

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, May 24, 2023

Regular Meeting Minutes

Present:

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

Meeting Commenced: Wednesday, May 24, 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 are 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, April 26, 2023 – Regular Meeting
 - 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.
 - 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) Eric Gensheimer seconded the motion.
 - (c) There were no objections and the motion carried.
 - (2) There were no objections and the motion carried.
 - ii) James Sibley called for a motion to authorize Counsel and Staff to prepare the Truth in Taxation Packet to present at the regular June Meeting.
 - (1) Eric Gensheimer made a motion to authorize Counsel and Staff to prepare the Truth in Taxation Packet to present at the regular June Meeting.
 - (2) Mike Mason seconded the motion.
 - (3) 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.
- 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

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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:

- Storm Line Complete
- Paving 90% Complete
- Waterproofing Installation Complete
- Exterior Wall Insulation Complete
- Power brought across Walden Road
- Metering Ordered
- Exterior Glazing Complete

(2) Anticipated Activities:

- Waterproofing Inspection & Testing
- Completion of Site Paving
- Completion of Mezzanine Framing
- Completion of Drywall

(3) General Discussion:

(a) Ricardo Martinez / Mark Christenson updated the Board on details of building progress.

(4) Financial Standing

(a) Original Guaranteed Maximum Cost: \$4,169,000.00

(b) Change Orders to the Project: \$0.00

(c) Pay Application:

- (i) James Sibley called for a motion to approve Pay App # 10 in the amount of \$179,889.12 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material.
 - 1. Eric Gensheimer made a motion to approve Pay App # 9 in the amount of \$179,889.12 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material.
 - 2. Mike Mason seconded the motion.
 - 3. There were no objections and the motion carried.

(d) Balance of Contract: \$1,977,383.14

ii) Station # 55

(1) Approximately 1000' of fencing at a cost of \$4,900.

(2) James Sibley called for a motion to approve the erection of a barbed wire fence to surround the retention pond at a cost of \$4,900.

(a) Burt Green made a motion to approve the erection of a barbed wire fence to surround the retention pond at a cost of \$4,900.

(b) Mike Mason seconded the motion.

(c) There was one objection by Eric Gensheimer, and the motion carried.

c) Report and take any action on Strategic Planning Process.

i) Scheduled for June 14, 2023, at Station 51 from 8:00 to 11:00.

d) Discuss and take any action on 2023 Legislative Session

i) Counsel updated Board on 2023 Legislative Session.

ii) Safe-D is continually updating all members.

e) Review, discuss, and take any action on Bookkeeping Services.

i) Eric Gensheimer presented the Request for Proposal for Bookkeeping Services.

(1) Board agreed to review and propose any changes to the RFP at the next meeting.

(2) Board will revisit discussion on going out for RFP on Book keeping services at next meeting.

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- 7) New Business
- a) Review and take action on FY 2022 Audit
 - i) No action needed.
 - ii) McCall Gibson Swedlund Barfoot PLLC is sending to County to satisfy audit requirements.
 - 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 the 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:
 - (1) James Sibley called for a motion to call for an RFP for a remodel of Station 52 per the specifications indicated.
 - (a) Eric Gensheimer made a motion to call for an RFP for a remodel of Station 52 per the specifications indicated.
 - (b) Mike Mason seconded the motion.
 - (c) There were no objections and the motion carried.
 - (2) Ricardo Martinez to submit RFP notification to the Conroe Courier in a timely manner and report back to the Board.
- 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) Fire Department currently working on budget to present at the June Regular Meeting
 - b) RB 54 has arrived, and training is ongoing. Expected to go into service approximately July 1, 2023.
- 11) Confirm Meeting Date, Time, and Location for June 2023 Meeting
- a) Wednesday, June 28, 2023, at 5:30 P.M. at Station # 51.
- 12) Adjournment
- a) The meeting was adjourned at 6:35 P.M.

Minutes Prepared by:

Kim Parrish, Treasurer / Secretary

Date

James Sibley, President

Date

Mike Mason, Vice President

Date

Burt Green, Commissioner

Date

Eric Gensheimer, Commissioner

Date