

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, March 22, 2023
Minutes

Present:

- James Sibley, Commissioner – President
- Mike Mason, Commissioner – Vice President
- 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

Not Present:

- Kim Parrish, Commissioner – Treasurer / Secretary

Meeting Commenced: Wednesday, February 22, 2023, at 5:30 P.M.

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) Commissioners, staff, and associates listed above were present. Commissioner Parrish was absent.
- b) Quorum established.

3) To Receive Public Comment

- a) No Public in Attendance

4) Reading and Approval of following meeting minute(s).

- a) Wednesday, February 22, 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) Mike Mason 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) Sales Tax Report and take any action on Sales Tax.
 - i) Eric Gensheimer presented Sales Tax Report.

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- (1) James Sibley requested to have HDL follow up on taxpayer(s) that has reduced monthly payments in recent months.

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) Ricardo Martinez presented a monthly progress report on Fire Station # 54 construction.
 - (1) General:
 - (a) Framing, sheathing nearly complete.
 - (b) Martinez Architects to hire a 3rd party firm to conduct moisture testing.
 - (c) Relocation of power line still not resolved. Waiting on Entergy.
 - (d) Waterline relocation @ Emerson and Brightwood to be completed this week.
 - (e) Building slab spalling still being examined. Initial report from geotechnical firm hired to test structural integrity of slab indicate no deficiencies.
 - (f) 500 lb toilet brackets to be utilized.
 - (2) Anticipated Activities:
 - (a) Ice machine infrastructure to be added to Utility room.
 - (b) Christensen to provide materials on Bomanite floor treatment.
 - (c) Entergy to push cable through Walden bore.
 - (d) CMU completion.
 - (e) Entergy to relocate line on site. Waiting for work further down the power line to be completed before make safe.
 - (3) General Discussion:
 - (a) Christensen has reportedly changed the Project Superintendent on the job, but no one has met the new individual.
 - (b) Commissioners requested to have Mark Christensen attend future project meetings.
 - (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 # 8 in the amount of \$236,074.05 at the recommendation of Ricardo Martinez.
 - 1. Eric Gensheimer made a motion to approve Pay App # 8 in the amount of \$236,074.05.
 - 2. Mike Mason seconded the motion.
 - 3. There were no objections and the motion carried.
 - ii) Station # 55
 - (1) Rusty Griffith reported that Mark Christensen has coordinated resolution of remaining items. The items remaining include Knox FDC Caps, Knox Key Switch for gate, and filter for air compressor. All remaining items are on order.
- c) Report and take any action on Strategic Planning Process.
 - i) James Sibley presented proposals from Emergency Services Consulting International and Howard Cross & Associates for strategic planning services.
 - ii) A general discussion was held concerning how the process works. The board requested to have a vendor present at a future meeting and provide more information on how the process works.

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- d) Discuss and take action on MCESD#2 surplus Tanker 53.
 - i) Four sealed bids were received for the truck. The bids are listed below.
 - (1) South Polk County Volunteer Fire Department & Ace Community Park, Inc. - \$65,000.00
 - (2) New Ulm Volunteer Fire Department - \$50,000.00
 - (3) Crabb's Prairie Volunteer Fire Department - \$40,251.00
 - (4) Moss Lake Volunteer Fire Department, Inc. - \$35,000.00
 - ii) Burt Green made a motion to sell tanker to South Polk County Volunteer Fire Department for \$65,000.
 - (1) E. Gensheimer seconded the motion.
 - (2) There were no objections and the motion carried.
- e) Discuss and take any action on remodel of MCESD#2 Fire Station 52.
 - i) Ricardo Martinez presented cooperative purchasing as the means to select the contractor for the work. John Peeler is going to review the process to ensure it meets state law. Ricardo will have a sketch of the proposed remodel early next week.
 - ii) Eric Gensheimer made a motion to authorize Martinez Architects to draft design documents for Fire Station 52 remodel at an amount not to exceed \$5,000.00.
 - (1) B. Green seconded the motion.
 - (2) There were no objections and the motion carried.
 - iii) Eric Gensheimer made motion to present MCHD a proposed design and budget for Fire Station 52 remodel at a cost not to exceed \$165,000.00.
 - (1) Mike Mason seconded the motion.
 - (2) There were no objections and the motion carried.
 - (3) The board requested Chief Edwards to initiate the contact with MCHD.
- f) Discuss and take any action on 2023 Legislative Session.
 - i) Chief Edwards provided the board with a list of bills related to ESDs moving through the legislature.
 - ii) No action taken.
- g) Review, discuss, and take any action on Bookkeeping services.
 - i) James Sibley reported that he is working to develop a Request For Proposals for bookkeeping services.
 - ii) No action taken.

7) New Business

- a) None

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.
 - i) No closed session needed.
- b) To meet in Closed Session pursuant to Government Code 551.074 to discuss personnel matters.
 - i) No closed session needed.
- 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.
 - i) No action required.
- b) Real estate, including but not limited to purchase, sale, platting, or permits.
 - i) No action required.
- c) Personnel matters, including hiring, retention, duties, and benefits, including administrative staff, fire suppression staff, command staff, and fire chief.

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i) No action required.

10) Report from Fire Department on Present Activities and Events as presented by Chief Edwards.

- a) Chief Edwards presented a list of 2022 Tax Rates and Exemptions for county ESDs and taxing entities in the northwest part of county.
- b) 2022 Annual Report was presented.
 - i) John Peeler expressed concern about some confidential information as it pertains to Section 418.176 of the Texas Government Code. The annual report is not public information.
- c) Revised 10 Year Plan was presented.
- d) Two new tankers are in service.
- e) The fire department has solicited bids to construct a fence at the rear of Fire Station 55 property.
- f) Monthly incidents were presented.

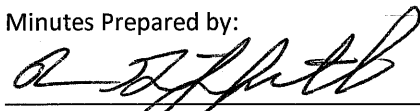
11) Confirm Meeting Date, Time, and Location for March 2023 Meeting

- a) Wednesday, April 26, 2023, at 5:30 P.M. at Fire Station 51, 20590 Eva Street, Montgomery, TX 77356

12) Adjournment

- a) The meeting adjourned at 7:45 P.M.

Minutes Prepared by:

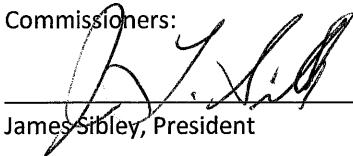


Rusty Griffith, Battalion Chief

4/26/2023

Date

Commissioners:



James Sibley, President

4/26/23

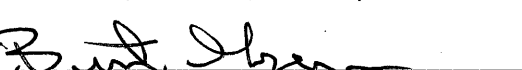
Date

Mike Mason, Vice President



Date

Kim Parrish, Treasurer / Secretary



4-26-23

Date

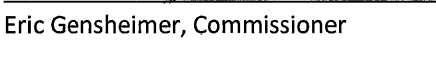
Burt Green, Commissioner



4-26-23

Date

Eric Gensheimer, Commissioner



4/26/23

Date