

**Montgomery County Emergency Service District # 2**

**Board of Commissioners Regular Meeting**

Wednesday, January 25, 2023

*Meeting Minutes*

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**Present:**

- James Sibley, Commissioner – President
- Mike Mason, Commissioner – Vice President
- Kim Parrish, Commissioner – Treasurer / Secretary
- Burt Green – Commissioner
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Rusty Griffith – Battalion Chief
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- John Peeler – Peeler & Coveler
- Ricardo Martinez – Martinez Architects (via Conference)

**Meeting Commenced:** Wednesday, January 25, 2023

**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 present as listed above.
  - b) Quorum established.
- 3) To Receive Public Comment
  - a) No public present
- 4) Oath of Office for 2023 Term
  - a) Commissioner Oath of Office
    - i) James Sibley
    - ii) Burt Green
    - iii) Eric Gensheimer
- 5) Action to elect Board Officers for 2023 Term
  - a) Eric Gensheimer made a motion to retain all 2022 Board Officer positions.
    - i) James Sibley – President
    - ii) Mike Mason – Vice President
    - iii) Kim Parrish – Sect/ Treas
    - iv) Eric Gensheimer – Commissioner
    - v) Burt Green – Commissioner
- 6) Reading and Approval of following meeting minute(s).
  - a) Monday, December 19, 2022 – Regular Meeting
    - i) James Sibley called for a motion to accept the above-listed minutes as written.
    - ii) Burt Green made a motion to accept the above listed minutes as written.
    - iii) Mike Mason seconded the motion.
    - iv) There were no objections and the motion carried.
- 7) Financial Matters
  - a) Monthly Financial Report as presented by District Bookkeeper.
    - 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.
        - (a) Mike Mason made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
        - (b) Burt Green seconded the motion.

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- (c) There were no objections and the motion carried.
  - b) Conduct Annual Review of the District's Investment Policy and take any necessary action.
    - i) Board is reviewing the District's Investment Policy and will take further necessary action at the February Regular Meeting.
  - c) Discuss and take action on payment of new tankers.
    - i) Tankers should be receiving final inspection and delivered (1) January 31, 2023, and (2) February 24, 2023.
    - ii) The plan is to keep one tanker in reserve and sell one since it will be surplus.
  - d) Sales Tax Report and take any action on Sales Tax.
    - i) Eric Gensheimer to present updated Sales Tax Report.
- 8) Old Business
- a) To review and act on matters related to ownership of property for District fire station(s), including approving the purchase or lease of real property.
    - i) Chief Edwards will speak to the landowner of property located south of Montgomery before February Regular Meeting.
  - b) 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
      - (1) General:
        - (a) Roof underway
        - (b) Interior and Exterior framing underway
        - (c) Plumbing rough-in underway
      - (2) Anticipated Activities:
        - (a) Transformer pad to be poured.
        - (b) Mock-up to be erected within week.
        - (c) Storm Line progress suspended due to lack of Entergy movement.
      - (3) General Discussion:
        - (a) Construction Fence is causing blind spot and blocking road view.
      - (4) Financial Standing
        - (a) Original Guaranteed Maximum Cost: \$4,169,000.00
        - (b) Pay Application:
          - i) James Sibley called for a motion to approve Pay App # 6 in the amount of \$256,098.62 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material.
          - ii) Eric Gensheimer made a motion to approve Pay App # 6 in the amount of \$256,098.62 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material.
          - iii) Mike Mason seconded the motion.
          - iv) There were no objections and the motion carried.
    - ii) Station # 55
      - (1) Christianson Brothers working on remaining few items on the one-year walk through.
        - (a) Plumbers working on all adjustments.
        - (b) Air Compressor issues being addressed.
        - (c) Cooktop issues being addressed.
        - (d) Young and Sons Door issues have been identified and progress is expected.
- 9) New Business
- a) Report of filing ESD Report to Safe-D according to Health and Safety Code 775.083 by January 1, 2023
    - i) ESD # 2 has filed before the January 1, 2023, Deadline.
  - b) Discuss and take action on reimbursement funds from TIFMAS.
    - i) ESD # 2 has received / should be receiving multiple reimbursement checks totaling \$200,000.

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- ii) Fire Department requests that \$40,000 of this reimbursement be earmarked for tanker modifications and other TIFMAS supplies. (All modifications will be made after receipt of new tankers.)
  - c) Discuss and take any action on remodel of MCESD # 2 Fire Station 52.
    - i) Discussion regarding MCHD turning station into a 24-hour EMS Station. MSCESD # 2 and MCESD # 3 will both have added manpower.
    - ii) Chief Edwards is currently looking at multiple options and working with MCHD Admin to find a plan that fits both MCESD # 2 and MCHD logistics and costs.
  - d) Discuss and take any action on EVT MOI with MCESD # 2 and MCESD # 3.
    - i) Worked with MCESD # 3 on contract for MCESD # 2 EVT to perform MCESD # 3 preventative maintenance and any minor repairs that MCESD # 2 EVT agrees to.
    - ii) James Sibley called for a motion to accept the contract between MCESD # 2 and MCESD # 3 regarding EVT Preventative Maintenance.
      - (1) Mike Mason made a motion to accept the contract between MCESD # 2 and MCESD # 3 regarding EVT Preventative Maintenance.
      - (2) Eric Gensheimer seconded the motion.
      - (3) There were no objections and the motion carried.
  - e) Discuss exemptions for 2023.
    - i) Counsel has requested an agenda item at the February 2023 meeting to ensure that the March 1 deadline is met.
      - (1) Documents will be sent to ESD # 2 approximately one week before the February 2023 meeting.
- 10) 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 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 needed.
- 11) 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.
- 12) Report from Fire Department on Present Activities and Events as presented by Chief Edwards.
- a) Plantersville / Grimes County – Currently attempting to form a County-Wide ESD for their seven Fire Departments. Edwards has spoken at their County Commissioner Meeting.
  - b) MCESD # 2 had ten members attend the TEEX Officer Symposium in Frisco January 11-14.
  - c) In process of Annual Employee Evaluations for 2022.
  - d) Working on a revision of the 10-year plan.
  - e) Annual Edward Jones meetings for retirement plan is scheduled for February 16, 20, and 23.
  - f) Working on ESD # 2 / Fire Department Annual Report
  - g) Safe-D next week – Commissioners Sibley, Mason, Green, and Parrish to attend.

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13) Confirm Meeting Date, Time, and Location for February 2023 Meeting

a) Wednesday, February 22, 2023, at 5:30 P.M. at Station # 51.

14) Adjournment

a) Meeting adjourned at 6:47 P.M.

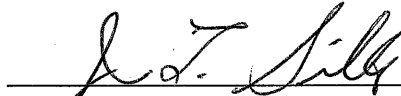
Minutes Prepared by:



Kim Parrish, Treasurer / Secretary

2/22/2023

Date



James Sibley, President

2/22/2023

Date



Mike Mason, Vice President

2/22/2023

Date



Burt Green, Commissioner

2-22-2023

Date



Eric Gensheimer, Commissioner

2/22/2023

Date