

**Montgomery County Emergency Service District # 2**

**Board of Commissioners Regular Meeting**

Wednesday, January 24, 2024

*Regular Meeting Minutes*

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**Present:**

- James Sibley, Commissioner – President
- Mike Mason – Vice President
- Kim Parrish, Commissioner – Treasurer / Secretary
- Burt Green – Commissioner
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- John Peeler – Coveler & Peeler, P.C.
- Mark Miller – Municipal Accounts

**Meeting Commenced:** Wednesday, January 24, 2024

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

- 1) Call to Order: President James Sibley called the meeting to order at 5:36 P.M.
- 2) Roll Call and Establish a Quorum
  - a) All members were present as listed above.
  - b) Quorum established.
- 3) To Receive Public Comment
  - a) No Public in Attendance
- 4) Oath of Office for ESD Commissioners
  - a) Mike Mason renewed Oath of Office.
- 5) Reading and Approval of following meeting minute(s).
  - a) Thursday, December 28, 2023 – Regular Meeting Minutes
    - i) James Sibley called for a motion to accept the above-listed minutes as written.
      - (1) Eric Gensheimer made a motion to accept the above-listed minutes as written.
      - (2) Burt Green seconded the motion.
      - (3) There were no objections and the motion carried.
- 6) Financial Matters
  - a) Monthly Financial Report as presented by District Bookkeeper.
    - i) Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, Investment Policy, and district debt.
      - (1) James Sibley called for a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
        - Eric Gensheimer made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
        - Burt Green seconded the motion.
        - There were no objections and the motion carried.
  - b) Sales Tax Report and take any action on Sales Tax.
    - i) Eric Gensheimer reported that Texas Comptroller data not downloading. Eric should be able to compile all data and get report to Board once data is able to be retrieved by ESD#2 and HDL.
- 7) Old Business
  - a) To review and take action on any matters related to construction of new station(s), including action to engage architectural or engineering service, to select delivery methods to engage contractor(s), to approve plans / designs / changes, to approve payments, and to authorize Building Committee to act on behalf of the District regarding construction matters. To review and take action on construction and improvements of District facilities and property, including selection of contractors and consultants for construction and material testing services.
    - i) Station # 52 – Remodel – Approximately three weeks until completion. Edwards reported on 52.
    - ii) Station # 54 – Walden – Approximately six weeks until completion. Eric reported on 54.
    - iii) Station # 55 – Completed.

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- b) Discuss and take action on new staff vehicle.
    - i) Chief Edwards presented sealed bids.
      - (1) James Sibley called for a motion to accept the bid from Buckalew in the amount of \$49,900.00.
        - Mike Mason called for a motion to accept the bid from Buckalew in the amount of \$49,900.00.
        - Eric Gensheimer seconded the motion.
        - There were no objections and the motion carried.
- 8) New Business
- a) To conduct Annual Review of the District's Investment Policy and take any necessary action.
    - i) James Sibley called for a motion to continue with the District's current Investment Policy as written.
      - (1) Eric Gensheimer made a motion to continue with the District's current Investment Policy as written.
      - (2) Mike Mason seconded the motion.
      - (3) There were no objections and the motion carried.
- 9) 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 contemplative 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) No Closed Session Necessary.
- 10) 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.
- 11) Report from Fire Department on Present Activities and Events as presented by Chief Edwards.
- a) Boat training for new crew members is ongoing.
  - b) January new shift arraignment implemented. All new Officers and D.O. at new stations.
  - c) Working on apparatus proposed purchasing plan.
  - d) Ongoing search for new property locations for Logistics and Southwest.
  - e) Safe-D – February 22 – 24 – currently 4 FD personnel attending.
- 12) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
- a) Public Hearing Meeting
    - i) Wednesday, February 28, 2024 , at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356
- 13) Adjournment
- a) The meeting was adjourned at 6:17 P.M.

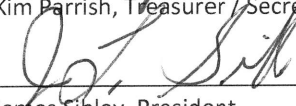
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Minutes Prepared by:

  
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Kim Parrish, Treasurer / Secretary


2-28-24  
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Date

  
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James Sibley, President

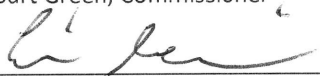
2/28/24  
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Date

  
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Mike Mason, Vice President

2/28/24  
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Date

  
\_\_\_\_\_  
Burt Green, Commissioner

2-28/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Eric Gensheimer, Commissioner

2/28/24  
\_\_\_\_\_  
Date