

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Tuesday, September 24, 2019
Regular Meeting Minutes

Present:

- Mike Mason – Commissioner / President
- James Sibley – Commissioner / Vice President
- Kim Parrish – Commissioner / Secretary-Treasurer
- Burt Green – Commissioner
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- Adam Tabak – Coveler & Peeler
- Brian Edwards – Fire Chief
- Lonnie Mapston – Battalion Chief
- Ricardo Martinez – Martinez Architects
- Ryan Fortner – Sales Revenue Inc.

Meeting Commenced: Tuesday, September 24, 2019 at 5:30 PM

Location: Montgomery Fire Station # 51
20590 Eva Street
Montgomery, Texas 77356

1. Call to Order: President Mike Mason called the meeting to order at 5:30 PM
2. Roll Call:
 - a. All members present as listed above.
3. Public Comment:
 - a. No public present.
4. Reading and approval of the following minutes:
 - a. August 28, 2019 Public Hearing #2 and Regular Meeting.
 - i. Mike Mason called for a motion to approve the listed Minutes as written.
 1. James Sibley made a motion to approve the listed minutes as written.
 2. Burt Green seconded the motion.
 3. There were no objections and the motion carried.
5. Financial Matters
 - a. Monthly Financial Report presented by District Bookkeeper
 - i. Mike Mason called for a motion to accept and ratify the August 2019 Bills.
 1. James Sibley made a motion to accept and ratify the August 2019 Bills.
 2. Burt Green seconded the motion.
 3. No objections and the motion carried.
 - b. Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, and district clerk.
 - i. Sales and Use Tax Administration Report presented by Ryan Fortner of Sales Revenue Inc.
6. Old Business
 - a. To review and take action on any matters related on construction on new station(s), including action to engage architectural or engineering service, to select deliver methods to engage contractor(s), to approve plans / designs / changes, and to approve payments.
 - i. Station 52
 1. Punch list items addressed
 2. Warranty items are being addressed
 3. As approved in the previous meeting, the Affidavit of Completion and Payment Request Forms have been signed by President Mike Mason and Secretary / Treasurer Kim Parrish.
 - ii. Station 55
 1. Ricardo Martinez presented Proposed Design Specifications for Station 55 (1097), including Site Plan, Preliminary Floor Plans, Site Aerial, and Elevation View.
 - b. To review and act on matters related to the ownership of property for District Fire Stations, including approving the purchase or lease of real property.
 - i. Station 54
 1. Ricardo Martinez presented Proposed Design Specifications for Station 54 (Walden), including Site Plan, Preliminary Floor Plans, Site Aerial, and Elevation View.

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Proposal

2. Mike Mason called for a motion to authorize Chief Edwards with the assistance of counsel if needed, to offer Walden HOA a price of up to \$50,000 for the property three lots on Walden Road opposite the current Walden Station 54 contingent upon the availability of it being zoned for commercial use.
 - a. James Sibley made a motion to authorize Chief Edwards with the assistance of counsel if needed, to offer Walden HOA a price of up to \$50,000 for the property three lots on Walden Road opposite the current Walden Station 54 contingent upon the availability of it being zoned for commercial use.
 - b. Burt Green seconded the motion.
 - c. There were no objections and the motion carried.

7. New Business

- a. Discuss and take action on engage auditor.
 - i. Mike Mason called for a motion to engage McCall Gibson Swedlund Barfoot PLLC as the Auditor for 2019 audit.
 1. James Sibley made a motion to engage McCall Gibson Swedlund Barfoot PLLC as the Auditor for 2019 audit.
 2. Burt Green seconded the motion.
 3. There were no objections and the motion carried.
- b. Review and take any action on new Fire Station 55 and proposed lease with MCHD.
 - i. Chief Edwards attended MCHD meeting and no action had been taken before he had to leave to attend ESD meeting.
- c. Discuss and take any action on MCESD # 2 retention program for 2019.
 - i. Tabled until October 2019 Meeting
- d. Discuss and take any necessary action on amending payroll budget for 2018-2019.
 - i. Tabled until October 2019 Meeting
- e. Review and take action on Staff Vehicle purchase.
 - i. Proposed BC Vehicle Chassis Pricing presented by Chief Edwards
 1. 2020 Chevrolet 4WD 2500 WT; Crew Cab Pick Up Truck
 - a. Gas, 6.6 Liter Engine with 6 Speed Automatic Transmission
 - b. WT Convenience Package
 - c. 220-AMP Alternator
 - d. Heavy duty front springs with skid plates to protect oil pan, front axle, and transfer case.
 - e. 18" Wheels and Tires
 - f. Estimated delivery time is 90 – 100 days dependent on the GM Strike.
 2. Bids:
 - a. Reliable Chevrolet - \$32,917.70
 - b. Caldwell Country Chevrolet - \$33,155.00 (+ \$238.00)
 - c. Buckalew Chevrolet - \$33,207.00 (+289.30)
 3. Mike Mason called for a motion to accept the bid from Buckalew Chevrolet for the BC Vehicle Chassis as described above.
 - a. James Sibley made a motion to accept the bid from Buckalew Chevrolet for the BC Vehicle Chassis as described above.
 - b. Burt Green seconded the motion.
 - c. There were no objections and the motion carried.
- f. Discuss and take any action on Fire Chief employee evaluation for 2018.
- g. Discuss and take any action on this year's Commissioner's Award
- h. Discuss and take any action on ESD # 2 Workers Compensation for FY 2019-2020.
 - i. Premium Summary presented by Chief Edwards regarding the new rates for Worker's Compensation 2019-20.
 - ii. Mike Mason called for a motion to switch from TML to 7710 for FY19/20 Worker's Compensation Coverage for the premium in the amount of \$74,509.
 - iii. James Sibley made a motion to switch from TML to 7710 for FY19/20 Worker's Compensation Coverage for the premium in the amount of \$74,509.
 1. Burt Green seconded the motion.
 2. There were no objections and the motion carried.

8. To Meet in Closed Session.

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- a. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.
 - b. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
 - c. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
 - i. Entered into Closed Session at 6:45 PM
 - ii. Exited Closed Session at 7:22 PM
9. Take any action on item(s) discussed in closed session.
- a. Pending or contemplated litigation, settlement.
 - b. Real estate, including but not limited to purchase, sale, platting, or permits.
 - c. Personnel matters, including hiring, retention, duties, and benefits, including administrative staff, fire suppression staff, command staff, and fire chief.
 - i. Mike Mason called for a motion to increase Chief Edward's salary by 5.1 percent effective for FY 2020.
 1. James Sibley made a motion to increase Chief Edward's salary by 5.1 percent effective for FY 2020.
 2. Kim Parrish seconded the motion.
 3. There were no objections and the motion carried.
10. Report from fire department on Present Activities and Events
- a. Promotional Ceremony October 23, 2019 at 5:00 PM
11. Set Meeting Date, Time and Location for upcoming ESD Meeting(s)
- a. Regular Meeting – Wednesday, October 23, 2019 at 5:30
12. Adjournment:
13. Meeting adjourned at by President Mike Mason 7:27 PM

Minutes Prepared and Submitted by Kim Parrish, Secretary / Treasurer



Kim Parrish

10/23/19

Date

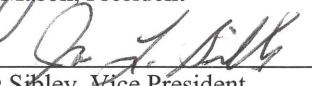
Minutes Approved by:



Mike Mason, President

10/23/19

Date



James Sibley, Vice President

10/23/19

Date



Burt Green, Commissioner

10-23-19

Date



Lonnie Clover, Commissioner

10-23-19

Date