

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, October 23, 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.
- John Peeler – Coveler & Peeler, P.C.
- Russell Griffith – Battalion Chief
- Ricardo Martinez – Martinez Architects
- Eric Gonzalez – Clarity Consulting Corp.
- Brian Desilets – Clarity Consulting Corp.

Meeting Commenced: Wednesday, October 23, 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, September 25, 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.
 - 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)
 - (1) Open House was held on Wednesday, October 16.
 - (2) Fire Dept. continuing to find a few issues that will be addressed with CBG.
 - (3) Discussion on substantial completion and payment on final pay app.
 - James Sibley called for a motion to approve the Final Pay App No. 22R to Christensen Brothers Group in the amount of \$156,222.01 contingent upon receipt of final and complete warranty and release documents.

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, October 23, 2024

Regular Meeting Minutes- page 2 of 3

- (i) Eric Gensheimer made a motion to approve the Final Pay App No. 22R to Christensen Brothers Group in the amount of \$156,222.01 contingent upon receipt of final and complete warranty and release documents.
 - (ii) Bert Green seconded the motion.
 - (iii) There were no objections and the motion was 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) Expecting proposals at next meeting for Logistics and Spring Branch Road.
 - c) Discuss and take any action on bookkeeping services.
 - i) Eric Gonzalez and Brian Desilets presented details for the transition from Municipal Accounts & Consulting, L.P. to Clarity Consulting Corporation.
- 7) New Business
 - a) To review, discuss, and take action on engagement of Auditor to prepare District 2023 / 2024 Fiscal Year Audit.
 - i) Discussion regarding Auditor engagement.
 - ii) James Sibley called for a motion to accept the proposal to engage McCall Gibson Swedlund Barfoot PLLC to prepare the District 2023 / 2024 Fiscal Year Audit.
 - (1) Eric Gensheimer made a motion to accept the proposal to engage McCall Gibson Swedlund Barfoot PLLC to prepare the District 2023 / 2024 Fiscal Year Audit.
 - (2) Mike Mason seconded the motion.
 - (3) There were no objections and the motion carried.
 - b) To review and act to approve Covered Applications and Prohibited Technology Policy based upon model policy development by the Texas Department of Information Resources.
 - i) John Peeler presented the Covered Applications and Prohibited Technology Policy.
 - ii) James Sibley called for a motion to approve the Covered Applications and Prohibited Technology Policy as presented by John Peeler and based upon the Texas Department of Information Resources Model Policy issued September 16, 2024.
 - (1) Eric Gensheimer made a motion to approve the Covered Applications and Prohibited Technology Policy as presented by John Peeler and based upon the Texas Department of Information Resources Model Policy issued September 16, 2024.
 - (2) Mike Mason seconded the motion.
 - (3) There were no objections and the motion carried.
 - c) Edwards reported to the Board circumstances on MCESD # 2 Line of Duty Death of LT Charles Freeman.
- 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) The Board entered into Closed Session at 6:07 PM.
 - ii) The Board exited Closed Session at 6:53 PM.
- 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) Busy closing out FY 2023 / 2024 with a final report expected to be completed by November 2024.
 - b) Lt. Charles Freeman LODD Ceremony.
 - c) Have completely moved out of old Station 54 and into new Station 54. Turned over to MUD 8 / Elliott Barner.
 - d) Participated in multiple National Night Out events.
 - e) Currently working to transition Payroll Companies from ADP to Paycor.
 - f) Safe-D Conference is scheduled for February 5 – 8, 2025. Registration and rooms open November 1, 2025. Gretchen would prefer to have attendees register for both the Conference and Rooms individually.

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, October 23, 2024
Regular Meeting Minutes- page 3 of 3

11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):


a) Next Regular Meeting

i) Wednesday, November 20, 2024, at 5:30 – Regular Meeting at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.

12) Adjournment

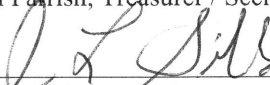
a) The meeting was adjourned at 7:15 P.M.

Minutes Prepared by:



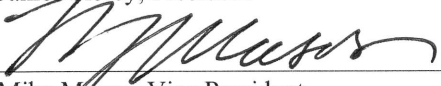
Kim Parrish, Treasurer / Secretary

11/20/24
Date




James Sibley, President

11/20/24
Date



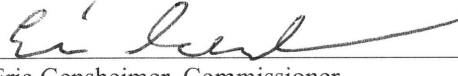
Mike Mason, Vice President

11/20/24
Date



Bert Green, Commissioner

11/20/24
Date



Eric Gensheimer, Commissioner

11/20/24
Date