

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, March 26, 2025
Regular Meeting Minutes

Present:

- James Sibley – President
- Mike Mason – Vice President
- Kim Parrish, Commissioner – Treasurer / Secretary
- Burt Green – Commissioner / Assistant Treasurer
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Rusty Griffith – Battalion Chief
- Brian Desilets – Clarity Consulting Corp.
- John Peeler – Coveler & Peeler, P.C.
- Ricardo Martinez – Martinez Architects, LP

Meeting Commenced: Wednesday, March 26, 2025

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, February 26, 2025 – Regular Meeting Minutes
 - i) James Sibley called for a motion to accept the above-listed minutes as written.
 - (1) Eric Gensheimer 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, Brian Desilets.
 - i) Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, Investment Policy, and district debt.
 - (1) Brian Desilets and Eric Gensheimer reviewed the report along with recent changes.
 - (2) Chief Edwards presented previous loan documents. Everything appears to be in order since switching from Municipal Accounts to Clarity.
 - (3) James Sibley called for a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - Eric Gensheimer made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - Burt 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 the 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) James Sibley Station report, including an update regarding Christensen Brothers letter and comments.
 - (2) Ricardo Martinez Station report update.
 - (3) Continuing to work for or toward getting a roof warranty from CBG. Sibley and Edwards are going to contact Mark and/or roof company to investigate possible roof warranty.

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- b) To report and take any action on adoption of District Records Management Program.
 - i) Previously adopted. No action needed.
 - c) 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) Ricardo Martinez submitted report on property for Administrative Complex.
 - ii) James Sibley called for a motion to cancel the contract on the current offer based on feasibility based on the report from Martinez Architects, LP.
 - (1) Mike Mason made a motion to cancel the contract on the current offer based on feasibility based on the report from Martinez Architects LP.
 - (2) Burt Green seconded the motion.
 - (3) There were no objections and the motion was carried.
 - d) Discuss and take action on setting up ESD # 2 reserve funds and future capital expense funds.
 - i) Discuss new report and set up reserve capital accounts.
 - ii) Fire Department proposes skipping April payment to Fire Department, which will provide ESD reserve additional expenses.
 - e) To review and act to amend District Investment Policy.
 - i) Counsel presented policy with December 2024 revisions to Board.
 - ii) James Sibley called for a motion to accept and approve the District Investment Policy as proposed in December 2024 with Eric Gensheimer listed as point of contact.
 - (1) Mike Mason made a motion to accept and approve the District Investment Policy as proposed in December 2024 with Eric Gensheimer listed as point of contact.
 - (2) Burt Green seconded the motion.
 - (3) There were no objections and the motion was carried.
- 7) New Business
- a) Discuss and take action on proposed annexation by the City of Montgomery of a 45.744-acre tract in Zacharias Landrum Survey.
 - i) No action needed.
 - b) Discuss and take action on proposed annexation by the City of Montgomery of a 32.24-acre tract in the Benjamin Rigsby League.
 - i) No action needed.
 - c) Take action on final ballot for MCAD 2025 Board of Directors Election.
 - i) No action needed.
 - d) Review, discuss, and take action on 2025 Tax Exemptions.
 - i) Counsel presented Montgomery County ESD # 2 Granting Exemption Worksheet for 2025.
 - (1) James Sibley called for a motion to retain ESD # 2 Exemptions of 20% homestead (maximum allowed) , \$25,000 for disability, and \$25,000 over 65 for 2025.
 - Mike Mason made a motion to retain ESD # 2 Exemptions of 20% homestead (maximum allowed) , \$25,000 for disability, and \$25,000 over 65 for 2025.
 - Burt Green seconded the motion.
 - There were no objections, and the motion carried.
 - e) Review, discuss, and take action on MCESD # 2 surplus list.
 - i) Chief Edwards and Battalion Chief Griffith presented information and details on MCESD # 2 surplus list.
 - (1) James Sibley called for a motion to approve the MCESD # 2 Proposed List of Surplus Equipment to be auctioned March 2025.
 - Eric Gensheimer made a motion to approve the MCESD # 2 Proposed List of Surplus Equipment to be auctioned March 2025.
 - Mike Mason seconded the motion.
 - 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 are required 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.

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- 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.
- 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 multiple shower leaks at Station 52.
 - b) Multiple ESD # 2 Fire Fighters currently deployed with TIFMAS.
 - c) The new F-550 for SQ is expected to arrive soon.
 - d) Working on EVT and SQ Trucks.
 - e) Working on 5-year projections for Budget.
 - f) Annual ESD # 2 report for 2024 to present at April meeting.
 - g) Seven members of FD will be attending ceremony in Maryland
- 11) Confirm Meeting Date, Time, and Location for up, coming meeting(s):
 - a) Next Meeting
 - i) Wednesday, April 23, 2025, 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 6:45 P.M.

Minutes Prepared by:



Kim Parrish, Treasurer / Secretary

4-23-25
Date



James Sibley, President

4-23-25
Date



Mike Mason, Vice President

4/23/25
Date



Burt Green, Assistant Treasurer

4-23-26
Date



Eric Gensheimer, Assistant Secretary

4-23-25
Date