

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, June 26, 2024

Regular Meeting Minutes

Present:

- James Sibley - President
- 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.
- Ricardo Martinez – Martinez Architects

Meeting Commenced: Wednesday, June 26, 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, May 22, 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) Eric Gensheimer 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) Still need to address minor A/C issue and some door repairs.
 - (2) EMS moved into their portion of the building.
 - 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
 - HVAC
 - Overhead Doors
 - (2) Request from Christensen for Pay App # 19 in the amount of \$79,273.80.

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- James Sibley called for a motion to pay \$25,823.28 of the requested Pay App #19 .
 - (i) Eric Gensheimer made a motion to pay \$25,823.28 of the requested Pay App # 19.
 - (ii) Mike Mason seconded the motion.
 - (iii) There were no objections and the motion carried.
- James Sibley called for a motion to request CBG to resubmit another Pay App for just the over head doors in the amount of \$15,532.50 to specifically address the completion of the Overhead Door by 95% contingent upon all outstanding issues have been addressed accordingly.
 - (i) Eric Gensheimer made a motion to request CBG to resubmit another Pay App for just the over head doors in the amount of \$15,532.50 to specifically address the completion of the Overhead Door by 95% contingent upon all outstanding issues have been addressed accordingly
 - (ii) Mike Mason seconded the motion.
 - (iii) There were no objections and the motion carried.

(3) Board agreed to have a special meeting to address Station 54 issues. Board to contact CBG and advise them of some of the issues Board would like to see addressed by the meeting date. Meeting date set for July 10 at 5:30PM.

b) To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance, and legal actions related to real estate.

i) No action taken.

7) New Business

a) Discuss and take any action on bookkeeping service.

i) Eric Gensheimer presented bookkeeping service proposal to allow for us to have a Bookkeeping service retained by October 2024.

ii) To include for further review at July 2024 Regular Meeting.

b) Discuss and take any action on tax roll corrections and Sec. 25 of Texas Property Tax Code.

i) Chief Edwards presented correspondence with Montgomery County Central Appraisal District.

ii) This issue will continue to be monitored and the Board updated as needed.

c) Present, discuss, and take any action on FY 2024 / 2025 Budget.

i) Chief Edwards presented the revised FY 2024 / 2025 Budget for review.

d) Discuss and take any action on the Truth in Taxation packet.

i) John Peeler presented the Truth in Taxation packet for the Board's review and recommend that the Board schedule a meeting to review the Proposed Tax Rate on the evening of August 7, 2024 at 5:30 PM with a follow up meeting scheduled for Special Meeting scheduled for August 19, 2024 at 5:30 PM.

e) Discuss and take any action to submit 2024 Tax Rate Calculation Data to Montgomery County Tax Office.

i) Handled on 7 d.

f) Discuss and take any action on completing the Governing Body Information pursuant to Texas Property Tax Code Section 26.16 (d-1(2)).

Discussion.

James Sibley called for a motion to authorize John Peeler and Chief Brian Edwards to take action on the Truth in Taxation packet, submit 2024 Tax Rate Calculation Data to Montgomery County Tax Office, and complete the Governing Body Information pursuant to Texas Property Tax Code Section 26.16 (d-1(2)).

i) Eric Gensheimer made a motion to authorize John Peeler and Chief Brian Edwards to take action on the Truth in Taxation packet, submit 2024 Tax Rate Calculation Data to Montgomery County Tax Office, and complete the Governing Body Information pursuant to Texas Property Tax Code Section 26.16 (d-1(2)).

ii) Mike Mason seconded the motion.

iii) 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 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) Entered into Closed Session at 6:30 PM.

ii) Exited Closed Session at 7:02 PM.

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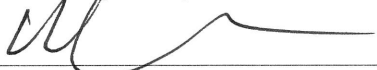
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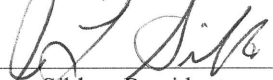
- 9) Take any action on item(s) discussed in Closed Session.
 - a) Pending or contemplated litigation, settlement.
 - b) Real estate, including but not limited to purchase, sale, platting, or permits.
 - c) Personnel matters, including hiring, retention, duties, and benefits, including administrative 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) In process of filling all open Full-time positions.
 - b) Working on plan to incorporate some of the Strategic Plan with ESD # 2.
 - c) Working to finish Station 54 and meet with MUD 8 and MUD 9.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
 - a) Upcoming Public Meeting
 - i) Wednesday, July 10, 2024 at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.
 - ii) Wednesday, July 24, 2024 at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.
 - iii) Monday, August 7, 2024 at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.
 - iv) Wednesday, August 19, 2024 at 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 7:42 P.M.

Minutes Prepared by:



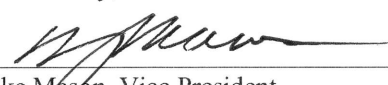
Kim Parrish, Treasurer / Secretary

7/24/2024
Date




James Sibley, President

7/24/2024
Date



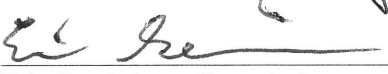
Mike Mason, Vice President

7/24/24
Date



Bert Green, Commissioner

7/24/24
Date



Eric Gensheimer, Commissioner

7/24/2024
Date