

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, February 22, 2023

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
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- Christopher Section – Municipal Accounts & Consulting, L.P
- John Peeler – Peeler & Coveler
- Ricardo Martinez – Martinez Architects

Meeting Commenced: Wednesday, February 22, 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 in Attendance
- 4) Reading and Approval of following meeting minute(s).
 - a) Wednesday, January 25, 2023 – Regular Meeting
 - i) James Sibley called for a motion to accept the above-listed minutes as written.
 - ii) Mike Mason made a motion to accept the above listed minutes as written.
 - iii) Eric Gensheimer seconded the motion.
 - iv) 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.
 - (a) Eric Gensheimer made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - (b) Burt Green seconded the motion.
 - (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) James Sibley called for a motion to accept the District's Investment Policy adopted in May 2020 as no changes are needed at this time, therefore, the District will continue to operate under this Policy in 2023.
 - (1) Eric Gensheimer made a motion to accept the District's Investment Policy adopted in May 2020 as no changes are needed at this time, therefore, the District will continue to operate under this Policy in 2023.
 - (2) Mike Mason seconded the motion.
 - (3) There were no objections and the motion carried.
 - c) Sales Tax Report and take any action on Sales Tax.
 - i) Eric Gensheimer to present updated Sales Tax Report.

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, February 22, 2023

Minutes- page 2 of 4

6) 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) Nothing to report.
- 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) Framing is nearing completion.
 - (b) HVAC nearly complete. (Rough-in only)
 - (c) Relocation of the power line is still unresolved. Waiting on Entergy.
 - (d) Relocation of Emerson is complete.
 - (e) Building slab spalling is still being examined.
 - (2) Anticipated Activities:
 - (a) HVAC Insulation
 - (b) Sheathing
 - (c) Utility completion.
 - (3) General Discussion:
 - (a) The project has been pushed back by one month due to delays by Entergy.
 - (i) Additional information to be gathered over the next week and steps to resolve the issue will be taken at that time.
 - (b) Concrete slump issues are being addressed.
 - (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 # 7 in the amount of \$273,386.15 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material.
 - 1. Mike Mason made a motion to approve Pay App # 7 in the amount of \$273,386.15 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material.
 - 2. Burt Green seconded the motion.
 - 3. There were no objections and the motion carried.
 - ii) Station # 55
 - (1) The Pocket Door is working better, but damage was done to the drywall, so that will need to be repaired. R. Griffith is working with them toward a resolution.
 - (2) Board requested Martinez Architects to send letter to CBG advising that all repairs should be complete within 2 weeks or MCESD#2 will have repairs done by outside vendors.

7) New Business

- a) Report, discuss, and take action on payment of new tankers.
 - i) The second tanker is scheduled to be delivered Tuesday, February 28, 2023.
 - ii) Kaye Townley will arrange for payment to be wired before delivery.
- b) Discuss and take action on any MCESD # 2 surplus and / or salvage items.
 - i) James Sibley called for a motion to claim the current Tanker 53 as surplus and advertise to receive sealed bids to be opened at the March Regular Meeting.
 - (1) Mike Mason made a motion to claim the current Tanker 53 as surplus and advertise to receive sealed bids to be opened at the March Regular Meeting.

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, February 22, 2023

Minutes- page 3 of 4

- (2) Eric Gensheimer seconded the motion.
 - (3) There were no objections and the motion carried.
 - c) Discuss and take action on reimbursement funds from TIFMAS.
 - i) TIFMAS Reimbursement Fund discussion.
 - ii) James Sibley called for a motion to retain a portion of the \$227,868.29 TIFMAS Reimbursement Funds for a total of \$110,000 as presented, with \$15,000 for Equipment and Upgrades, \$5,000 for Technology, \$10,000 in PPE, and \$80,000 for a department vehicle.
 - iii) Burt Green made a motion to retain a portion of the \$227,868.29 TIFMAS Reimbursement Funds for a total of \$110,000 as presented, with \$15,000 for Equipment and Upgrades, \$5,000 for Technology, \$10,000 in PPE, and \$80,000 for a department vehicle.
 - iv) Mike Mason seconded the motion.
 - v) There were no objections and the motion carried.
 - d) Discuss and take any action on remodeling of MCESD # 2 Fire Station 52.
 - i) Chief Edwards has met with MCHD regarding the remodel request.
 - ii) Chief Griffith is working with all parties involved to work toward a solution that is acceptable for all parties involved.
 - iii) Updates will be presented as available.
 - e) Discuss exemptions for 2023.
 - i) John Peeler presented a Review of Potential Exemptions for 2023 based on calculations from 2022 Exemption Effects on Taxes.
 - ii) Mike Mason made motion to establish a 20% homestead exemption.
 - (1) 2nd by Burt Green.
 - (a) No discussion.
 - (i) All in favor.
- Kim Parrish exited meeting and was not in attendance for further votes.
- iii) Burt Green made motion to keep over 65 and disabled exemption at \$25,000.
 - (1) 2nd by Eric Gensheimer.
 - (a) No discussion.
 - (i) All in favor.
 - f) Discuss and take any action on the 2023 Legislative Session.
 - i) James Sibley led discussion on travelling to Austin on March 21st for ESD Legislative Day. James Sibley to gather more information on potential trip.
 - g) Review, discuss, and take any action on Bookkeeping Services.
 - i) James Sibley led discussion on board's desire to evaluate bookkeeping services. John Peeler noted that any Requests for Proposals would need to follow the formal process, because the annual price for services may exceed the amount allowed by statute.
 - ii) Eric Gensheimer made motion to authorize board president to solicit proposals for bookkeeping services based on criteria established by the board president.
 - (1) 2nd by Mike Mason.
 - (a) No discussion.
 - (i) All in favor, K. Parrish not in attendance.
 - h) Review, discuss, and take any action on Strategic Planning Process.
 - i) James Sibley led discussion on resources available to establish a strategic planning process for the organization.
 - ii) Eric Gensheimer made motion to authorize board president to evaluate consultants to hold a strategic planning workshop.
 - (1) 2nd by Mike Mason.
 - (a) No discussion.
 - (i) All in favor, K. Parrish not in attendance.

Montgomery County Emergency Service District # 2

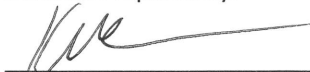
Board of Commissioners Regular Meeting

Wednesday, February 22, 2023

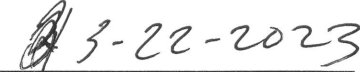
Minutes- page 4 of 4

- 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) No closed session needed.
- 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) Overview of Firefighter Grant Cherry Service
 - i) A Letter of Thanks is being drafted along with a list of recipients.
 - b) Lots of Fire Department activities have been postponed due to FF Cherry's Service
 - c) A Full-time Test has been scheduled for March 6, 2023
 - d) A Grant has been applied for along with MCESD # 3 for new radios.
 - i) Chief Griffith and Chief Soliz have compiled the requested information and have submitted the application.
 - ii) A decision will be made at some point during the summer months.
 - e) The Year in Review should be completed in the coming weeks and submitted during the March Regular Meeting.
- 11) Confirm Meeting Date, Time, and Location for March 2023 Meeting
 - a) Wednesday, March 22, 2023, at 5:30 P.M. at Station # 51.
- 12) Adjournment
 - a) Meeting adjourned at 7:05 P.M.

Minutes Prepared by:



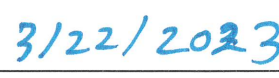
Kim Parrish, Treasurer / Secretary



Date



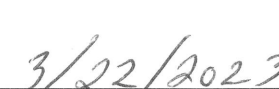
Rusty Griffith, Battalion Chief



Date



James Sibley, President



Date



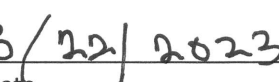
Mike Mason, Vice President



Date



Burt Green, Commissioner



Date



Eric Gensheimer, Commissioner



Date