

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, October 25, 2023
Regular Meeting Minutes

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
- Mark Miller – Municipal Accounts & Consulting, L.P
- John Peeler – Peeler & Coveler
- Ricardo Martinez – Martinez Architects

Meeting Commenced: Wednesday, October 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 were present as listed above.
 - b) Quorum established.
- 3) To Receive Public Comment
 - a) No Public in Attendance
- 4) Reading and Approval of following meeting minute(s).
 - a) Wednesday, September 27, 2023 – Regular Meeting Minutes
 - b) Tuesday, October 03, 2023 - Special 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.
 - 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.
 - Mike Mason 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 to present updated Sales Tax Report.
 - ii) Discussion regarding the decline in Sales Tax from one of the largest former Taxpayers.
 - (1) Eric Gensheimer to investigate further and report back.
 - c) To review, discuss, and take any action on engagement of Auditor to prepare District 2022/2023 Fiscal Year Audit.
 - i) Completed in September.
- 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

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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 # 52 – Remodel

(1) General:

- Selective demolition has been initiated.
- Coordination of existing material, fixtures, and Equipment to be coordinated with Owner.
- MA coordinating milestone observation and OAC Meetings

(2) Anticipated Activities:

- Framing of proposed renovated areas.
- GC is working on defining the schedule for doors and frames.

ii) Station # 54

(1) General:

- AC System has been started.
 - MA has requested humidity and temperature readings to be documented for verification compliance with finish manufacturers.
- Painting has begun.
- Natural Gas has been installed on site.
- Sand Oil Separator set 10/17/2023.
 - CBG made modifications to the unit.
 - Civil and Plumbing Engineers strongly recommend modifications to Park Equipment not be made.
 - Modification changes the performance and capacity of the unit.
 - Recommendations to replace the unit have been made to CBG.
- Plumbing insulation has been completed.
 - MA and DBR observation reports show incomplete insulation and missing valve tags.
- Final grading is ongoing.
- Fire Marshall initial inspections (above ceiling) performed on 10/19/2023.
 - Identified several deficiencies.
 - CBG will work on coordinating compliance.
- Installation has begun on ceiling tiles.
- MA coordination weekly inspection for the duration of the project in addition to OAC Meetings.

(2) Anticipated Activities:

- Waiting for Natural Gas completion.
- Owner to coordinate the account for Fire Alarm System Monitoring.

(3) General Discussion:

- Eric Gensheimer updated the Board on details of building progress.

(4) Financial Standing

- Original Guaranteed Maximum Cost: \$4,169,000.00
- Change Orders to the Project: \$0.00
- Pay Application:

(i) James Sibley called for a motion to approve Pay App # 15 in the amount of \$175,850.44 contingent upon final receipt of conditional lien releases, certificates of insurance for stored material, and confirmation of documentation regarding storage.

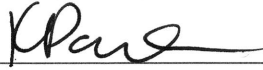
1. Mike Mason made a motion to approve Pay App # 15 in the amount of \$175,850.44.68 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material, and confirmation of documentation regarding storage.
2. Burt Green seconded the motion.
3. There were no objections and the motion carried.

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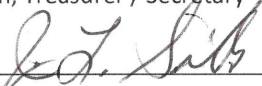
- Balance of Contract: \$902,774.06.
- iii) Station # 55
 - (1) Eric Gensheimer met with Contractor regarding the ongoing issues with brick at Station # 55 and updated the Board accordingly.
- 7) New Business
 - a) Discuss and take any action on computer equipment for MCESD # 2.
 - i) All Commissioners have received their IT Equipment.
 - ii) Moving forward, all Meeting Material will be sent out electronically.
- 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 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 6:20 PM.
 - ii) Exited into Closed Session at 7:17 PM
- 9) Take any action on item(s) discussed in Closed Session.
 - a) Pending or contemplated litigation, settlement. No action taken.
 - 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) Summary of recent Plantersville Fire Incident.
 - b) The Annual Awards Banquet is scheduled for November 30 at Arrowhead Hill.
 - c) November and December are busy with Testing and Shift Changes.
 - d) FD Incidents have been busy with a few fatality incidents and a house fire in Bentwater.
- 11) Confirm Meeting Date, Time, and Location for October 2023 meeting(s):
 - a) Regular meeting
 - i) Wednesday, November 29, 2023, at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356
- 12) Adjournment
 - a) The meeting was adjourned at 7:22 P.M.

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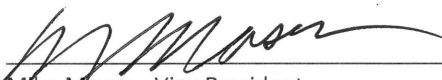
Minutes Prepared by:



Kim Parrish, Treasurer / Secretary



James Sibley, President



Mike Mason, Vice President



Burt Green, Commissioner



Eric Gensheimer, Commissioner

11/29/23
Date

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