

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

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**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, July 24, 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, June 26, 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.
    - b) The MCESD#2 meeting scheduled for 7/10/24 was cancelled.
- 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.
        - Mike Mason 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) Rusty Griffith presented the following for approval: Pay App 6 in the amount of \$39,589.70. Pay App 7 in the amount of \$7,028.58. Change Order No. 2 in the amount of \$16,432.00.
        - (2) James Sibley called for a motion to approve the following: Pay App 6 in the amount of \$39,589.70. Pay App 7 in the amount of \$7,028.58. Change Order No. 2 in the amount of \$16,432.00.
          - Eric Gensheimer made a motion to approve the following: Pay App 6 in the amount of \$39,589.70. Pay App 7 in the amount of \$7,028.58. Change Order No. 2 in the amount of \$16,432.00.
          - Mike Mason seconded the motion.
          - There were no objections and the motion carried.

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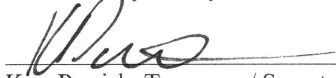
- ii) Station # 54 – (Walden) – Presented by Station Committee
    - (1) A Complete Punch List has been compiled and coordinated efforts are to be put in place to obtain occupancy in the earliest possible timeframe.
      - Retention Wall
      - Overhead Doors
    - (2) James Sibley called for a motion to approve Pay App 19R in the amount of \$26,727.09 and to approve Pay App 20R in the amount of \$16,076.14 contingent upon warranty regarding bay doors.
      - Eric Gensheimer made a motion to approve Pay App 19R in the amount of \$26,727.0909 and to approve Pay App 20R in the amount of \$16,076.14 contingent upon warranty regarding the overhead doors.
      - Mike Mason seconded the motion.
      - There were no objections and the motion carried.
    - (3) Ricardo Martinez presented Invoice 19019-38 in the amount of \$33,065.00
      - James Sibley called for a motion to pay Martinez Architects Invoice # 19019-38 in the amount of \$33,065.00 for ongoing retention of services.
      - Eric Gensheimer made a motion to pay Martinez Architects Invoice # 19019-38 in the amount of \$33,065.00 for ongoing retention of services.
      - Mike Mason seconded the motion.
      - There were no objections and the motion carried.
  - 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 required.
  - c) Discuss and take any action on bookkeeping services.
    - i) James Sibley called for a motion to set the Request for Proposal (RFP) date for Friday, August 23, 2024.
      - (1) Eric Gensheimer made a motion to set the Request for Proposal (RFP) date for Friday, August 23, 2024.
      - (2) Mike Mason seconded the motion.
      - (3) There were no objections and the motion carried.
  - d) Present, discuss, and take any action on FY 2024 / 2025 Budget.
    - i) Chief Edwards presented the FY 2024 / 2025 Budget.
    - ii) James Sibley called for a motion to approve the FY 2024 / 2025 Budget as presented.
      - (1) Eric Gensheimer made a motion to approve the FY 2024 / 2025 Budget as presented.
      - (2) Bert Green seconded the motion.
      - (3) There were no objections and the motion carried.
- 7) New Business
- a) Consider and Accept excess tax collections for 2023 debt service and certification for debt service collection rate for 2024 / 2025.
    - i) James Sibley called for a motion to accept the excess tax collection for 2023 debt service collection in the amount of \$0.00 and certify the debt service collection rate for 2024 / 2025 at 99.21%.
      - (1) Mike Mason made a motion to accept the excess tax collection for 2023 debt service collection in the amount of \$0.00 and certify the debt service collection rate for 2024 / 2025 at 99.21%.
      - (2) Eric Gensheimer seconded the motion.
      - (3) There were no objections and the motion carried.
  - b) Review and act on Truth in Taxation matters related to the 2025 budget adoption and 2024 ad valorem tax rate setting, including scheduling meetings.
    - i) John Peeler presented and reviewed the Truth in Taxation matters related to the 2025 budget adoption and 2024 ad valorem tax rate setting, including scheduling meetings.
- 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 Required.

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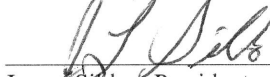
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- 9) Take any action on item(s) discussed in Closed Session.
  - a) Pending or contemplated litigation, settlement.
  - b) Real estate, including but not limited to purchase, sale, platting, or permits.
  - c) Personnel matters, including hiring, retention, 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) Hurricane Beryl overview.
  - b) Incidents.
  - c) Hiring overview – currently fully staffed.
  - d) 1097 Bridge repair – scheduled for one month to repair. Complete closure.
  - e) Edwards attended Safe D tax calculation webinar. Brief discussion on required postings for budget and tax rates.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
  - a) Public Hearing Meeting
    - i) Wednesday , August 7, 2024, at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.
    - ii) Monday , August 19, 2024, at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.
    - iii) Wednesday, August 28, 2024, at 5:30 – Regular Meeting at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.
    - iv)
- 12) Adjournment
  - a) The meeting was adjourned at 6:51 P.M.

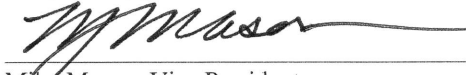
Minutes Prepared by:

  
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Kim Parrish, Treasurer / Secretary

8/28/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
James Sibley, President


8/28/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mike Mason, Vice President

8/28/24  
\_\_\_\_\_  
Date

**BURT GREEN**  
\_\_\_\_\_  
Bert Green, Commissioner

8-28-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Eric Gensheimer, Commissioner

8-28-24  
\_\_\_\_\_  
Date