

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Tuesday, December 17, 2024
Regular Meeting Minutes

Present:

- James Sibley - President
- Mike Mason – Vice President
- Kim Parrish, Commissioner – Treasurer / Secretary
- Bert Green – Commissioner
- John Peeler- Legal Counsel
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Rusty Griffith – Battalion Chief
- Eric Gonzalez – Clarity Consulting Corp.

Meeting Commenced: Tuesday, December 17, 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, November 20, 2024 – Regular Meeting Minutes
 - 1) James Sibley called for a motion to accept the above-listed minutes as written.
 - (1) Bert Green made a motion to accept the above-listed minutes as written.
 - (2) Mike Mason seconded the motion.
 - (3) There were no objections, and the motion carried.
- 5) Financial Matters
 - a) Monthly Financial Report as presented by District Bookkeeper, Eric Gonzalez.
 - 1) 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.
 - 1) Defer to January Meeting as Sales Tax Report is not yet available.
- 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.
 - 1) Station # 54 – (Walden)
 - (1) James Sibley and Rusty Griffith presented update for Station # 54, including discussion on roof, outstanding punch list items including plumbing valve and warranty issues, retaining wall repairs, and outstanding affidavits, including Pest Control Warranty, Roof Warranty, Landscaping, etc.
 - (2) James Sibley called for a motion to pay Christianson Brothers an amount of \$106,222.01 leaving a retainage figure of \$75,000 payable only upon completion of outstanding items and issues including roof warranty.
 - (3) Bert Green made a motion to pay Christianson Brothers an amount of \$106,222.01 leaving a retainage figure of \$75,000 payable only upon completion of outstanding items and issues including roof warranty.
 - Mike Mason seconded the motion.
 - There were no objections and the motion carried.

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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.
 - 1) Nothing to report.
 - 2) Please include item in January Agenda for further details and information.
 - c) To review, discuss, and take any action for close out for District 2023 / 2024 Fiscal Year.
 - 1) Review documents for accounting and close out for District 2023 / 2024 Fiscal Year and set up accounts for ESD # 2 future purchases.
- 7) New Business
- a) To review and act to amend the District Investment Policy.
 - 1) District Investment Policy discussed with John Peeler regarding current account status and options available to ESD # 2.
 - (1) James Sibley called for a motion to appoint Commissioner Eric Gensheimer as Account Manager for ESD # 2.
 - Mike Mason made a motion to appoint Commissioner Eric Gensheimer as Account Manager for ESD # 2.
 - Bert Green seconded the motion.
 - There were no objections and the motion was carried.
 - 2) James Sibley called for a motion to allow Commissioner Eric Gensheimer access to our financial accounts..
 - (1) Mike Mason made a motion to allow Commissioner Eric Gensheimer access to our financial accounts.
 - (2) Burt Green seconded the motion.
 - (3) There were no objections and the motion was carried.
 - 3) District to review and take action on Investment Policy next meeting.
 - b) To review and act to adopt the District Records Management Program, adopt retention schedules developed by the Texas State Library and Archives Commission, and appoint Records Management Officers.
 - 1) James Sibley called for a motion to adopt the policy proposed by John Peeler regarding resolution to adopt the District Records Management Program, adopt retention schedules developed by the Texas State Library and Archives Commission, and appoint Chief Edwards as Records Management Officers.
 - Eric Gensheimer made a motion to adopt the policy proposed by John Peeler regarding resolution to adopt the District Records Management Program, adopt retention schedules developed by the Texas State Library and Archives Commission, and appoint Chief Edwards as Records Management Officers.
 - Mike Mason seconded the motion.
 - There were no objections and the motion was carried.
 - c) Take any action on resolution for nominations from County, School, and City District for Montgomery County Appraisal District Board of Directors Election.
 - 1) James Sibley called for a motion to nominate Commissioner Kim Parrish for Montgomery County Appraisal District Board of Directors Election.
 - (1) Mike Mason made a motion to nominate Commissioner Kim Parrish for Montgomery County Appraisal District Board of Directors Election.
 - (2) Bert Green seconded the motion.
 - (3) There were no objections and the motion was 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 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.
- 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) Thank you to those in attendance at the recent Annual Awards Banquet. Extra thank you to Gretchen for an amazing job per usual.


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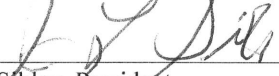
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- b) ESD # 2 conducted Driver Operator Test and five have been promoted to DO.
 - c) Looking to have a Promotional Ceremony in January 2025 for all 2024 promotions and off probation members.
 - d) ESD # 2 Members completed annual medical exams per TCFP and NFPA. Annual review of results will be available on December 19, 2024.
 - e) ESD # 2 is completely staffed with the addition of new hires.
 - f) ESD # 2 has met with Texas Forest Service to discuss TIFMAS needs and deployments. Discussed the District's new TIFMAS truck and the future of ESD # 2 in TIFMAS.
 - g) Merry and Safe Christmas and New Year.
- 11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):
- a) Next Regular Meeting
 - 1) Wednesday, January 22, 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 6:38 P.M.

Minutes Prepared by:



Kim Parrish, Treasurer / Secretary

1/27/2025
Date



James Sibley, President

1/29/2025
Date

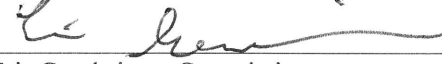
Mike Mason, Vice President

Date



Bert Green, Commissioner

1/29/26
Date



Eric Gensheimer, Commissioner

1/29/25
Date