

**Montgomery County Emergency Service District # 2**  
**Board of Commissioners Regular Meeting**  
Wednesday, April 23, 2025  
*Regular Meeting Minutes*

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**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
- Eric Gonzales – Clarity Consulting Corp.
- John Peeler – Coveler & Peeler, P.C.
- Robin Humphrey - HdL Companies

**Meeting Commenced:** Wednesday, April 23, 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, March 26, 2025 – 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) Burt 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, Eric Gonzales.
    - i) Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, Investment Policy, and district debt.
      - (1) Eric Gonzales and Eric Gensheimer reviewed the report along with recent changes.
      - (2) 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.
        - Mike Mason seconded the motion.
        - There were no objections, and the motion carried.
      - (3) Eric discussed a security issue discovered at Clarity. Board discussed measures in place and any future needs.
      - (4) Reported all ESD funds are safe.
    - b) Discuss and review ESD # 2 loans and take any action.
      - i) Update on MCESD # 2 loans and account details.
      - ii) James Sibley called for a motion to refinance the discussed Station 52 loan.
        - (1) Eric Gensheimer made a motion have Peeler to handle and propose an RFP to refinance the Station 52 loan.
        - (2) Mike Mason seconded the motion.
        - (3) There were no objections and the motion was carried.
    - c) Discuss and take action on setting up ESD # 2 reserve funds and future capital expense funds.
      - i) No discussion at this time.
    - d) Sales Tax Report and take any action on Sales Tax.
      - i) Robin Humphrey presented the HdL Sales Tax Report.
      - ii) Discussion held on split tax rate for any areas in City of Montgomery after ESD sate s tax voted in. This is to be monitored for future sales tax contributors.

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- 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) Continuing to work for or toward getting a roof warranty from CBG.
      - (2) Vendors continue to reach out regarding final payments and have been referred to the Bond Company for additional information and follow-up.
  - 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.
- 7) New Business
  - a) Review, discuss, and take action on MCESD # 2 Surplus List.
    - i) Approved list will be posted on one of bidding sites.
  - b) Present 2024 MCESD # 2 Annual Report.
    - i) Chief Edwards and Battalion Chief Griffith presented the 2024 MCESD # 2 Annual Report.
- 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.
  - 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) Entered into Closed Session at 6:41 P.M.
    - ii) Exited Closed Session at 7:21 P.M.
- 9) Take any action on item(s) discussed in Closed Session.
  - a) Pending or contemplated litigation, settlement.
    - i) James Sibley called for a motion to authorize the building committee to engage legal counsel for an amount not to exceed \$10,000.
      - (1) Eric Gensheimer made a motion to authorize the building committee to engage legal counsel for an amount not to exceed \$10,000.
      - (2) Mike Mason seconded the motion.
      - (3) There were no objections and the motion was carried.
  - b) Real estate, including but not limited to purchase, sale, platting, or permits.
    - i) James Sibley called for a motion to authorize President James Sibley to execute a contract to procure property identified in Closed Session, offer price, and obtain proposals for financing.
      - (1) Eric Gensheimer made a motion to authorize President James Sibley to execute a contract to procure property identified in Closed Session, offer price, and obtain proposals for financing.
      - (2) Burt Green seconded the motion.
      - (3) There were no objections and the motion was carried.
  - 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) Chief Edwards is working on the Budget.
  - b) Typical events with nothing major to report.
- 11) Confirm Meeting Date, Time, and Location for up, coming meeting(s):
  - a) Next Regular Meeting
    - i) Wednesday, May 28, 2025, at 5:30 – Regular Meeting at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356.

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12) Adjournment

- a) The meeting was adjourned at 7:26 P.M.

Minutes Prepared by:

  
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Kim Parrish, Treasurer / Secretary

5/28/25  
Date

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

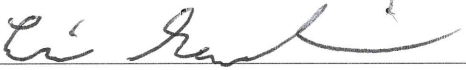
5/28/25  
Date

  
\_\_\_\_\_  
Mike Mason, Vice President

5/28/25  
Date

  
\_\_\_\_\_  
Burt Green, Assistant Treasurer

5/28/25  
Date

  
\_\_\_\_\_  
Eric Gensheimer, Assistant Secretary

5/28/25  
Date