

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, ADOPTING AN EMERGENCY AND NON-EMERGENCY MANAGEMENT AND SERVICES BILLING POLICY.

WHEREAS, the City of Burleson, Texas (“City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, on September 2, 2025, the City entered into an agreement for specialized professional emergency and non-emergency management and services billing services with Emergifire, LLC (“Emergifire”) for Emergifire to provide billing and claims management services for the City’s emergency and non-emergency management and services (the “Agreement”); and

WHEREAS, the City Council desires to adopt a billing policy to provide direction to Emergifire in providing billing and claims management services under the Agreement; and

WHEREAS, the City Council finds that adopting the emergency management and services billing policy attached hereto as Exhibit “A” (the “Emergency and Non-Emergency Management and Services Billing Policy”) is in the best interest of the citizens of the City;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:

Section 1.

The Emergency and Non-Emergency Management and Services Billing Policy is hereby approved and adopted. The City Manager is hereby directed to deliver a copy of the policy to Emergifire.

Section 2.

This resolution shall take effect immediately from and after its passage.

PASSED, APPROVED, AND SO RESOLVED by the City Council of the City of Burleson, Texas, on the _____ day of _____, 20____.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

EXHIBIT “A”

Emergency and Non-Emergency Management and Services Billing Policy

CITY OF BURLESON
EMERGENCY AND NON-EMERGENCY MANAGEMENT AND SERVICES BILLING
POLICY

Approved September 2, 2025

PURPOSE

- 1.01. General. On September 2, 2025, the City of Burleson ("City") entered into an agreement for specialized professional services with Emergifire, LLC ("Emergifire") for Emergifire to provide billing and claims management services for the City's emergency and non-emergency management and services (the "Agreement"). The purpose of this Policy is to provide direction to City staff and Emergifire in performing its duties under the Agreement by approving specific billing practices.
- 1.02. Effective Date of Policy. The terms of this Policy shall take effect on January 1, 2026.

FEES

- 2.01. Ordinance. City staff is hereby directed to bring the mitigation rates back before Council as part of the fee schedule ordinance annually. The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR).

BILLING PRACTICES

- 3.01. Insurance-Only Billing. It is the City's intent that billing for emergency and non-emergency services be directed to the responsible party's insurance provider whenever appropriate. In situations where a business requests a direct billing, the City or its authorized agent may issue a bill directly to the business.
- 3.02. Extreme Incident Exception. In cases involving hazardous materials, environmental cleanup, or other extraordinary incidents where insurance coverage is unavailable or insufficient, the City reserves the right to pursue direct billing to the responsible party, subject to City Council and City Manager approval.
- 3.03. Hard Collections Prohibition. Emergifire shall not utilize collection methods that report unpaid balances to credit reporting agencies or otherwise engage in third-party collection practices.