

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, February 28, 2024
Regular Meeting Minutes

Present:

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

Meeting Commenced: Wednesday, February 28, 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 5:30 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) Reading and Approval of following meeting minute(s).
 - a) Wednesday, January 24, 2024 – Regular Meeting Minutes
 - i) James Sibley called for a motion to accept the above-listed minutes as written.
 - (1) Mike Mason made a motion to accept the above-listed minutes as written.
 - (2) Bert Green seconded the motion.
 - (3) There were no objections and the motion carried.
- 5) 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) Mark Miller went over the ESD financial report.
 - (2) Edwards presented ESD a reimbursement check from Benchmark from worker compensation audit.
 - (3) James Sibley called for a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - Bert Green made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - Eric Gensheimer 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 presented updated Sales Tax Report.
- 6) 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 currently underway. Unknown if completion is still expected for mid-March.
 - ii) Station # 54 – Walden – The Station Committee continues to work with Martinez and Christenson toward the completion of this project.
 - (1) Regarding the Concrete Warranty offered, the Board will table this discussion until the March Regular Meeting.
 - b) Discuss and take any action on Strategic Planning Project.

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- i) James Sibley presented update on Strategic Planning Project Workshop Retreat with ESCI to be held over a three-day period.
 - ii) Each member to present Sibley available dates for April workshop.
- 7) New Business
- a) Discuss and take any action on engaging a real estate agent for acquisition of property.
 - i) Kim Parrish called for a motion to enter into a Contract of Representation with Wendy Goebel with Eric Gensheimer as Commissioner Point of Contact, and authorize the Board President to execute the Representation Agreement.
 - (1) Mike Mason made a motion to enter into a Contract of Representation with Wendy Goebel with Eric Gensheimer as Commissioner Point of Contact, and authorize the Board President to execute the Representation Agreement.
 - (2) Eric Gensheimer seconded the motion.
 - (3) There were no objections and the motion carried.
 - b) Discuss and take any action on future ESD # 2 Banquet.
 - i) MCESD # 2 Administrator, Gretchen Prieto, has compiled a comparison list of other area Emergency Service Districts.
 - ii) The Board would like to move forward with our annual Banquet while being conscientious of cost.
 - c) Discuss and take any action on previous City of Conroe Annexation.
 - i) Counsel reported on meeting with Montgomery County Tax Office.
 - ii) Areas of Walden Rd will now be in City of Conroe and ESD#2 will not receive ad valorem taxes from that area.
 - d) Take any action on disposition of surplus MCESD # 2 items through advertised and sealed bid process.
 - i) 2012 Mercury 25 HP Boat Motor
 - (1) James Sibley called for a motion to accept the bid for \$500 for the 2012 Mercury Boat Motor.
 - Mike Mason made a motion to accept the bid for \$500 for the 2012 Mercury Boat Motor.
 - Bert Green seconded the motion.
 - There were no objections and the motion carried.
 - e) Discuss and take any action on apparatus purchase.
 - i) Chief Edwards presented a 3 – 5 year Apparatus Purchasing Plan per below. Due to deliver time, placing these orders soon should ensure that ESD # 2 stays within the 10-Year plan.
 - (1) 2014 Pierce Engine – E 52
 - (2) 2014 Pierce Engine – E 53
 - (3) 2001 Pierce Ladder (2018 Refurbished) – Ladder 51
 - (4) Miscellaneous JAWS Tools – 2001 Models
 - (5) All MCESD # 2 Heavy Apparatus (Engines / Ladder) carry JAWS.
 - ii) James Sibley called for a motion to accept the Apparatus Committee Purchasing Proposal as presented by Chief Edwards and place orders of 2 Pierce Engines , 1 Pierce ladder truck through HGAC or Buy Board.
 - (1) Mike Mason made motion to accept the Apparatus Committee Purchasing Proposal as presented by Chief Edwards and place orders of 2 Pierce Engines , 1 Pierce ladder truck through HGAC or Buy Board..
 - (2) Bert Green seconded the motion.
 - (3) There were no objections and the motion carried.
 - f) Report on Safe-D Conference.
 - i) All Commissioners along with several members of Staff attended the 2024 Safe-D Conference in Irving, Texas.
 - ii) Discussed Conference Content, Facilities, and more.
- 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 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.
- 9) Take any action on item(s) discussed in Closed Session.

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- 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 as presented by Chief Edwards.
- a) Finalizing hiring list and proposed hired dates.
 - b) Working on some roof leaks at Station 51 and Logistics.
 - c) Preparing for upcoming moves at Stations 52 and 54.
 - d) Probationary FF injured in and Auto-Pedestrian Accident and will be out of commission for 3 to 6 months.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
- a) Regular meeting
 - i) Wednesday, March 27, 2024 , at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356
- 12) Adjournment
- a) The meeting was adjourned at 7:10 P.M.

Minutes Prepared by:

Kim Parrish, Treasurer / Secretary

James Sibley, President

Mike Mason, Vice President

Bert Green, Commissioner

Eric Gensheimer, Commissioner

Date

Date

Date

Date

Date