

**Montgomery County Emergency Service District # 2**

**Board of Commissioners Regular Meeting**

Wednesday, August 28, 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
- John Peeler – Coveler & Peeler, P.C.
- Mark Miller – Municipal Accounts & Consulting, L.P.

**Meeting Commenced:** Wednesday, August 28, 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, July 24, 2024 – Regular Meeting Minutes
  - b) Monday, August 7, 2024 – Special Tax Meeting Minutes
  - c) Monday, August 19, 2024 – Special Tax 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, 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.
        - Bert Green made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
        - Mike Mason 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 # 54 – (Walden) – Presented by Station Committee
      - (1) James Sibley presented the proposed resolution regarding the Bay Doors at Station 54 whereas Christensen Building Group (CBG) will issue a deductive CO in the amount of \$14,050.00 to MCESD # 2 in order for MCESD # 2 to contract directly with Miner Corp to finalize and complete the outstanding issues with the Bay Doors and address any Warranty Matters as needed.
      - (2) James Sibley and Eric Gensheimer presented a punch list that will foreseeably complete outstanding items at Station 54 and allow MCESD # 2 to take Occupancy.

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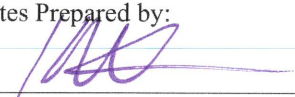
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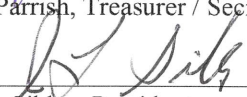
- b) To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance, and legal actions related to real estate.
    - i) No action required.
  - c) Discuss and take any action on sealed bids for bookkeeping services.
    - i) Eric Gensheimer and Chief Edwards discussed sealed bids for bookkeeping services and have advised the Board that these are still in review and will be presented at the September Regular Meeting.
  - d) Present, discuss, and take any action on FY 2024 / 2025 Budget.
    - i) No action required.
- 7) New Business
- a) Discuss and take any action on sealed bid proposal for Jack Stands and Transmission Jack.
    - i) Chief Edwards presented bids and recommendation for sealed bid proposal for Jack Stands and Transmission Jack.
    - ii) James Sibley called for a motion to accept the bid proposal from ARI Phoenix in the amount of \$87,252.59 for Jack Stands and Transmission Jack.
      - (1) Mike Mason made a motion to accept the bid proposal from ARI Phoenix in the amount of \$87,252.59 for Jack Stands and Transmission Jack.
      - (2) Bert Green seconded the motion.
      - (3) There were no objections and the motion carried.
  - b) Discuss and take action on MCESD # 2 salvage and / or surplus items.
    - i) Chief Edwards presented Salvage List.
    - ii) James Sibley called for a motion to declare the material as presented by Chief Edwards as salvage material.
      - (1) Eric Gensheimer made a motion to declare the material as presented by Chief Edwards as salvage material.
      - (2) Mike Mason seconded the motion.
      - (3) There were no objections and 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 mee 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.
- 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) No major incidents for previous month.
  - b) Chief Edwards and Captain Rodriguez attended FRI in Dallas.
  - c) Shift Meetings to inform all crews of FY 24/25 plans.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
- a) Wednesday, September 25, 2024, at 5:30 – Regular Meeting at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.
- 12) Adjournment
- a) The meeting was adjourned at 6:10 P.M.

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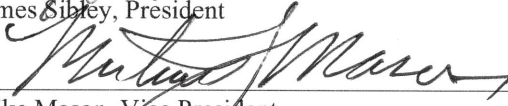
Minutes Prepared by:

  
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Kim Parrish, Treasurer / Secretary

9/25/24  
\_\_\_\_\_  
Date

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

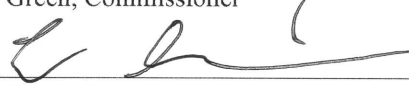
9/25/2024  
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Date

  
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Mike Mason, Vice President

9/25/24  
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Date

  
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Bert Green, Commissioner

9/25/24  
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Date

  
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Eric Gensheimer, Commissioner

9/25/24  
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Date