

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, December 15, 2021
Regular Meeting Minutes

Present:

- James Sibley – Commissioner / President
- Kim Parrish – Commissioner – Treasurer / Secretary
- Mike Mason – Commissioner – Vice President
- Burt Green – Commissioner
- Eric Gensheimer – Commissioner
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- Rusty Griffith – Battalion Chief

Meeting Commenced: Wednesday, December 15, 2021, at 5:30 P.M.

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

- 1) Call to Order: President James Sibley called the meeting to order at 5:30 P.M.
- 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) Wednesday, November 17, 2021, Regular Meeting Minutes
 - James Sibley called for a motion to accept the minutes as written
 - Mike Mason made a motion to accept the minutes listed above as written
 - Burt Green seconded the motion.
 - There were no objections and the motion carried.
- 5) Financial Matters
 - a) Monthly Financial Report as presented by District Bookkeeper
 - James Sibley called for a motion to accept the Monthly Financial Report and ratify the November 2021 Bills
 - Burt Green made a motion to accept the Monthly Financial Report and ratify the November 2021 Bills
 - Mike Mason seconded the motion
 - There were no objections and the motion carried.
 - b) Sales Tax Update
 - Review of HdL Sales Tax Report
- 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.
 - Station 52: Nothing to report.
 - Station 54:
 - Design Activities:
 - Issue for Permit submitted
 - Utility Commitment Letter received
 - Design submitted to Walden Community Improvement Association
 - Anticipated Activities:

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- MA to deliver 50% Owner Review Set December 20, 2021
- Walden Community to sign Variance Approval by December 15, 2021
- MUD 9 Review to be completed by the week of December 19, 2021

- Station 55:

- Construction Activities:

- Punchlist 97% complete
 - Downspouts being installed
 - Replacement millwork under-way
 - Dumpster Enclosure gate being installed
 - Touch-Up Paint under-way

- Anticipated Activities:

- Replacement HVAC Controls to be delivered and installed
 - Testing & Balancing of HVAC system to be commissioned and carried out
 - Back-up Generator to be installed

- Financial Standing:

- James Sibley called for a motion to approve Draw No. 15 in the amount of 4,879.20 and Draw No. 16 in the amount of \$161,150.35 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to wire funds as indicated by Pay Application, Draw No. 15 and Pay Application, Draw. 16.
 - Eric Gensheimer made a motion to approve Draw No. 15 in the amount of 4,879.20 and Draw No. 16 in the amount of \$161,150.35 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to wire funds as indicated by Pay Application, Draw No. 15 and Pay Application, Draw. 16.
 - Mike Mason seconded the motion.
 - 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.

- 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.
 - Nothing to report
 - b) Discuss and take action on current Fire Station 55 when ESD # 2 moves into the newly constructed Station # 55.
 - Chief Edwards and James Sibley are working with MUD 18 on the possibility to use this station as logistics / storage after we move from the building. Working on lease amount and MUD 18 to discuss at their next Board meeting. Board seemingly is in favor and considering a 5- or 10-year lease.
 - c) To review and take action on municipal annexations of District territory.
 - Edwards, Sibley, and Peeler met with MCAD concerning annexed area from years ago and City of Conroe did not attend the meeting.
 - d) Discuss and take any action on Texas Department of Emergency Management report required by Health and Safety Code §775.083, which is due January 1, 2022.
 - Coveler & Peeler to manage.

- 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 matter.

c. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

Entered Closed Session at 6:26 PM

Exited Closed Session at 6:45 PM

9) Take any action on item(s) discussed in Closed Session.

a. Pending or contemplated litigation or settlement.

- Nothing to report.

b. Real estate, including, but not limited to purchase, sale, platting, or permits.

- Nothing to report.

c. Personnel matters, including hiring, retention, duties, and benefits, including administrative staff, fire suppression staff, command staff, and fire chief.

- Discussion pertaining to salaries were discussed and action will be carried out in accordance to discussion. Will revisit again in six (6) months for further review.

10) Report from Fire Department on Present Activities and Events.

- Incidents have kept the department very busy.
- Multiple members attending training, have a few on duty injuries, have a few off-duty injuries, have terminated one employee for not maintaining certification. Staffing has been a struggle.
- Chief Edwards and Chief Mapston have visited Wisconsin for the final inspection on Engine to be delivered in the next 2-3 weeks.
- Move-in and move-out of Station 55 has been a smooth transition thanks to the hard work of the department.
- Currently working on the Year in Review
- Currently working on mid- and long-term financial plan to present to ESD # 2

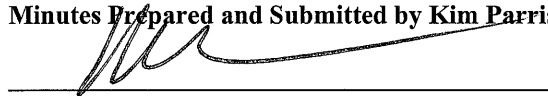
11) Confirm Meeting Date, Time, and Location for January 2022 Regular Meeting

a) Wednesday, January 26, 2022, at 5:30 at Station 51

12) Adjournment

a) Meeting adjourned at 6:52 P.M.

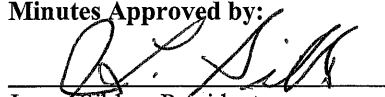
Minutes Prepared and Submitted by Kim Parrish – Commissioner – Secretary / Treasurer



Kim Parrish, Secretary

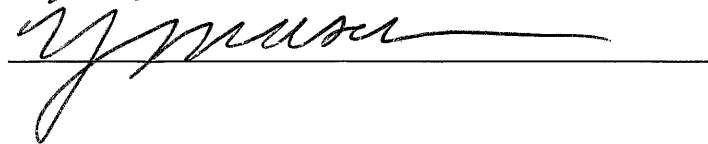
1/26/22
Date

Minutes Approved by:



James Sibley, President

1/26/2022
Date



1/26/22
Date

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Mike Mason, Vice President



Burt Green, Commissioner



Eric Gensheimer, Commissioner

Date

1-26-22

Date

1-26-22

Date