

Galveston County Emergency Services District #2  
PO Box 1575  
Crystal Beach, TX 77650

NOTE: Facsimile transmittals will not be accepted as valid Proposals.

QUESTIONS REGARDING PROPOSAL SPECIFICATIONS: All questions regarding this proposal should be submitted to the GCESD#2 District Manager via email to [dougsaunders@gcesd2.org](mailto:dougsaunders@gcesd2.org)

Questions and answers will be distributed to all known specification holders via addendum. **Questions should be submitted no later than Feb. 11<sup>h</sup>, \_\_\_\_\_, 2026.**

## **SECTION 1 – GENERAL SPECIFICATIONS**

### **1.0 INTENTION OF SPECIFICATIONS**

GCESD#2 is accepting proposals from qualified service providers to provide emergency medical service billing collection services to GCESD#2 in full accordance with the specifications, terms and conditions contained in this request for proposal.

By submitting a proposal, the Contractor acknowledges and will adhere to all RFP specifications as stated within this specification packet.

### **2.0 TERM OF CONTRACT**

The initial contract term shall be three (3) years from date of award. Upon completion of the term of the original contract, and upon the written mutual agreement of both parties, subject to GCESD#2 Board of Commissioners approval the original contract may be renewed and extended for three (3) additional one-year (1) periods. Each individual one (1) year extension will require a written agreement and approval of the GCESD#2 Board of Commissioners.

### **3.0 PROPOSAL PREPARATIONS**

Contractors should carefully examine and pay particular attention to the formatting instructions listed in the “Response Tab Sections #1 through and including Response Tab Section #9; and, all terms, conditions, specifications, and related documents included within this RFP.

Should a Contractor find discrepancies in, or omissions from the specifications or related documents, or should there be doubt as to their meaning, the Respondent needs to submit those questions/clarifications in writing to GCESD#2 prior to the deadline for questions. In the event of any conflict between the terms and conditions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, GCESD#2 interpretation shall govern.

In the event of any discrepancies, omissions, or differences between the Contractors submitted documents the submittal identified as “Original” will be used as the official submittal response and the conflicting information will not be considered.

3.1 **DOCUMENTATION:** Contractors shall provide all response documentation required herein; failure to provide this information may result in rejection or disqualification of the proposal.

3.2 **COVER LETTER:** This section should contain the name of the Contractor, the address of the proposing office, and the individuals authorized to answer technical, price, and/or contract questions together with their telephone numbers and mailing addresses. An authorized representative of the Contractor must also sign the cover letter.

3.3 **REFERENCES:** Indicate the Contractor’s background by providing billing and collection services to public organizations. List any billing and collection services contracts

currently in place. Provide a list of client references using the Contractor's services, include client name, contact persons, and telephone numbers.

3.4 PRICING: Contractors are instructed to provide pricing via the attached bid sheet or an attachment that satisfies the requested information. Prices for all goods and/or services shall be firm for a minimum of ninety (90) days beyond the proposal opening date to allow ample time review and for GCESD#2 board approval of the pricing. **Prices shall be all inclusive.** No price changes, additions of subsequent qualifications will be honored after opening the proposals. Additional charges not shown on the proposal will not be honored. Companies should refer to Section II – Technical Specifications, for further information on pricing criteria.

3.5 SALES TAX: GCESD#2 is exempt by law from payment of Texas Sales Tax and Federal Excise Tax and will provide its tax exemption certificate to awarded Offeror. Do not include tax in proposal.

#### 4.0 RECEIPT OF PROPOSALS

4.1 LATE PROPOSALS: Proposals received after the submission deadline at the GCESD-2 administrative office will be considered void, non-responsive, and unacceptable. GCESD#2 is not responsible for lateness or non-delivery of mail, carrier, etc. The date/time stamp in GCESD#2 District Manager office shall be the official time of receipt.

4.2 ALTERING PROPOSALS: Proposals cannot be altered or amended after submission deadline. Any alterations or erasures made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

4.3 WITHDRAWAL OF PROPOSALS: Any proposal may be withdrawn prior to the scheduled time for opening. Any proposal withdrawal notice received after the deadline for receiving proposals shall not be considered.

4.4 REJECTION OF PROPOSALS: GCESD#2 may choose to reject any or all proposals and not award any contract.

4.5 AWARD: In determining and evaluating the best proposal, the pricing may not necessarily be controlling, but experience, quality, efficiency, utility, general terms, delivery, suitability of service offered and the reputation of the service provider in general, will also be considered with other relevant items, as identified in Section II – Technical Specifications and per Local Government Code 252.043(b).

4.6 VALUE: In determining the best value, GCESD#2 may many factors including:  
Reputation of the contractor and of the contractor's goods or services;  
Extent to which the goods or services meet GCESD#2 needs;

Quality of the contractor goods or services;

Contractor's past relationship with GCESD#2;

Total long-term cost to GCESD#2 to acquire the Contractor's goods or services;

Any proposals and criteria specifically referenced in the request for proposals.

GCESD#2 reserves the right to accept or reject any or all proposals or combination of proposals deemed advantageous to GCESD#2.



## 5.0 TERMS AND CONDITIONS

5.1 PROPOSALS MUST COMPLY with all state, county and local laws concerning this type of goods or service.

5.2 CONFLICT OF INTEREST: No public official shall have interest in this contract accept in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

5.3 ETHICS: The Contractor shall not offer or accept gifts or anything of value, or enter into any business arrangement with any employee, official or agent of GCESD#2. Submittal of more than one proposal on any one contract from a firm or individual under different names shall be grounds for rejection of all proposals in which the firm or individual has an interest. One or all proposals will be rejected if there is any reason to believe that collusion exists between Respondents.

5.4 GCESD#2 may, at any time, request a meeting to discuss performance, service, etc.

5.5 Contractor shall not subcontract any tasks associated with this contract without prior written consent of GCESD#2.

## 6.0 PROPOSAL ACCEPTANCE

GCESD#2 reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous, and to waive irregularity in proposals. By submitting a proposal, the Respondent acknowledges and will adhere to all proposal specifications as stated within this proposal packet.

## 7.0 EQUAL OPPORTUNITY EMPLOYER

The awarded Contractor shall warrant and agree that he/she is an Equal Opportunity Employer. Should complaints of any form of discrimination, either in dispensation of the service, or within company hiring policies be substantiated, this contract may be terminated immediately.

## 8.0 CONDITIONS FOR TERMINATION

GCESD#2, besides all other rights or remedies it may have, shall have the right to terminate this agreement immediately upon written notice from GCESD#2's District Manager or their designee of its election to do so, if the awarded Contractor fails to perform the service or breaches this agreement in any way, including the following:

8.1 By failing to pay insurance, liens, claims, or other charges;

8.2 By failing to pay any payments due GCESD#2 State or Federal Government from the awarded Contractor or its principals, including, but not limited to payments identified in this agreement or any taxes, fees, assessments, or liens;

8.3 Upon the institution of voluntary or involuntary bankruptcy proceedings against the awarded Contractor or upon dissolution of the firm or business;

8.4 By violation of any provision of the agreement;

8.5 By failing to respond and/or deliver within the prescribed tie, including weekends and holidays;

8.6 By failing to make adequate arrangements for an emergency call.

#### 9.0 INVOICES

9.1 By providing substandard product or services, or work GCESD#2 deems to be otherwise unacceptable.

9.2 Awarded Contractor shall submit an original invoice each month.

9.3 Invoices must be itemized.

9.4 Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the awarded Contractor for correction.

9.5 Invoices may be submitted via email to [georgiaosten@gcesd2.org](mailto:georgiaosten@gcesd2.org) and cc to [dougsaunders@gcesd2.org](mailto:dougsaunders@gcesd2.org) and mailed to the following address:

GCESD#2

PO Box 1575

Crystal Beach, TX 77650

9.6 Payment basis shall be net thirty (30) days from receipt of invoice.

9.7 All invoices must reference the purchase order, order date, and employee name of requestor.

9.8 Contractor can deduct billing fee from revenue received and payable to the GCESD#2.

#### 10.0 ASSIGNMENT

The awarded Contractor may not assign, sell or otherwise transfer this contract without prior written consent of GCESD#2.

#### 11.0 ADDITIONAL ITEMS/UPGRADES

GCESD#2 may require additional items of similar nature, not specifically listed in the contract, or wish to purchase an item upgraded from that proposed by the Contractor. In such event, the Contractor shall provide GCESD#2 with a price for the new or upgraded item based upon a procedure or formula, which is the same or very similar to that used in establishing the prices as contained in the awarded Contractor's list. If the price offered is not acceptable to GCESD#2 and the matter cannot be resolved to the satisfaction of GCESD#2, GCESD#2 reserves the right to procure the new or upgraded items from other Contractors or to cancel the contract upon giving thirty (30) days written notice to the Contractor.

#### 12.0 PUBLIC RECORD

Responses to bid requests and requests for proposals are public record. By signing and submitting a response, Contractor hereby acknowledges the following:

12.1 That the Response and subsequent documents submitted to GCESD#2 are subject to the Texas Public Information Act (PIA);

12.2 That it is the Contractor's obligation to specifically identify information it contends to be confidential or proprietary and accepts that the GCESD#2 may, in its sole discretion, deem a response as non-compliant.

### 13.0 ADDITIONAL INFORMATION

If any information is needed concerning specifications, please contact:

GCESD#2

Email: [dougsaunders@gcesd2.org](mailto:dougsaunders@gcesd2.org)

### 14.0 CERTIFICATION

Proposals must be completed and submitted as required in this document. Certification form below should be fully completed.

The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other firm, and that the contents of this RFP have not been communicated to any other firm prior to the official opening of this RFP.

Signed By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email: \_\_\_\_\_

Bid Address: \_\_\_\_\_  
P.O. Box or Street, \_\_\_\_\_  
State ZIP \_\_\_\_\_

Purch. Order Address: \_\_\_\_\_  
P.O. Box or Street, \_\_\_\_\_  
State ZIP \_\_\_\_\_

Remit Address: \_\_\_\_\_  
P.O. Box or Street, \_\_\_\_\_  
State ZIP \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_  
Date: \_\_\_\_\_

## SECTION II – TECHNICAL SPECIFICATIONS

### 15.0 GENERAL INFORMATION/BACKGROUND

Galveston County ESD 2 EMS (GCESD#2 EMS) provides Basic Life Support and Advanced Life Support services to include treatment and transport of clients to area hospitals. The Department utilizes five (5) B.L.S. with M.I.C.U. capabilities ambulances for patient transport. In calendar year 2021, the Department was called to 1250 total incidents and transported patients.

Ambulance billing for the GCESD#2 is currently outsourced. GCESD#2 currently uses an itemized fee schedule for procedures and supplies used. GCESD#2 pursues delinquent accounts through a collections process with a third-party collections agency.

The approximate amount billed in calendar year 2025 was \$1,375,800.

The approximate amount collected for calendar year 2025 was \$374,231

The approximate payer mix is:

Medicare 0%

Medicaid 7%

Private Insurance 28%

Private Pay 28%

Govt. Misc 2%      Payer Research 6.8

Annual call volume averages 1200 with a 30% non-transport rate

GCESD#2 EMS transports to multiple are hospitals. Due to proximity to the University of Texas Medical Branch in Galveston, TX, 95% of all patients are transported to this facility. There are a wide variety of hospitals, depending on location and facility, needed for patient transport.

### 16.0 SCOPE OF WORK

It is the intent of GCESD#2 to contract with one (1) firm for the billing and collection of ambulance fees. Delinquent account collections will remain contracted with a third party. GCESD#2 is requesting proposals from qualified firms for the billing and collection of ambulance fees. The contract shall remain in full force and effect with firm fixed prices for a period of thirty-six (36) months, subject to an annual performance review and recommendation of the District Manager and approved by the GCESD board. The district manager shall have the option of extending this contract for three (3) additional one-year (1) periods, subject to approval of funding and review of the service provided by the Contractor. Contracts are extended upon mutual agreement of both the Contractor and GCESD#2.

The Contractor will be responsible for providing billing and accounts receivable services for GCESD#2 EMS. GCESD#2 may submit to the Contractor all unbilled ambulance calls with a date of service of *30 days of contract award* . The Contractor shall invoice all ambulance calls submitted by GCESD#2.

The Contractor shall include satisfactory assurances under the "business associate" provisions of the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations that the Contractor will safeguard GCESD#2 protected health information in accordance with the standards set forth in the privacy rule.

The Contractor must be able to interface with the ESO patient care reporting system.

The Contractor will charge a flat, all-inclusive, fee for billing services. Other fee schedules should be included in the bid.

The Contractor will continually monitor current GCESD#2 EMS billing activities and rate schedules and make recommendations to GCESD#2 on any rate adjustments that may be necessary based on the then current market and regulatory conditions.

The Contractor will use Certified Ambulance Coders to manually review and code all run reports.

The Contractor will code each incident at the appropriate level based on Centers for Medicare and Medicaid Services (CMS) and other applicable regulations.

The Contractor shall file initial client billings and customer insurance claims within five (5) working days from receipt of transport information from GCESD#2 EMS. The Contractor shall not have the right to refuse to bill and collect any GCESD#2 EMS fee. Alternatively, the Contractor can recommend a billing cycle that maximizes potential revenue for GCESD#2.

Information for ambulance billing is often gathered under urgent conditions and may be incomplete. The Contractor shall obtain any missing data necessary for billing through telephone, mail, or electronic queries from the appropriate source; GCESD#2 EMS; the receiving hospital; information clearinghouses; or the patient.

The Contractor shall invoice GCESD#2 EMS customers a minimum of once a month for any unpaid balance, until such time as the account is turned over to collections. The customer's invoice should include a summary of the amount due from the insurance company, as well as what is due from the customer. The invoice should include an aging of the balance due. GCESD#2 reserves the right to customize the wording of all invoices, statements, and customer correspondence.

The Contractor shall be responsible for rebilling the insurance company for its portion of a bill if the claim is not paid in accordance with GCESD#2 terms. If correspondence with the insurance company is required, a copy of the correspondence should be sent to the customer.

To obtain prompt payment of accounts, the Contractor shall request patients, insurance carriers or other responsible parties to pay any outstanding balance within thirty (30) days of the billing date.

The Contractor shall agree to implement new fee schedules from time to time as directed by GCESD#2.

The Contractor will suspend the billing and collection efforts on any GCESD#2 EMS fee upon written notice to do so by the District Manager or their designee and write off the balance of the account.

The Contractor will be required to bill the patient's secondary and tertiary insurance carriers (if applicable).

The Contractor will be responsible for timely submittals to Insurance Companies, Medicare and Medicaid. If the Contractor fails to bill Insurance Companies, Medicare and Medicaid in a timely manner which leads to lost collections, the Contractor may be held liable for reimbursement to GCESD#2 for the amount of the lost collections.

The Contractor shall be equipped with computer operations to receive and send data electronically. The Contractor shall have the capability of electronically transmitting claims to Medicare. Contractor will indicate if they are filing electronically for any service at this time and how other types of insurance filing will be handled.

The Contractor shall work with GCESD#2 staff to implement and maintain procedures which facilitate the electronic exchange of all data necessary to accomplish the billing, collection and reporting requirements of this RFP.

The Contractor shall use the National Provider Identification (NPI) number for GCESD#2.

The Contractor will work with GCESD#2 management to ensure that all requirements of HIPAA are met.

The Contractor will be required to collect the patient's signature in cases where the GCESD#2 EMS was unable to obtain the patient's signature during transport. The record of this signature shall be maintained by the Contractor for review by Medicare and GCESD#2 management. The Contractor shall make and document no less than two attempts to obtain the patient's signature.

The Contractor must make every effort possible to make collection within one hundred-eighty (180) days of initial billing without jeopardizing the goodwill of GCESD#2.

The Contractor may authorize self-pay patients to liquidate any outstanding balance on an installment basis. No interest shall be charged to patients for these extended terms. Patients making payments on an installment basis shall be tracked. Any patient making prompt, regular installment payments shall not be turned over to a collection agency. As part of the collection of accounts receivable, the Contractor will be required to pay for all postage, computer equipment, billing software, computer supplies, envelopes, address labels letterhead, insurance claim forms, Privacy Notices and all other supplies needed to collect the amount due.

The Contractor shall be required to submit monthly reports no later than the tenth (10<sup>th</sup>) day of each month for the preceding month. GCESD#2 reserves the right to request additional reports at any time.

The reports most likely to be requested are:

- Aging of Accounts Receivable, to include (at a minimum) patient's name, date of service, account number, total amount due aged in thirty (30) day intervals from current to one hundred-eighty+ (180+) days
- Monthly Credit Detail report showing all payments recorded in the prior month, to include (at a minimum) patient's name, date of service, account number, total amount paid, date of payment, name of company or individual that made the payment
- Monthly Charge Detail report showing all invoices issued in the prior month, to include (at a minimum) patient's name, date of service, account number, company or individual to whom the invoice was sent, number of miles billed, and total charges
- Monthly Summary Charge report showing total number of calls and total amount billed by company, i.e., Medicare, Medicaid, private insurance companies, individuals, Tricare, etc.
- Year-to-date Patient Detail Report to include (at a minimum) patient's name, date of service, account number, total charge, total credits to date, balance due
- Monthly Adjustments Report showing all adjustments booked during the month, to include (at a minimum) patient's name date of service, account number, amount of adjustment
- Monthly Refunds Report (Credit Balance Report) to include (at a minimum) patient's name, date of service, account number, and amount of overpayment. The report will be accompanied by supporting documentation payments received on each account and any required write offs
- A Charge/Credit Analysis Report showing the percentage of collections, amount billed, amount adjusted, amount collected and amount due by month for a minimum of a twelve (12) month period

GCESD#2 fiscal year begins October 1 and ends September 30. On a fiscal year basis, the Contractor shall provide annual fiscal year financial and statistical reports. Required statistical and financial data may include, but not be limited to the following:

- Total number of transports for the fiscal year
- Total amount billed for the fiscal year
- Total collections for the fiscal year
- Comparison of current year to prior years (when data is available to Contractor)
- Percentage of total transports which were Medicare, Medicaid, Private Insurance and Self Pay
- Amount billed broken down by Medicare, Medicaid, Private Insurance and Self Pay
- Total amount collected from Medicare Medicaid, Private Insurance and Self Pay
- Average amount paid by Medicare Medicaid, Private Insurance and Self Pay per transport
- Total amount of write-offs for the fiscal year for Medicare Medicaid, Private Insurance

The Contractor may be asked to address GCESD#2 Board of Commissioners and respond to their questions.

The Contractor shall maintain records as required by Medicare, Medicaid and all other applicable government agencies and/or regulations.

GCESD#2 recognizes that under Medicare guidelines, GCESD#2 can only bill the Medicare patient the amount that the Medicare Explanation of Benefits sheet indicates as the patient's responsibility. The remaining balance due is written off as an adjustment.

GCESD#2 recognizes that under Medicaid guidelines, GCESD#2 cannot pursue the Medicaid recipient for any balances remaining after Medicaid has made payment.

The Contractor will be responsible for processing all returned mail that originates from their mailings. The mail must be opened and processed within five (5) working days.

All payments will be received in a GCESD#2-specific lockbox managed by the Contractor on behalf of GCESD#2.

The Contractor will post the payments to the patient accounts within the five (5) working days from receipt of information.

Upon request, the Contractor shall make available to GCESD#2 internal and/or external auditors all records that pertain to GCESD#2 business. The Contractor will be required, upon notice, to allow GCESD#2 and its authorized agents the right to audit, inspect and copy all such records and documentation as often as GCESD#2 deems necessary during the contract period established; and during the period of five (5) years thereafter. Such activity shall be conducted during normal business hours and at the expense of GCESD#2. GCESD#2 shall retain ownership of all such records.

The Contractor will be expected to adhere to generally accepted accounting principles in order to ensure the establishment of an efficient billing, collection and recording system that is easily understood and audited.

The Contractor will keep and maintain adequate records of work, information, expenses, costs, invoices, materials provided, and services performed pertaining to GCESD#2 EMS ambulance transport billing. These records shall be maintained during the contract period and for a period of five (5) years thereafter.

The Contractor must provide and maintain a local or toll-free telephone number for the purpose of processing customer account inquiries. Voice mail ~~fax number~~ and email or website address shall also be provided to customers. Under no circumstances shall customers pay the cost of the call. The Contractor must be able to handle customer inquiries Monday through Friday, 9:00M – 5:00pm at a minimum (excluding holidays).

The Contractor shall have an internet-based portal to accept payments from patients.

All written or verbal communications between the Contractor, GCESD#2 EMS customer (patient or legal guardian) and insurance representatives will be conducted in a professional and courteous manner.



The Contractor shall be responsible for on-site training at time of contract execution and as needed throughout the term of the contract. The purpose of this training will be to ensure that all GCESD#2 EMS personnel are trained regarding documentation, charges, applicable health care laws and regulations as they relate to the billing process.

The Contractor will comply with established federal regulations pertaining to patient privacy under the provisions of HIPAA.

The Contractor will be responsible for informing GCESD#2 EMS of any information that is deemed pertinent to ambulance billing (i.e., Medicare and Medicaid billing changes).

The Contractor must provide GCESD#2 with twenty-four (24) hour a day, real-time electronic access to include status of payments from insurance companies and EOB's. There must be an inquiry capability that allows GCESD#2 personnel to view individual account activity as well as aggregate financial data.

All computer data/information concerning work performed under this proposal, including, but not limited to, patient information and balances due, shall always remain the property of GCESD#2. Further, the Contractor must agree to surrender all information concerning work performed under this proposal (written and electronic format) within thirty (30) days of the termination of this contract. Contractor shall also provide GCESD#2 with final reports and statistics, including all data requested by GCESD#2 at that time, within thirty (30) days after contract ends. GCESD#2 may agree to extend this time period to accommodate the final billing.

All work performed under this contract shall be of the highest professional standards and shall, in every respect, meet or exceed standard industry practice and comply with the Fair Debt Collection Practices Act.

The Contractor shall provide reports and data as necessary to support GCESD#2 participation in the Texas Ambulance Supplemental Payment Program. These services shall include data entry and completion of all information as necessary and requested to meet the grant participation requirements.

The Contractor shall provide evidence of annual audits by a third party as it relates to its financial practices as well as its compliance with CMS regulations

#### 17.0 FORMAT REQUIREMENT

The following instructions describe the form in which proposals should be submitted. Responses to the following items will be used for proposal evaluation. Proposals which do not contain responses to each of the required items will be considered incomplete and may be rejected by GCESD#2. Proposal documents should provide a straightforward, concise description of the Contractor's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by GCESD#2. The requirements stated do not preclude ~~Offeror herein~~ Contractor from furnishing additional reports, functions and costs as deemed appropriate.

To facilitate the review of the responses, Contractor shall follow the described proposal format. Organizing the information within each tab in the order listed below will be appreciated.

Proposals submitted must contain the following sections in the order indicated:

**Response Tab Section 1      Company Narrative – Background**

The year company was founded, background and history (and parent company, if applicable) and, if incorporated, the state in which the company is incorporated and the date of incorporation. If company is an out-of-state Contractor, a Certificate of Authority to do business in Texas from the Secretary of State must be provided as an Appendix. The Company ownership structure (Corporation, partnership, LLC, or sole proprietor) including all wholly owned subsidiaries, affiliated companies, or joint ventures. If Contractor is an affiliate of another company, please identify the parent company, former parent company's name (if any) percentage of ownership, and the percent of the parent's ownership and total revenue generated by the organization, or revenues recognized by each joint venture partner, as appropriate; Location of company headquarters and location of the primary office(s) that will service any contract resulting from this RFP, in addition to a listing of offices intended to support the contract with city, state, telephone number, email contact address, and total number of personnel at each of these offices.

**Response Tab Section 2      Contractor Justification**

Provide information explaining why Respondent is qualified to provide the services described in the Scope of Services in this RFP, focusing on the company's key strengths and advantage to GCESD#2 to select the Contractor. Geographical service area and limitations (if any) within the boundaries of GCESD#2 service area, clearly indicating primary Contractor's coverage area and coverage area(s) of any affiliates or subcontractors (if applicable).

**Response Tab Section 3      Contractor Logistics / Staffing Profile**

Name, titles, addresses, telephone numbers, and email addresses of not more than two (2) primary company contacts. Name, address, telephone number, and email address of the Contractor's point of contact for a contract resulting from this RFP. Contractor should provide brief resumes for key staff to be responsible for the performance of any contract resulting from this RFP.

**Response Tab Section 4** GCESD#2 contemplates a price per item fee proposal with payments for services rendered.

Completing the attached "Bid Form" and submitting it to GCESD#2 with the RFP shall document the compensation proposal. It is intended that the "Bid Form" include all the unit prices for services requested. All volumes indicated are estimates.

The contract award will not necessarily be made to the company that provides the lowest cost proposal, but rather to the form that submits the most responsive proposal meeting GCESD#2 requirements.

In addition, the company shall include, as a part of the total price, the cost of any services not itemized on the "Bid Form" which the company feels must be included. The company may also include the billing rate for special projects which may be entered into during the contract period but are not a part of the total cost proposal.

Respondent must disclose any civil or criminal litigation or investigation pending over the last three (3) years that involves Contractor or in which Contractor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any Contractor. The RFP Response may be rejected based upon Contractor's prior history with any Federal Agency, the State of Texas, Galveston County, other Emergency Service District, or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations. CONTRACTOR SHALL IMMEDIATELY INFORM THE GCESD#2 IF IT OR A POTENTIAL SUBCONSULTANT IS CURRENTLY OR HAS EVER BEEN LISTED ON THE FEDERAL DEBARRED LIST. AN AFFIRMATIVE FINDING OF THE RESPONDENT OR SUBCONSULTANT ON THE DEBARRED LIST MAY BE SUFFICIENT BASIS TO DISQUALIFY RESPONDENT OR TERMINATE ANY EXISTING CONTRACTS WITH GCESD#2. CONTRACTOR SHALL INCLUDE A COMPLETE AND EXECUTED RESPONSE TAB SECTION 9.00 FORM WITHIN THEIR RESPONSE PACKET.

**Response Tab Section 7      Terms and Conditions**

Contractor must include a copy of their company typical contract Terms and Conditions.

**Response Tab Section 8      Conflicts**

Contractor must disclose any potential conflict of interest it may have in providing the services described in this RFP, including all existing or prior arrangements. Please include any activities of affiliated or parent organizations and individuals who may be assigned to manage this account.

**Response Tab Section 9      Debarment/Suspension/and Other Ineligibility**

**Solicitation Number:** 2026-001

**Solicitation Title:**      **Emergency Medical Service Billing & Collections**

**CONTRACTOR HEREBY CERTIFIES THAT:**

Contractor, and all of its principals, is not presently debarred, suspended, proposed for debarment, proposed for suspension, or declared ineligible under Executive Order 12549 or Executive Order

12689, Debarment and Suspension, and is not in any other way ineligible for participation in Federal or State assistance programs;

Contractor, and all of its principals, were not and have not been debarred, suspended, proposed for debarment, suspension, or declared ineligible under Executive Order 12549 or Executive Order 12689, Debarment and Suspension, and were not and have not been in any other way ineligible for participation in Federal or State assistance programs at the time its' proposal was submitted in the procurement identified herein and at any time since submission of its' proposal;

Contractor has included, and shall continue to include, this certification in all contracts between itself and any subcontractors in connection with services performed under this contract; **and,**

Contractor shall notify Galveston County Emergency Services District #2 in writing immediately, through written notification to the District Manager of GCESD-2, if Contractor is not in compliance with Executive Order 12549 or 12689 during the term of its contract with Galveston County Emergency Services District #2. Contractor Represents and Warrants that the individual executing this Acknowledgement and Certification on its behalf has the full power and authority to do so and can legally bind the Contractor hereto.

---

Name of Business

---

Date

---

By: Signature

---

Printed Name & Title

#### 18.0 EVALUATION FACTORS

GCESD#2 will review all proposals to determine compliance with the requirements as specified in the RFP. Only proposals which, in the opinion of the Selection Committee, meet the requirements of the RFP will be further evaluated. Proposals that pass the preliminary review will be evaluated on how well the proposal meets the needs of GCESD#2 as described in the Firm's response to each requirement listed in the RFP. The Selection Committee will review all written proposals that meet the minimum requirements and will select what it deems to be the top two to four proposals for further review. It is important that the responses be clear and complete so that

the Selection Committee can adequately understand all aspects of the proposals. After receipt of proposals, GCESD#2 will use the following criteria in the selection process:

- Qualifications and experience (10%)
- Rates and expenses (20%)
- Procedures, reporting and software capabilities, online system (30%)
- References (10 %)Ability to meet requirements set forth in the RFP (30%)

**Galveston County ESD 2  
EMS Billing and Collections Bid Form**

<b>Services</b>	<b>Fee Charged/Per Unit</b>
<b>1. Administrative Fee</b>	_____
<b>2. Monthly Fee/Charge</b>	_____
<b>3. Set Up Fee</b>	_____
<b>4. Percentage Fee</b>	_____

This page is intended as a summary only. Please attach supporting information.  
Thank you for your time and effort in preparing this information.

THIS PAGE EMCOMPASSES AND INCLUDES ALL PRECEEDING PAGES  
OF  
THE REQUEST FOR PROPOSAL  
EMS BILLING AND COLLECTIONS\

Respectfully Submitted and Approved by:

\_\_\_\_\_  
Agency Name – Typed or Printed

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

# Exhibit I





## **District Manager**

**January 20, 2026**

**Personal Identity Verification – Interoperable (PIV-I)** hosting agency, The Texas Division of Emergency Management (TDEM), offers Personal Identity Verification Interoperable (PIV-I) credentialing events to support secure, interoperable access for emergency management and response personnel. Working on dates for March and April.

**High Island VFD-** Chief Riley advised that he and Richard Loftin, Assistant Chief,<sup>1</sup> would be switching positions due to amount of time working on projects across the state.

**Whole Blood** – SETRAC committee for whole blood is allocating funding for Gulf Coast Blood Bank to purchase Kiosk accessibility in Memorial Herman facilities and other locations in Harris and Fort Bend County for distribution replenishment. UTMB uses Red Cross Blood center only, and since the consortium elected to utilize funding for a Kiosk delivery method and adopt those procedures, at this point, it makes a significant financial obligation for ESD#2 to start the program. I have been in contact with Terry Wilson, State Representative, to assist and ensuring in the future the statue includes funding for special circumstances within the Region. I will work with State Representative to ensure no agency is left behind in the future.

**EMS-** Received one complaint from an EMS patient concerning care and cost of transport. Investigation determined patient care was not compromised as stated and

appropriate facility chosen to align with time of call and nature. No action taken on employees involved and fees outside of private pay waived.

EMS



Dec 25	Grand Total
\$70,785	\$277,209
(\$41,094)	(\$132,026)
\$2,283	\$2,291
\$1,325	\$1,091
18.1%	21.5%
9.7%	10.7%
22.8%	40.5%
12.9%	14.9%
3.2%	5.0%
38.7%	12.4%

60%

TRANSPORTS

Percentage of Patient Encounters

25%

NON TRANSPORTS

Percentage of Patient Encounters

11%

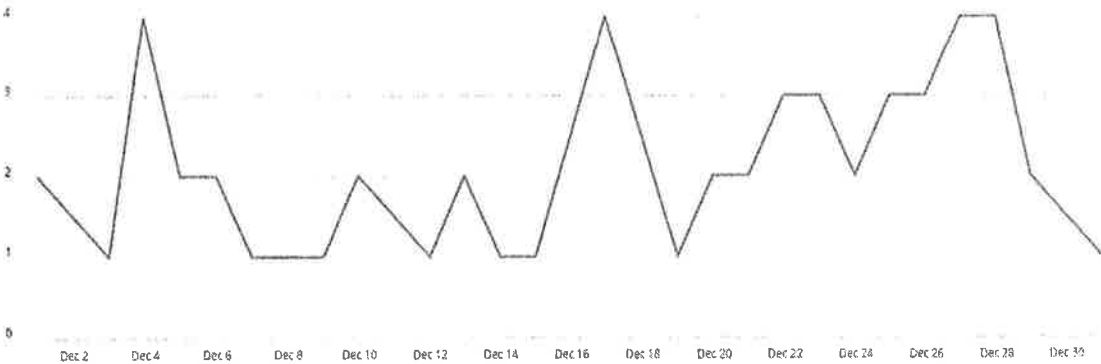
OTHER DISPOSITIONS

Percentage of Patient Encounters

55

RECORDS

In Selected Time Slice



## Sales Tax

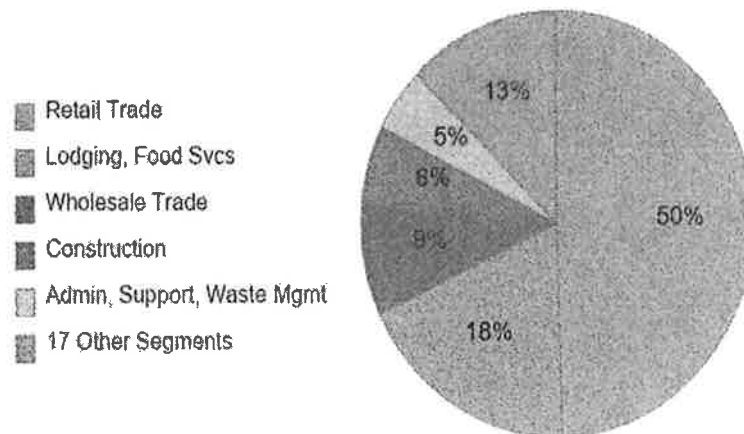
	FISCAL YEAR				
	2022	2023	2024	2025	2026
Oct	\$ 117,066	\$ 177,658	\$ 155,773	\$ 211,443	\$ 166,132
Nov	\$ 151,542	\$ 194,435	\$ 166,475	\$ 207,050	\$ 152,464
Dec	\$ 99,595	\$ 120,151	\$ 122,878	\$ 141,080	\$ 108,804
Jan	\$ 101,927	\$ 124,958	\$ 115,927	\$ 122,158	\$ 81,206
Feb	\$ 135,313	\$ 144,979	\$ 148,682	\$ 342,579	
Mar	\$ 105,567	\$ 108,675	\$ 112,033	\$ 109,986	
Apr	\$ 90,388	\$ 140,554	\$ 110,681	\$ 89,572	
May	\$ 202,047	\$ 198,865	\$ 232,079	\$ 148,995	
Jun	\$ 164,321	\$ 149,802	\$ 146,099	\$ 175,537	
Jul	\$ 181,097	\$ 189,738	\$ 173,994	\$ 150,288	
Aug	\$ 222,516	\$ 277,435	\$ 292,913	\$ 243,256	
Sep	\$ 211,253	\$ 248,693	\$ 193,551	\$ 236,629	
YEAR	\$ 1,782,732	\$ 2,075,941	\$ 1,971,885	\$ 2,178,573	\$ 508,606
YoY Change		16.4%	-5.0%	10.5%	na

## Sales Tax Net Payments

FY Mo.	FY2025	FY2026	YoY % Change
Oct	\$ 211,443	\$ 166,132	-21.4%
Nov	\$ 207,050	\$ 152,464	-26.4%
Dec	\$ 141,080	\$ 108,804	-22.9%
Jan	\$ 122,158	\$ 81,206	-33.5%
Feb	\$ 342,579		
Mar	\$ 109,986		
Apr	\$ 89,572		
May	\$ 148,995		
Jun	\$ 175,537		
Jul	\$ 150,288		
Aug	\$ 243,256		
Sep	\$ 236,629		
FYTD	\$ 681,732	\$ 508,606	-25.4%
FY Total	\$ 2,178,573		

YTD projections are down \$100,000. Effective **Feb. 1, 2026**, I will restrict all purchases to essential items only and defer any Capital Purchases approved in the budget.

Sales Tax Collections by Industry Segment



# Exhibit J

# Galveston County Emergency Services No. 2

## Budget vs. Actuals: Profit and Loss

October - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
1000 Property Tax Collections	379,327.99	1,600,000.00	-1,220,672.01	23.71 %
1002 Sales Tax Revenue	427,400.29	1,900,000.00	-1,472,599.71	22.49 %
1004 Emergency Service Billing	122,200.07	250,000.00	-127,799.93	48.88 %
1010 Other Revenue	2,188.70	0.00	2,188.70	
1020 Interest Income - Bank	34,788.22	75,000.00	-40,211.78	46.38 %
<b>Total Income</b>	<b>\$965,905.27</b>	<b>\$3,825,000.00</b>	<b>\$-2,859,094.73</b>	<b>25.25 %</b>
<b>GROSS PROFIT</b>	<b>\$965,905.27</b>	<b>\$3,825,000.00</b>	<b>\$-2,859,094.73</b>	<b>25.25 %</b>
<b>Expenses</b>				
<b>200 Administrative Expenses - ESD</b>				
2000 Auditing		13,000.00	-13,000.00	
2010 Accountant Fees	5,530.00	20,000.00	-14,470.00	27.65 %
2110 Software Services	3,348.47	18,600.00	-15,251.53	18.00 %
2200 Legal Fees	4,889.00	25,000.00	-20,111.00	19.56 %
2210 Professional Fees Other	5,719.13	30,000.00	-24,280.87	19.06 %
2420 Insurance-Liability		6,000.00	-6,000.00	
2450 Bond		400.00	-400.00	
2500 Travel/Conferences	1,245.16	3,000.00	-1,754.84	41.51 %
2510 Mileage reimbursement/tolls	2,769.24	12,000.00	-9,230.76	23.08 %
2610 Payroll Taxes	4,382.03	18,900.00	-14,517.97	23.19 %
2630 Salary & Hourly Employees	45,516.25	221,000.00	-175,483.75	20.60 %
2650 Employee Medical/Benefits	1,834.56	9,200.00	-7,365.44	19.94 %
2660 Retirement	5,112.73	21,100.00	-15,987.27	24.23 %
2700 Dues & Subscriptions		2,500.00	-2,500.00	
2800 Utilities	10,051.16	38,000.00	-27,948.84	26.45 %
2900 Collections County & CAD	3,802.44	17,500.00	-13,697.56	21.73 %
4000 Fire Hydrant Maintenance		4,000.00	-4,000.00	
4050 ESD Fire Equipment/Repair	12,366.79	40,000.00	-27,633.21	30.92 %
<b>Total 200 Administrative Expenses - ESD</b>	<b>106,566.98</b>	<b>500,200.00</b>	<b>-393,633.04</b>	<b>21.30 %</b>
3010 Crystal Beach VFD	6,826.96	39,000.00	-32,173.04	17.51 %
3020 High Island VFD	11,148.24	74,450.00	-63,301.76	14.97 %
3030 Port Bolivar VFD	9,386.72	53,550.00	-44,163.28	17.53 %
<b>3040 EMS</b>				
42110 Software Services	9,544.36	25,000.00	-15,455.64	38.18 %
42210 Professional Fees - Other	95.00	3,000.00	-2,905.00	3.17 %
42250 Medical Director Fees	3,000.00	18,000.00	-15,000.00	16.67 %
42300 Office Supplies/Equipment	1,451.44	3,000.00	-1,548.56	48.38 %
42310 Station Supplies	5,893.24	22,000.00	-16,106.76	26.79 %
42330 Medical Supplies	9,950.19	60,000.00	-50,049.81	16.58 %
42430 Insurance - Auto/Boat		70,000.00	-70,000.00	
42440 Insurance Workers Comp		53,000.00	-53,000.00	
42500 Travel		2,500.00	-2,500.00	
42610 Payroll Tax Expenses	46,459.19	165,000.00	-118,540.81	28.16 %

# Galveston County Emergency Services No. 2

## Budget vs. Actuals: Profit and Loss

October - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
42630 Salary & Hourly Employees	457,524.99	2,000,000.00	-1,542,475.01	22.88 %
42640 Payroll Services	2,327.75	10,000.00	-7,672.25	23.28 %
42650 Employee Medical/Benefits	38,943.34	240,000.00	-201,056.66	16.23 %
42660 Retirement	43,090.17	200,000.00	-156,909.83	21.55 %
42700 Dues/Subscriptions/Licenses/Public Rel	1,124.17	2,000.00	-875.83	56.21 %
42730 Public Relations	5,094.20	3,000.00	2,094.20	169.81 %
42740 Good of the Department		3,000.00	-3,000.00	
42800 Utilities	3,172.50	13,000.00	-9,827.50	24.40 %
44000 EMS Equipment/Maint/Repair	23.97	12,500.00	-12,476.03	0.19 %
44100 Special Operations Rescue Equip Maint/Repairs	9,811.60	12,500.00	-2,688.40	78.49 %
44200 Fuel	4,371.25	40,000.00	-35,628.75	10.93 %
44210 Oxygen	1,263.46	6,000.00	-4,736.54	21.06 %
44300 Radio Usage		3,500.00	-3,500.00	
44500 Training	10,509.47	20,000.00	-9,490.53	52.55 %
44600 Medical Exams/Background Checks	102.50	1,500.00	-1,397.50	6.83 %
44800 Uniforms	2,882.30	12,500.00	-9,617.70	23.06 %
44900 Vehicle Maint. & Repair	11,692.05	50,000.00	-38,307.95	23.38 %
46000 Port B Rent/Utilities	3,740.67	15,000.00	-11,259.33	24.94 %
<b>Total 3040 EMS</b>	<b>672,067.81</b>	<b>3,066,000.00</b>	<b>-2,393,932.19</b>	<b>21.92 %</b>
5001 Capital Expenses				
5010 Rescue/Medical/Fire Apparatus	15,262.82	162,005.48	-146,742.66	9.42 %
5021 Fire Department Equipment	27,299.69	27,000.00	299.69	101.11 %
5022 CB Fire Truck		64,937.64	-64,937.64	
5025 EMS Equipment/Accessories		147,601.45	-147,601.45	
5050 Other Capital	3,689.95	4,000.00	-310.05	92.25 %
5060 New Ambulance & Remounts		200,000.00	-200,000.00	
5070 ESD Small Equipment	1,593.73	8,600.00	-7,006.27	18.53 %
<b>Total 5001 Capital Expenses</b>	<b>47,846.19</b>	<b>614,144.57</b>	<b>-566,298.38</b>	<b>7.79 %</b>
<b>Total Expenses</b>	<b>\$853,842.88</b>	<b>\$4,347,344.57</b>	<b>\$-3,493,501.69</b>	<b>19.64 %</b>
<b>NET OPERATING INCOME</b>	<b>\$112,062.39</b>	<b>\$-522,344.57</b>	<b>\$634,406.96</b>	<b>-21.45 %</b>
<b>NET INCOME</b>	<b>\$112,062.39</b>	<b>\$-522,344.57</b>	<b>\$634,406.96</b>	<b>-21.45 %</b>

# Galveston County Emergency Services No. 2

## Balance Sheet

As of December 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
6680 Checking Texas First	204,806.86
6681 Savings - Texas First Bank	2,561.65
6682 - TexStar Capital	729,486.18
6682 - TexStar Emergency	1,196,547.88
6682 - TexStar Savings Account	1,570,018.56
6683 Texas First - Billing Rev. Acc.	45,863.99
<b>Total Bank Accounts</b>	<b>\$3,749,285.12</b>
Accounts Receivable	
1100 Grant Receivable	500.00
<b>Total Accounts Receivable</b>	<b>\$500.00</b>
Other Current Assets	
1110 Property Taxes Receivable	99,698.34
1111 Deferred Portion of Taxes Rec.	-91,695.25
1112 Deferred Ambulance Billings	-53,920.99
1120 Sales Tax Receivable	417,390.94
1125 Other Assets	5,370.62
1126 EMS Receivable	540,477.42
1126.1 Allowance for EMS receivables	-485,288.90
1127 Cash with Agent	43,102.46
12100 Inventory Asset	260.00
<b>Total Other Current Assets</b>	<b>\$475,394.64</b>
<b>Total Current Assets</b>	<b>\$4,225,179.76</b>
<b>TOTAL ASSETS</b>	<b>\$4,225,179.76</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1700 Accrued Expenses	15,003.26
<b>Total Other Current Liabilities</b>	<b>\$15,003.26</b>
<b>Total Current Liabilities</b>	<b>\$15,003.26</b>
<b>Total Liabilities</b>	<b>\$15,003.26</b>
Equity	
32000 General Fund Balance	4,098,114.11
Net Income	112,062.39
<b>Total Equity</b>	<b>\$4,210,176.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,225,179.76</b>





Galveston County Emergency Services No. 2

6680 Checking Texas First, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/07/2026

Reconciled by: MaKayla Vidal

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	121,657.15
Checks and payments cleared (51)	-370,252.91
Deposits and other credits cleared (30)	371,957.52
Statement ending balance	123,361.76
Uncleared transactions as of 12/31/2025	-7,882.23
Register balance as of 12/31/2025	204,806.86
Cleared transactions after 12/31/2025	-89,127.33
Uncleared transactions after 12/31/2025	307,555.55
Register balance as of 01/07/2026	423,235.08

Details

Checks and payments cleared (51)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2025	Check	4461	Port Bolivar VFD	-1,574.20
11/19/2025	Check	4465	High Island VFD	-1,981.94
11/19/2025	Check	4464	First ARiving IO, Inc.	-2,967.72
11/19/2025	Check	4454	Galveston County Auditor	-2,419.90
11/19/2025	Check	4456	Southern Tire Mart	-339.60
11/19/2025	Check	4460	HdL Companies	-4,034.48
11/19/2025	Check	4463	TCS Consulting	-1,000.00
11/19/2025	Check	4483	MES Service Company LLC	-1,498.65
11/19/2025	Check	4474	Galveston County Auditor	-1,849.88
12/01/2025	Expense			-89.00
12/02/2025	Expense			-169.00
12/03/2025	Expense			-1,140.03
12/04/2025	Expense		The Hartford	-1,310.52
12/04/2025	Expense		Verizon	-329.17
12/05/2025	Journal	MLV 10.2025-09		-93,363.05
12/10/2025	Expense			-1,063.89
12/10/2025	Expense		Galveston County Auditor	-289.48
12/10/2025	Expense		Galveston County Auditor	-208.49
12/11/2025	Expense			-530.06
12/11/2025	Expense			-260.00
12/11/2025	Expense			-1,085.96
12/15/2025	Expense		Texas County & District Retire...	-28,312.72
12/16/2025	Check	4505	911 Systems	-4,311.60
12/16/2025	Check	4498	UTMB AT GALVESTON	-1,174.00
12/16/2025	Check	4506	Embroidered Expressions	-20.00
12/16/2025	Check	4497	Watchtower Solutions, Inc.	-5,500.00
12/16/2025	Check	4507	Texas First Response Services	-1,642.00
12/16/2025	Check	4509	Bound Tree Medical, LLC	-211.20
12/16/2025	Check	4510	High Island VFD	-2,194.37
12/16/2025	Check	4496	Yates Auto & Truck Repair	-527.52
12/16/2025	Check	4500	GCM, The Big Store	-19.96
12/16/2025	Check	4502	Visa	-5,560.93
12/16/2025	Check	4501	Visa	-1,713.24
12/16/2025	Check	4503	Benckenstein & Oxford, L.L.P.	-300.00
12/16/2025	Check	4504	Vidal Accounting, PLLC	-1,820.00
12/16/2025	Check	4499	Visa	-52.50
12/17/2025	Check	4491	American Welding & Gas	-377.92
12/17/2025	Check	4485	Joshua C. Heinz	-1,000.00
12/17/2025	Check	4486	Port Bolivar VFD	-4,655.79
12/17/2025	Check	4488	AT&T Mobility	-1,066.33

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/17/2025	Check	4489	Life-Assist, Inc.	-182.50
12/17/2025	Check	4492	Motorola Solutions, Inc.	-5,074.57
12/17/2025	Check	4493	United Data Technologies, Inc.	-374.00
12/17/2025	Check	4494	Cyber One Solutions	-257.10
12/17/2025	Check	4511	Crystal Beach VFD	-485.97
12/18/2025	Journal	MLV 11.2025-03		-79,611.24
12/26/2025	Expense			-604.00
12/29/2025	Expense			-89.00
12/30/2025	Expense			-101.22
12/31/2025	Expense			-16,379.88
01/02/2026	Journal	MLV 12.2025-04		-89,127.33
Total				-370,252.91

Deposits and other credits cleared (30)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/15/2025	Check	4419	Acid Remap LLC	0.00
10/15/2025	Check	4438	Benckenstein & Oxford	0.00
11/19/2025	Check	4452	Impact EMS	0.00
12/02/2025	Deposit			1,839.97
12/03/2025	Deposit			15,892.45
12/04/2025	Deposit			2,231.76
12/05/2025	Deposit			6,695.49
12/08/2025	Deposit			9,009.32
12/08/2025	Deposit			45,000.00
12/09/2025	Deposit			26.83
12/09/2025	Deposit			2,821.15
12/10/2025	Deposit			22,742.19
12/11/2025	Deposit			14,100.18
12/12/2025	Deposit			5,018.77
12/12/2025	Deposit			108,804.25
12/15/2025	Deposit			7,566.50
12/16/2025	Deposit			21,883.15
12/17/2025	Deposit			961.88
12/17/2025	Deposit			11,275.52
12/18/2025	Deposit			7,233.05
12/19/2025	Deposit			23,039.71
12/22/2025	Deposit			1,070.77
12/22/2025	Deposit			890.00
12/23/2025	Deposit			21.01
12/23/2025	Deposit			19,438.78
12/24/2025	Deposit			19,176.38
12/24/2025	Deposit			8,069.95
12/26/2025	Deposit			6,428.44
12/30/2025	Deposit			121.66
12/30/2025	Deposit			10,598.36
Total				371,957.52

Additional Information

Uncleared checks and payments as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/24/2024	Journal	Audit-14		-973.88
09/30/2024	Journal	MLV Audit 9.30.24-08		-3,327.78
03/18/2025	Check		Savvic Buying Group	-455.92
03/18/2025	Check	4232	Seaside Lumber	-11.35
04/16/2025	Check	4279	Total Reporting Franchising	-62.50
04/16/2025	Check	4268	NRS	-1,197.84
04/16/2025	Check	4272	NRS	-143.96
07/16/2025	Check	4362	Seaside Lumber	-12.99

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/16/2025	Check	4508	Savvik Buying Group	-597.53
12/17/2025	Check	4490	EMS Technology Solutions LLC	-898.48
Total				-7,682.23

Uncleared deposits and other credits as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/16/2025	Check	4495	Crystal Beach VFD	0.00
Total				0.00

Uncleared checks and payments after 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/20/2026	Check	4525	Crystal Beach VFD	-4,874.57
01/20/2026	Check	4524	Cyber One Solutions	-257.10
01/20/2026	Check	4512	Port Bolivar VFD	-3,156.73
01/20/2026	Check	4513	High Island VFD	-6,971.96
01/20/2026	Check	4514	D and H Bolivar Rentals, LLC	-3,536.61
01/20/2026	Check	4515	EMS Technology Solutions LLC	-898.48
01/20/2026	Check	4516	Galveston County Auditor	-1,957.35
01/20/2026	Check	4517	Savvik Buying Group	-153.39
01/20/2026	Check	4518	American Welding & Gas	-371.20
01/20/2026	Check	4519	Christopher's Speedy Lube	-509.00
01/20/2026	Check		United Data Technologies, Inc.	-374.00
01/20/2026	Check	4523	United Data Technologies, Inc.	-374.00
01/20/2026	Check	4522	Hill Butane Company	-428.75
01/20/2026	Check		United Data Technologies, Inc.	-374.00
01/20/2026	Check	4521	VFIS of Texas	-3,371.00
01/20/2026	Check	4520	Cyber One Solutions	-257.10
Total				-27,865.24

Uncleared deposits and other credits after 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/02/2026	Deposit			328,623.54
01/05/2026	Deposit			6,797.25
Total				335,420.79