

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, July 26, 2023

Regular Meeting Minutes

Present:

- James Sibley, Commissioner – President
- Burt Green – Commissioner
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Rusty Griffith – Battalion Chief
- Chris Section – Municipal Accounts & Consulting, L.P
- John Peeler – Peeler & Coveler

Meeting Commenced: Wednesday, July 26, 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, June 28, 2023 – Regular meeting
 - b) Monday, July 10, 2023 – Special meeting
 - i) James Sibley called for a motion to accept the above-listed minutes.
 - (1) Burt Green 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, Chris Section.
 - 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) Sales Tax Report and take any action on Sales Tax.
 - i) Eric Gensheimer presented updated Sales Tax Report.
- 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 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:
 - Water Test failed – CBG making required corrections
 - Masonry nearly complete
 - Working on electricity on south side of station

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- Revisions to utility room being proposed
- Bathroom tile almost complete
- Still working on resolution for floor in living area
- Still working on weep hole resolution.

Discussion on pay ap #11. Approved at last meeting waiting for some documentation. MA received proper documentation to release payment of pay ap #11.

Discussion on pay ap #12.

- (i) James Sibley called for a motion to pay for pay ap #12 in the amount of \$394,446.82.
 - 1. Eric Gensheimer made the motion to pay for pay ap #12 in the amount of \$394,446.82.
 - 2. Burt Green second the motion.
 - 3. No objections. Motion carried.

ii) Station # 55

(a) Discussion on the needed stone repair and inspection. Edwards agreed to reach out to CBG and MA.

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

- i) James Sibley reported that he had reached out to both vendors. Informed ESCI that we would look to start process at the first quarter of next year due to other MCESD#2 obligations currently underway.

c) 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.

d) Discuss and take any action on 2023 Legislative Session

- i) Nothing new to report.
- ii) Briefly discussed a new tax bill that effects school districts.

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 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. Eric made a motion to have Martinez Architect serve as the MCESD#2 owner agent for the remodel at MCESD#2 Fire Station 52.
- 2. Burt Green second the motion.
- 3. All in favor. Motion passed.

- Edwards reported that MA had completed all drawing and specifications and is currently advertising and seeking bids.
- MA should have bids for MCESD#2 at the next meeting. Edwards also reported that MCHD has turned station into a 24 EMS unit so the sooner we can complete work the better as space is limited.
- Eric and James requested Peeler bring Board options on Job Order Contract for ESD to review for future construction projects. Peeler agreed and request if anyone has anyone who is well versed on this option to request information from them.

b) Discuss and take any action on surplus MCESD # 2 items.

- i) Chief Edwards presented the sealed bids for surplus trailer.

Board opened sealed bids. Bids were \$1000, \$700, \$650, \$622, and \$350.

- (1) James Sibley called for a motion to sell the 12" 2005 Falcon surplus trailer to be bid of \$1,000.
- (2) Eric Gensheimer made a motion to sell the 12" 2005 Falcon surplus trailer to be bid of \$1,000.
- (3) Burt Green seconded the motion.
- (4) There were no objections and the motion carried.

c) Discussion on Draft Budget for FY 2023 / 2024

- i) Chief Edwards distributed another copy Draft Budget. (no changes from previous version)
- ii) 2023 Tax Rate Adoption Calendar already approved was discussed.

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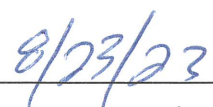
Wednesday, July 26, 2023

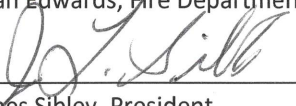
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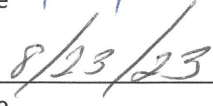
- iii) Propose Tax Rate Meeting: Wednesday, August 9, 2023, at 8:00 AM at Station 51.
iv) Tax Rate Adoption Meeting: Wednesday, August 23, 2023, at 5:30 PM at Station 51.
- 8) To Meet in Closed Session.
- a) To meet in Closed Session pursuant to Government Code 551.071 to consult with legal counsel regarding pending or contemplative litigation, settlement offers or on matters which require confidentially 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 August 14 & 15.
- c) Engine 56 (MCESD#2 reserve pumper) was involved in a minor accident. Minor damage with no injuries. Was not MCESD#2 fault, other driver ticketed.
- d) FD in process of updating Employee Handbook. Have come across a couple of issues that Chief Edwards will keep the Board comprised of to best serve ESD#2 and the employees. Peeler is also assisting with a policy for THC.
- e) Chief Edwards reported that FD getting meters combined at MCESD#2 Fire Station 52 due to cost per meter tap fee. Currently there are three and we are reducing to one.
- f) Members discussed MCESD#3 Grand Opening of Fire Station 31. 3 members from MCESD#2 attended.
- 11) Confirm Meeting Date, Time, and Location for upcoming meetings:
- i) Propose Tax Rate Meeting: Wednesday, August 9, 2023, at 8:00 AM at Station 51.
- ii) Tax Rate Adoption Meeting: Wednesday, August 23, 2023, at 5:30 PM at Station 51.
- iii) Regular Meeting: Wednesday, August 23, 2023, at 5:45 PM at Station 51.
- iv) ESD # 2 and Fire Department Staff Meeting: Tuesday, October 3, 2023, at 8:00 AM at Station 51.
- 12) Adjournment
- a) The meeting was adjourned at 7:02 P.M.

Minutes Prepared by:

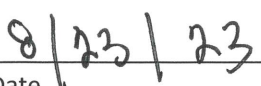

Brian Edwards, Fire Department


Date

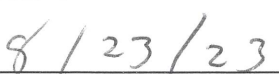

James Sibley, President


Date


Burt Green, Commissioner


Date


Eric Gensheimer, Commissioner


Date