

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, October 28, 2020
Regular Meeting Minutes

Present:

- Mike Mason – Commissioner / President
- James Sibley – Commissioner / Vice President
- Kim Parrish – Commissioner – Treasurer / Secretary
- Burt Green – Commissioner
- Lonnie Clover – Commissioner
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- John Peeler – Coveler & Peeler
- Brian Edwards – Fire Chief
- Ricardo Martinez – Martinez Architects
- Rusty Griffith – Battalion Chief
- Mike Others – McCall Gibson Swedlund Barfoot, PLLC
- David L. Hartman, Jr. – President, Walden Community Improvement Association, Inc Homeowners Association

Meeting Commenced: Wednesday, October 28, 2020 at 5:30 via Teleconference

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

Teleconference

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 via Teleconference
3. Public Comment:
 - a. No public present or conferenced in.
4. Reading and approval of the following minutes:
 - a. September 23, 2020 Regular Meeting Minutes
 1. James Sibley made a motion to approve the above listed minutes
 2. Burt Green seconded the motion.
 3. There were no objections and the motion carried.
5. Financial Matters
 - a. Monthly Financial Report presented by Kaye Townley District Bookkeeper. Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, and district debt.
 1. James Sibley made a motion to accept Monthly Financial Report and ratify the September 2020 Bills.
 2. Lonnie Clover seconded the motion.
 3. No objections, motion carried.
 - b. Sales Tax update from Sales Revenue, Inc.
 1. Review report from Sales Revenue, Inc. as presented by Ryan Fortner
6. Old Business
 - a. To review and take action on any matters related on construction of 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.
 1. Work on Station 55 has begun and is currently on schedule as weather permits.
 2. Mike Mason called for a motion to approve Draw No. 1 in the amount of \$201,759.50 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to the wire said funds.
 - a. James Sibley made a motion to approve Draw No. 1 in the amount of \$201,759.50 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to the wire said funds.
 - b. Lonnie Clover seconded the motion.
 - c. There were no objections and the motion carried.

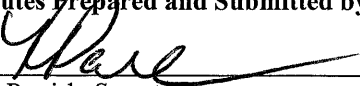
- b. To review and act on matters related to the ownership of property for District fire stations, including approving the purchase or lease of real property.
 - 1. David L. Hartman, Jr., President of Walden Community Improvement Association, Inc. Homeowners Association regarding the purchase of three lots that have been replated through Montgomery County into a reserve section.
 - 2. Mike Mason called for a motion to appoint President Mike Mason to sign a contract for the purchase of three (3) lots from the Walden Community Improvement Association, Inc. Homeowners Association that have been replated through Montgomery County into a reserve section located in Walden with Chief Brian Edwards and Counsel John Peeler to coordinate with the seller and the appropriate consultants for a designated feasibility period.
 - a. Kim Parrish made a motion to appoint President Mike Mason to sign a contract for the purchase of three (3) lots from the Walden Community Improvement Association, Inc. Homeowners Association that have been replated through Montgomery County into a reserve section located in Walden with Chief Brian Edwards and Counsel John Peeler to coordinate with the seller and the appropriate consultants for a designated feasibility period.
 - b. James Sibley seconded the motion.
 - c. There were no objections and the motion carried.
- c. Review, discuss, take any action on water line with MUD 18, including approving contracts or easements and costs associated with installing water lines.
 - 1. Mike Mason called for a motion to pay MUD 18 Invoice AR0920-2 in the amount of \$2,917.24 for Water Line service to Station 55.
 - a. James Sibley made a motion to pay MUD 18 Invoice AR0920-2 in the amount of \$2,917.24 for Water Line service to Station 55.
 - b. Bert Green seconded the motion.
 - c. There were no objections and the motion carried.

7. New Business

- a. To review and take action on emergency operational procedures during the COVID-19 disaster, including designation of commissioners or employees to authorize emergency expenditures during the duration of the declared state of disaster.
 - 1. A couple of ESD # 2 employees have tested positive for COVID19 and are currently in quarantine.
 - 2. The shipment of N95 Masks has been received.
- b. Review and take action on purchase orders for apparatus purchase for FY 2020/2021
 - 1. Mike Mason called for a motion that \$675,000 to be approved for the purchase of through Houston-Galveston Area Council.
 - a. Burt Green made a motion that \$675,000 to be approved for the purchase of through Houston-Galveston Area Council.
 - b. Kim Parrish seconded the motion.
 - c. There were no objections and the motion carried.
- c. Review and take action on purchase order for air pack purchase for FY 2020/2021.
 - 1. Chief Edwards to coordinate with Kaye Townley of Municipal Accounts & Consulting, PLLC regarding the funding of the purchase of air packs in the amount of \$700,000.
 - 2. Mike Mason called for a motion to approve the purchase for air packs in the amount of \$700,000 to keep up with the current NFPA for SCBA through Houston-Galveston Area Council for a total of fifty (50) SCBA packs and one-hundred (100) SCBA bottles.
 - a. James Sibley made a motion to approve the purchase for air packs in the amount of \$700,000 to keep up with the current NFPA for SCBA through Houston-Galveston Area Council for a total of fifty (50) SCBA packs and one-hundred (100) SCBA bottles.
 - b. Lonnie Clover seconded the motion.
 - c. There were no objections and the motion carried.
- d. Report and take action on annual ESD #2 Employee Recognition Awards for 2020
 - 1. Chief Edwards will provide the Board with Employee Recognition Award nominations before the November 2020 regular meeting to be presented in April to May of 2021.
 - a. Commissioners will set a date upon receipt of the nominations to review.
- e. Discuss and take any action on 2020 employee retention program.
 - 1. Chief Edwards presented three proposals for the 2020 Employee Retention Program.
 - a. Option 1: \$36,750.00
 - b. Option 2: \$57,750.00
 - c. Option 3: \$69,300.00
 - 2. Mike Mason called for a motion to approve Option 3 of the 2020 Employee Retention Program in the amount of \$69,300.00.

- a. James Sibley made a motion to approve Option 3 of the 2020 Employee Retention Program in the amount of \$69,300.00.
 - b. Lonnie Clover seconded the motion.
 - c. There were no objections and the motion carried.
8. To meet in Closed Session
 - 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.
 1. Entered into Closed Session at 6:28 P.M.
 2. Exited Closed Session at 6:41 P.M.
 - 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.
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
10. Report from fire department on Present Activities and Events.
 - a. Full-time test is scheduled for November 5 with a planned start date of December 1 and a total of four open positions.
 - b. Lieutenant test is scheduled for November 10, 11, and 13.
11. Set Meeting Date, Time, and Location for November 2020 and December 2020 ESD Meeting(s) due to holidays
 - a. Thursday, November 19, 2020 at 5:00 P.M. via Teleconference.
 - b. Tuesday, December 15, 2020 at 5:30 P.M. via Teleconference.
12. Adjournment
 - a. Meeting adjourned at 6:48 P.M. by President Mike Mason.

Minutes Prepared and Submitted by Kim Parrish – Commissioner – Secretary / Treasurer

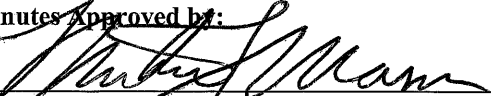


 Kim Parrish, Secretary

11/19/20

 Date

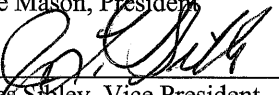
Minutes Approved by:



 Mike Mason, President

11/20/2020

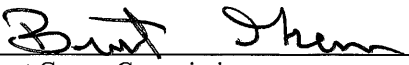
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 James Sibley, Vice President

11/19/20

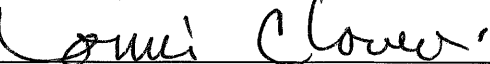
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 Burt Green, Commissioner

11-9-20

 Date



 Lonnie Clover, Commissioner

11/19/20

 Date