

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, September 25, 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
- Mark Miller – Municipal Accounts & Consulting, L.P.
- Krystine Ramon – Coveler & Peeler, P.C.
- Russell Griffith – Battalion Chief
- Michael Others – McCall Gibson Swedlund Barfoot PLLC
- Mark Furber, Guest – ESD #2 resident

Meeting Commenced: Wednesday, September 25, 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 Comment
- 4) Reading and Approval of following meeting minute(s).
 - a) Wednesday, August 28, 2024 – Regular Meeting Minutes
 - b) Monday, September 9, 2024 – Special 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.
 - ii) Michael Others presented a Letter of Engagement from McCall Gibson Swedlund Barfoot PLLC.
 - (1) No action taken at this time.
 - (2) Add to October Minutes to present for vote.
 - 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) Move-in date was Sep 13, 2024. There are a few minor issues to include in punch list.

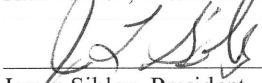
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- (2) James Sibley called for a motion to approve Pay App 21 in the amount of \$9,979.44 pending signature of architect.
 - Eric Gensheimer made a motion to approve Pay App 21 in the amount of \$9,979.44 pending signature of architect.
 - Bert Green 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 sealed bids for bookkeeping services.
 - i) James Sibley called for a motion to accept the bid from Clarity Consulting Group, and begin the transition from Municipal Accounts with in the next thirty (30) days.
 - (1) Eric Gensheimer made a motion to accept the bid from Clarity Consulting Group, and begin the transition from Municipal Accounts with in the next thirty (30) days.
 - (2) Mike Mason seconded the motion.
 - (3) There were no objections and the motion carried.
- 7) New Business
 - a) Discuss and take action on MCESD # 2 salvage and / or surplus items.
 - i) No action needed.
- 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 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) Working on closing out FY 23 / 24.
 - b) FM 1097 will be closed the weekends of September 28 and October 5, therefore there will be extra staffing of Station 55.
 - c) In process of switching payroll companies from ADP to Paycor. More services for a better cost.
 - d) Finalizing bids on all insurance.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
 - a) Public Hearing Meeting
 - i) Wednesday, October 23, 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 6:12 P.M.

Minutes Prepared by:



Kim Parrish, Treasurer / Secretary



James Sibley, President


23 Oct 24

Date

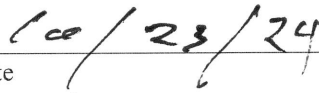
10/23/2024

Date

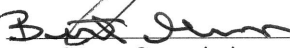
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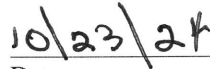
Mike Mason, Vice President




Date



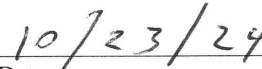
Bert Green, Commissioner



Date



Eric Gensheimer, Commissioner



Date