

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, April 24, 2024
Regular Meeting Minutes

Present:

- Mike Mason – Vice President
- Kim Parrish, Commissioner – Treasurer / Secretary
- Bert Green – Commissioner
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Rusty Griffith – Battalion Chief
- John Peeler – Coveler & Peeler, P.C.
- Mark Miller – Municipal Accounts & Consulting, L.P.
- Carol Morrison - Municipal Accounts & Consulting, L.P

Meeting Commenced: Wednesday, April 24, 2024

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

- 1) Call to Order: Vice President, Mike Mason, 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, March 27, 2024 – Regular Meeting Minutes
 - b) Thursday, April 11, 2024 – Special Meeting Minutes
 - i) Mike Mason 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) 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) Mike Mason 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) Eric Gensheimer presented updated Sales Tax Report.
 - c) Discuss and take action on tax funds from City of Conroe Annexation
 - i) Per Kelly at Montgomery County Tax Office, MCESD # 2 owes \$68,001.62 to reimburse taxpayers for the City of Conroe de-annexation issue. Board agreed to pay this and reflected in Book keeper 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.

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- i) Station # 52 – (Keenan Remodel) –
 - (1) Approve Pay Apps # 1 (\$27,076.42) and # 2 (\$24,569.69) for a total of \$51,646.11.
 - Mike Mason called for a motion to approve Pay Apps # 1 (\$27,076.42) and # 2 (\$24,569.69) for a total of \$51,646.11.
 - Bert Green made a motion to approve Pay Apps # 1 (\$27,076.42) and # 2 (\$24,569.69) for a total of \$51,646.11.
 - Eric Gensheimer seconded the motion.
 - There were no objections and the motion carried.
 - (2) Approve Pay App # 3 in the amount of \$11,138.65.
 - Mike Mason called for a motion to approve Pay App # 3 in the amount of \$11,138.65.
 - Bert Green made a motion to approve Pay App # 3 in the amount of \$11,138.65 .
 - Eric Gensheimer seconded the motion.
 - There were no objections and the motion carried.
 - (3) Work is scheduled to be completed in the coming weeks.
 - ii) Station # 54 – (Walden) –
 - (1) A Complete Punch List has been compiled and coordinated efforts are to be put in place to obtain occupancy in the earliest possible timeframe.
 - Door issues are being addressed.
 - Drainage has been addressed.
 - Retention Wall has been inspected by Martinez and there is no leverage to keep the wall from toppling at this time. The Retention Wall has not been built to engineered design. More discussion to follow on this.
 - (2) Mike Mason called for a motion to approve the Building Committee to authorize an amount not to exceed \$40,000 for the extension of ESD # 2's Contract with Martinez Architects.
 - Kim Parrish made a motion to approve the Building Committee to authorize an amount not to exceed \$40,000 for the extension of ESD # 2's Contract with Martinez Architects.
 - Bert Green seconded the motion.
 - There were no objections and the motion carried.
 - b) Discuss and take any action on Strategic Planning Project.
 - i) Internal and external stakeholder meetings have been completed .
 - ii) ESCI will be providing MCESD # 2 with a final report by May 1, 2024.
 - iii) Chief Edwards has sent letters of thanks to all community members that participated.
 - c) Discuss and take any action on acquisition of property.
 - i) No action needed at this time.
- 7) New Business
- i) Discuss and take any action on MCESD # 2 FY 2022 / 2023 Audit.
 - (1) Hard copies of the revised Audit have been distributed and reviewed.
 - (2) MCESD#2 will send copy to Montgomery County Auditor and Comm. Walker.
 - ii) Discuss and take any action on bookkeeping service.
 - (1) Carol Morrison presented and discussed opportunities with Municipal Accounts and Consulting, L.P.
 - Municipal Accounts and Consulting, L.P. to put together a more comprehensive report to present at the May 2024 Regular Meeting.
 - Please include this item on the May 2024 Agenda.
- 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.

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- 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.
 - 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) Multiple new hires will start in May 2024.
 - b) Beginning work on the FY 2025 Budget
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
 - a) Regular meeting
 - i) Wednesday, May 22, 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 7:05 P.M.

Minutes Prepared by:



Kim Parrish, Treasurer / Secretary

5-22-24

Date

Mike Mason, Vice President

Date



Bert Green, Commissioner

5-22-24

Date



Eric Gensheimer, Commissioner

5-22-24

Date