

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, May 22, 2024
Regular Meeting Minutes

Present:

- James Sibley - 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.

Meeting Commenced: Wednesday, May 22, 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, April 24, 2024 – 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) 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, Mark Miller.
 - 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.
 - 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.
- 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 – (Keenan Remodel) – Presented by Rusty Griffith.
 - (1) Fire Alarms are now in place; therefore, the Station is currently up to code.
 - (2) Few punch list items remain before occupancy is 100%.
 - ii) Station # 54 – (Walden) – Presented by Rusty Griffith.
 - (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.
 - Retention Wall is still in the process of inspection, resolution, and report.
 - Restroom Cleanout.

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- Gas and Plumbing issues to be addressed.
 - Undersized HVAC system to be addressed.
 - Shower benches.
 - Sprinkler heads to be addressed.
 - Additional small items are also included in the punch list.
- b) Discuss and take any action on Strategic Planning Project.
- i) Still waiting for the Final Report from Strategic Planning Company.
- c) Discuss and take any action on acquisition of property.
- i) Chief Edwards presented a report on properties located within the District for proposed future development of new Station and Administration locations.
- ii) James Sibley called for a motion to allow Chief Edwards to work with Agent to place any potential property under option not to exceed a total cost of \$2,000.
- (1) Eric Gensheimer made a motion to allow Chief Edwards to work with Agent to place any potential property under option not to exceed a total cost of \$2,000.
- (2) Bert Green seconded the motion.
- (3) There were no objections and the motion carried.
- 7) New Business
- a) Discuss and take any action on bookkeeping service.
- i) Eric Gensheimer will work with Gretchen to present a complete report at the June Regular Meeting.
- b) To review and at to designate Montgomery County Tax Office to prepare the District Tax Rate Calculations and Notices and authorize staff to provide the Truth in Taxation material to the Tax Office.
- i) James Sibley called for a motion to designate the Montgomery County Tax Office to prepare the District Tax Rate Calculations and Notices and authorize staff to provide the Truth and Taxation material to the Tax Office.
- (1) Eric Gensheimer made a motion to designate the Montgomery County Tax Office to prepare the District Tax Rate Calculations and Notices and authorize staff to provide the Truth and Taxation material to the Tax Office.
- (2) Bert Green seconded the motion.
- (3) There were no objections and the motion carried.
- c) Discuss and take any action on the Truth in Taxation packet.
- i) Table until June 2024 Regular Meeting.
- d) To discuss and take action on the ratification of a continuing Contract with a collections counsel for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the counsel under said Contract.
- i) James Sibley called for a motion to ratify the continuation of the Contract with the Collections Counsel for the collections of the delinquent District ad valorem property taxes and provide for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the counsel under said Contract.
- (1) Bert Green made a motion to ratify the continuation of the Contract with the Collections Counsel for the collections of the delinquent District ad valorem property taxes and provide for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the counsel under said Contract.
- (2) Eric Gensheimer seconded the motion.
- (3) There were no objections and the motion carried.
- e) To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to Section 33.07 of the Property Tax code and adoption of a Resolution regarding the same.
- f) To discuss and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax counsel, pursuant to Section 33.08 of the Property Tax code and adoption of a Resolution regarding the same.
- g) To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax code and adoption of a Resolution regarding the same.

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- i) James Sibley called for a motion to implement the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax counsel, pursuant to Section 33.08 of the Property Tax code and adoption of a Resolution regarding the same, the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax counsel, pursuant to Section 33.08 of the Property Tax code and adoption of a Resolution regarding the same, and the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax code and adoption of a Resolution regarding the same.
 - (1) Bert Green made a a motion to implement the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax counsel, pursuant to Section 33.08 of the Property Tax code and adoption of a Resolution regarding the same, the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax counsel, pursuant to Section 33.08 of the Property Tax code and adoption of a Resolution regarding the same, and the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax code and adoption of a Resolution regarding the same.
 - (2) Eric Gensheimer seconded the motion.
 - (3) There were no objections and the motion carried.
- 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 confidentially 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.
 - 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) Currently working on the FY 2025 Budget
 - b) Update on the new BC ride and currently waiting on parts to complete the second BC ride.
 - c) Working on multiple (minor) roof leaks at Stations. A new roofing company has been engaged.
 - d) Have had an initial visit from Grace and Guidance, an employee mental wellness program.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
 - a) Public Hearing Meeting
 - i) Wednesday, June 26, 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 6:42 P.M.

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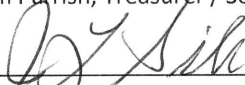
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Minutes Prepared by:



Kim Parrish, Treasurer / Secretary

6/26/24
Date




James Sibley, President

6/26/24
Date



Bert Green, Commissioner

6-26-24
Date



Eric Gensheimer, Commissioner

6-26-24
Date



6-26-24