

**Montgomery County Emergency Service District # 2**

**Board of Commissioners Regular Meeting**

Wednesday, March 27, 2024

*Regular Meeting Minutes*

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**Present:**

- James Sibley, Commissioner – President
- Mike Mason – Vice President
- Bert Green – Commissioner
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Jennifer Day- McCall Gibson PLLC
- Ricardo Martinez- Martinez Architect
- Rusty Griffith – Battalion Chief
- John Peeler – Coveler & Peeler, P.C.
- Mark Miller – Municipal Accounts

**Meeting Commenced:** Wednesday, March 27, 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, February 28, 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) 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.
        - Bert Green seconded the motion.
        - There were no objections and the motion carried.
  - b) Sales Tax Report and take any action on Sales Tax.
    - i) No report. Eric Gensheimer will forward monthly report to members.
- 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.
      - Ricardo went over project and current issues.
      - Meeting scheduled with Building Group and LDF in next few days.

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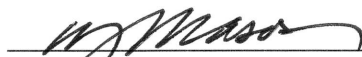
- Pay ap #4 and #5 presented.  
Eric Gensheimer made a motion to pay Pay Ap #4 and Pay Ap #5 in the amount of \$31,167.02.  
Bert Green seconded the motion. No objection. Motion passed.
  - ii) Station # 54 – Walden – The Station Committee continues to work with Martinez and Christenson toward the completion of this project.
    - (1) Ricardo went over current status of station and pathway to completion.
      - Items left on current partial punch list
      - Extensive discussion held on retention wall, grates in apparatus bay, floor delamination, delays.
    - (2) Ricardo presented Pay Ap #18 for \$83,097.75. Discussion held on remaining balance due to CBG and remaining items to be completed.
      - Mike Mason made a motion to pay Pay AP #18 in the amount of \$83,097.75 to CBG.  
Eric Gensheimer second. No objection. Motion passed.
  - b) Discuss and take any action on Strategic Planning Project.
    - i) Chief Edwards updated the Board on Strategic Planning Process.
      - Member survey has gone out to the members by ESCI.
      - Edwards has developed the external Stake Holder list and invites sent out.
      - ESD workshop will be posted for April 15 at 5:30 PM
      - All SP process will occur at Lone Star Community Center, 2500 Lone Star Parkway.
  - c) Discuss and take any action for acquisition of property.
    - i) No report
- 7) New Business
- a) Discuss and take any action on MCESD#2 FY 2022/2023 audit.
    - i) Jennifer Day went over the audit.
    - ii) Eric Gensheimer made a motion to approve the MCESD#2 audit for FY 2022/2023 with changes to be made to the TIFMAS funds on page 33.  
Mike Mason second motion. All in favor.  
Motion passed.
  - b) Discuss and take any action on book keeping services.
    - i) Board will be preparing a RFP.
  - c) Discuss and take any action on exemptions for MCESD#2 in 2024.
    - i) Peeler presented multiple options for Board to review on possible exemptions.
    - ii) After much discussion.
    - iii) Mike Mason made a motion to keep the MCESD#2 exemptions the same as previous year for a 20% homestead, \$25,000 Disability, and \$25,000 over 65.  
Eric Gensheimer second the motion.  
Vote of Yes- Sibley, Mason, Gensheimer , and Green  
Vote of No- none  
Motion passed.
- 8) To Meet in Closed Session. No 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.
- a) Pending or contemplated litigation, settlement.
  - b) Real estate, including but not limited to purchase, sale, platting, or permits.

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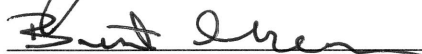
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- c) Personnel matters, including hiring, retention, duties, and benefits, including administrative staff, fire suppression staff, command staff, and fire chief.
- 10) Report from Fire Department on Present Activities and Events as presented by Chief Edwards.
  - a) FD in process of getting full time spots filled and personnel assigned.
  - b) Purchase order completed for new apparatus purchases- 2 Engines and 1 Ladder.
  - c) Preparing for upcoming moves at Stations 52 and 54.
  - d) Year in review for 2023 presented to Board.
  - e) Finalizing all the plans for the Strategic Planning Process.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
  - a) Special Workshop
    - i) Monday, April 15, 2024 at 5:30 PM Lone Star Community Center, 2500 Lone Star Parkway, Montgomery, TX 77356.
  - b) Regular meeting
    - i) Wednesday, April 24, 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 8:08 P.M.

James Sibley, President



Mike Mason, Vice President

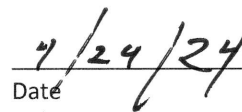


Bert Green, Commissioner

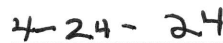


Eric Gensheimer, Commissioner

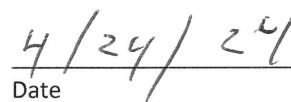
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