

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, June 28, 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 (via Conference)

Meeting Commenced: Wednesday, June 28, 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, May 24, 2023 – Workshop
 - b) Wednesday, May 24, 2023 – Regular Meeting
 - i) James Sibley called for a motion to accept the above-listed minutes as written with the addition of Mike Mason as in attendance.
 - (1) Mike Mason made a motion to accept the above listed minutes as written with the addition of Mike Mason in attendance.
 - (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.
 - 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

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, June 28, 2023

Regular Meeting Minutes-page 2 of 4

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:

- Ceiling Grid underway
- Primer and first coat painting complete.
- App Bay liner installation underway.
- Mezzanine framing and drywall underway.
- Water Test failed (RE: Photos)
- Masonry Ledge detail not followed (RE: Photos)

(2) Anticipated Activities:

- Restroom tile work.
- Mezzanine deck pour.

(3) General Discussion:

- (a) Ricardo Martinez updated the Board on details of building progress.
- (b) Building Committee Report presented by James Sibley and Eric Gensheimer.

(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 # 11 in the amount of \$215,243.58 contingent upon final receipt of conditional lien releases, certificates of insurance for stored material, and confirmation of documentation regarding storage.
 - 1. Eric Gensheimer made a motion to approve Pay App # 11 in the amount of \$215,243.58 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material, and confirmation of documentation regarding storage.
 - 2. Mike Mason seconded the motion.
 - 3. There were no objections and the motion carried.

(d) Balance of Contract: \$1,762,139.57

ii) Station # 55

(a) Repair of veneer to be completed in coming weeks.

c) Review, discuss, and take any action on Bookkeeping Services

i) To include in November 2023 Regular Meeting

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

i) Two Vendors discussed.

ii) James Sibley called for a motion to engage ESCI as our Strategic Planning Partner.

(1) Mike Mason made a motion to engage ESCI as our Strategic Planning Partner.

(2) Burt Green seconded the motion.

(3) There were no objections and the motion carried.

e) Discuss any future ESD # 2 Board Member and Fire Dept. Staff Meetings

i) Scheduled for Tuesday, October 3, 2023, at 8:00 AM at Station 51.

f) Discuss and take any action on 2023 Legislative Session

i) Counsel will continue Board on 2023 Legislative Session.

ii) Safe-D is continually updating all members.

iii) Chief Edwards and Eric Gensheimer attended Safe-D Webinar on June 27, 2023.

7) New 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

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, June 28, 2023

Regular Meeting Minutes- page 3 of 4

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: No bids at this time.
- b) Discuss and take any action on surplus MCESD # 2 items.
 - i) Chief Edwards presented a surplus trailer to be listed to advertise for bid.
 - (1) James Sibley called for a motion to Advertise for Bid the 12' Surplus 2005 Flacon Trailer with box and ramp.
 - (2) Eric Gensheimer made a motion to Advertise for Bid the 12" Surplus 2005 Flacon Trailer with box and ramp.
 - (3) Burt Green seconded the motion.
 - (4) There were no objections and the motion carried.
- c) Distribute Draft Budget for FY 2023 / 2024
 - i) Chief Edwards distributed Draft Budget. An additional explanation regarding each category will be provided to the ESD Board over the coming weeks.
 - ii) 2023 Tax Rate Adoption Calendar presented by Counsel.
 - iii) Propose Tax Rate Meeting: Wednesday, August 9, 2023, at 8:00 AM at Station 51.
 - iv) Tax Rate Adoption Meeting: Wednesday, August 23, 2023, at 5:30 PM at Station 51.
- 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) Incidents
 - b) LT Test scheduled for the first part of August.
 - c) Retention Fence is in place at MCESD#2 Station 55.
 - d) Rescue Boat 54 in service as of July 1.
 - e) Squad 54 in service as of June 26 in Walden.
 - i) Five personnel are assigned to Station 54.
 - f) Grand Harbor partial gate closure to emergency vehicles and complete closure to residential traffic July 5 – July 28.
 - g) Confirm Meeting Date, Time, and Location for upcoming meetings:
 - i) Regular Meeting: Wednesday, July 26, 2023, at 5:30 P.M. at Station # 51.
 - ii) Propose Tax Rate Meeting: Wednesday, August 9, 2023, at 8:00 AM at Station 51.
 - iii) Tax Rate Adoption Meeting: Wednesday, August 23, 2023, at 5:30 PM at Station 51.
 - iv) Regular Meeting: Wednesday, August 23, 2023, at 5:45 PM at Station 51.
 - v) ESD # 2 and Fire Department Staff Meeting: Tuesday, October 3, 2023, at 8:00 AM at Station 51.

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, June 28, 2023

Regular Meeting Minutes- page 4 of 4

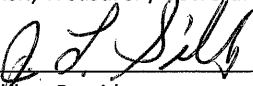
11) Adjournment

- a) The meeting was adjourned at 8:02 P.M.

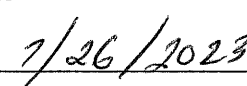
Minutes Prepared by:

Kim Parrish, Treasurer / Secretary

Date



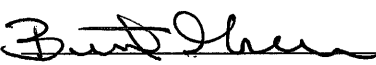
James Sibley, President



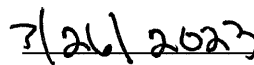
Date

Mike Mason, Vice President

Date



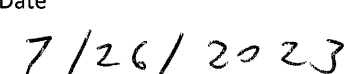
Burt Green, Commissioner



Date



Eric Gensheimer, Commissioner



Date