

## **FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7**

Minutes for the regular Meeting of January 14, 2025

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:42 AM by Commissioner **Lopez** at the District Fire Station, 1834 W. Sycamore, Fresno, TX. The Commissioners in attendance were **Freddy Lopez, Sr., Barbara Hamilton, Ruston Hughes, and Ferrell Bonner.** Commissioner **Janet McClain** was absent. Also present were Fire Chief Anthony Bates; Assistant Fire Chief Tom Henderson; Esmeralda Mendez, Office Manager; District Legal Counsel John Peeler of Coveler & Peeler, P.C; Jessica Adkins, Coveler & Peeler, P.C., Mark Miller, Municipal Accounts \$ Consulting (via phone); MaryAnn Guirguis, Martinez Architects; and Justin Waggoner, Touchstone District Services.
2. **TO ADMINISTER OATHS OF OFFICE TO NEWLY APPOINTED AND RE-APPOINTED DISTRICT COMMISSIONERS.** Jessica Adkins administered Oath of Office to **Commissioner Ruston Hughes, Commissioner Barbara Hamilton, and Commissioner Ferrell Bonner.**
3. **TO ELECT BOARD OFFICERS FOR THE 2025 TERM.** Commissioner **Hughes** made a motion, seconded by **Commissioner Hamilton** to elect **Commissioner Lopez** as President, **Commissioner Hamilton** as Vice President, **Commissioner Hughes** as Treasurer, **Commissioner McClain** as Secretary, and **Commissioner Bonner** as Assistant Treasurer/Secretary. With a vote of 4 to 0, the motion carried.
4. **TO RECEIVE PUBLIC COMMENT.** The Board opened the floor to public comment, none was forthcoming.
5. **TO REVIEW AND ACT TO APPROVE THE MINUTES OF PRIOR MEETINGS.** A motion was made by **Commissioner Hamilton**, seconded by **Commissioner Hughes**, to approve the December 10, 2024, meeting minutes as presented. With a vote of 4 to 0, the motion carried.
6. **TO REVIEW AND DISCUSS ANNUAL CONFLICTS OF INTEREST REQUIREMENTS UNDER LOCAL GOVERNMENT CODE 176.003 (CONFLICTS DISCLOSURE STATEMENT REQUIRED) AND 171.004 (AFFIDAVIT AND ABSTENTION FROM VOTING REQUIRED).** District Counsel John Peeler presented information regarding conflicts of interest and forms that would be completed by any commissioner or staff who met the qualifications.
7. **TO REVIEW AND DISCUSS ACCESS TO PERSONAL INFORMATION UNDER THE PUBLIC INFORMATION ACT, INCLUDING REVIEW OF SECTIONS 552.024, 552.117, AND 552.1175.** District Counsel John Peeler presented information regarding access to personal information under the Public Information Act.
8. **TO ACT ON FINANCIAL MATTERS, INCLUDING FINANCIAL REPORT, INVOICES/BILLS, INVESTMENTS, INVESTMENT POLICY, FINANCIAL**

**INSTITUTIONS, CREDIT CARDS, REQUIRED REPORTS, AND REVISIONS TO BUDGET(S).** Mark Miller with Municipal Accounts presented the reports. It was noted that more ad valorem taxes were received in December for the 2024 levy than expected and the District was approximately 58% collected. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Hamilton**, to approve the reports and pay District bills as presented. With a vote of 4 to 0, the motion carried.

9. **TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.** District Counsel John Peeler presented the review of the Investment Policy. After discussion, a motion was made by Commissioner Hamilton, seconded by Commissioner Hughes, to approve the current Investment Policy until updates are necessary. With a vote of 4 to 0, the motion carried.
10. **TO REVIEW THE DISTRICT'S AUDIT ENGAGEMENT AND AUTHORIZE AUDITOR AND STAFF TO PROCEED UNDER SAME.** District Counsel John Peeler presented the audit engagement letter. After discussion, a motion was made by **Commissioner Hughes**, seconded by **Commissioner Hamilton**, to authorize McCall, Gibson, Swedlund, Barfoot, PLLC., to move forward with the audit. With a vote of 4 to 0, the motion carried.
11. **TO REVIEW AND ACT ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Justin Waggoner presented the monthly update. He noted that there were 480 unique users for the month of December. He also noted that the Stations Page is the most viewed section on the website currently. He is also working on the ALS Transition article and the Arcola Newsletter.
12. **TO RECEIVE A REPORT FROM THE FIRE CHIEF AND COMMAND STAFF REGARDING FRESNO FIRE AND RESCUE OPERATIONS AND ACTIVITIES, TO REVIEW REQUESTS FROM THE FIRE DEPARTMENT ON OPERATIONAL EXPENSES.** Chief Bates presented the monthly updates. He reviewed the monthly CAP meeting and the Training Committee meeting. He also noted that at Station 51 the warranty work is in progress and the water heater was fixed. At Station 52, the perimeter lights were fixed, and the shed was removed. Chief Bates also noted upcoming policy revisions for 2025, including an addition to the hiring process with a physical ability test which would include a row test along with the DOT test. The updated policy was reviewed and approved by David Manley of Coveler and Peeler. Chief Bates presented information on a request to purchase a sauna as part of the District's Health and Wellness Policy, to be put in the Administration Building for \$7,995 that was included in the 2025 Budget. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Hamilton**, to approve the report and the request to buy a sauna. With a vote of 4 to 0, the motion carried.
13. **TO RECEIVE A REPORT FROM OFFICE STAFF REGARDING ADMINISTRATIVE OPERATIONS AND ACTIVITIES.** Esmeralda presented the report noting; random drug screens continuing into 2025, the part-time worker that was



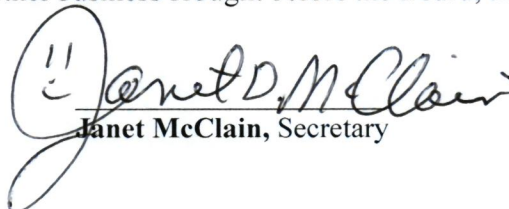
injured in 2024 is still on leave, and they are reviewing VFIS information on insurance renewals, workers compensation and liability. No actions were taken by the Board.

14. **TO REVIEW AND ACT ON MATTERS RELATED TO CONSTRUCTION, RENOVATION, REPAIR, MAINTENANCE AND IMPROVEMENTS TO DISTRICT FACILITIES AND REAL PROPERTY, INCLUDING ENGAGEMENT OF DESIGN PROFESSIONALS OR ENGINEERING SERVICES, SELECTION OF BUILDERS/CONTRACTORS AND COOPERATION WITH OTHER COUNTY ENTITIES REGARDING THE DEVELOPMENT OF STATIONS, INCLUDING ACTION ON CONSTRUCTION FINANCING.** Chief Henderson presented. It was noted that there is currently no action items requested, **Commissioner Lopez** is still working with Mr. Hamilton to have money from the VFD for this project. District Counsel John Peeler stated he would reach out to Mr. Hamilton as well. Chief Henderson is planning to have EMS included and they are planning on having on-site septic with water from MUD 149. Chief Henderson also noted that the contract with MUD 149 is almost ready for approval. No actions were taken by the Board.
  
15. **TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** Chief Henderson stated that the District has the survey and the Station drawings have been updated for the new land purchase. District Counsel John Peeler noted that the title company needs to finalize the commitment with the survey. MaryAnn noted that both items are expected to be completed soon. It was also noted that a new plat application would be needed since land was being added. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Hamilton**, to authorize **Commissioner Lopez** to sign closing paperwork before the next Board meeting pending legal review. With a vote of 4 to 0, the motion carried.

**Commissioner Hamilton left the meeting at 12:45 pm.**

16. **TO REVIEW AND ACT TO ENGAGE ACTUARIAL SERVICES FOR A REVIEW OF DISTRICT RETIREMENT PROGRAM RELATED TO POSSIBLE REMOVAL FROM SOCIAL SECURITY SYSTEM.** Chief Bates and District Counsel John Peeler presented the information to the Board. Chief Bates noted that the employees were surveyed and were in support of opting out of Social Security. After discussion, a motion was made by **Commissioner Hughes**, seconded by **Commissioner Bonner**, to approve the engagement for assessment. With a vote of 3 to 0, the motion carried.
  
17. **TO REVIEW AND ACT ON THE ACQUISITION OF EQUIPMENT AND VEHICLES, INCLUDING APPROVAL OF ACQUISITION FINANCING FOR SAME AND TO DISCUSS AND ACT ON DISPOSITION OF SURPLUS OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.** Chief bates noted that the Booster is expected soon after some delay on chassis delivery. No actions were taken by the Board.

18. **TO REVIEW AND ACT ON THE ACQUISITION OF A MODULAR BUILDING TO HOUSE DISTRICT PERSONNEL AT NEW FIRE STATION FACILITIES.** The Board took no action on this item.
19. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON LITIGATION, SETTLEMENTS OR CONFIDENTIAL MATTERS UNDER TEXAS BAR RULES.** No Closed Session was held under Section 551.071.
20. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.072 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.072.
21. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.074 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.074.
22. **TO REVIEW AND TAKE ACTION ON PERSONNEL MATTERS, INCLUDING DISTRICT ADMINISTRATIVE STAFF, FIRE SUPPRESSION STAFF, COMMAND STAFF AND FIRE CHIEF, INCLUDING COMPENSATION, BENEFITS, JOB DUTIES, SCHEDULING, HIRING AND RETENTION.** Chief Bates presented a PAT policy update. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Bonner**, to approve the policy update as presented. With a vote of 3 to 0, the motion carried.
23. **TO REVIEW AND ACT REGARDING THE TRANSFER OF VEHICLES OR EQUIPMENT FROM OTHER POLITICAL SUBDIVISIONS.** Chief Bates noted that Harris County will donate a flat bottom boat to the ESD and the ESD will need to apply for a title, but that they are still waiting on Harris County Commissioners Court action.
24. **TO DISCUSS FUTURE AGENDA ITEMS AND SET FUTURE MEETING DATES.** The next regular meeting will be held on February 11, 2025.
25. **ADJOURNMENT.** There being no further business brought before the Board; the meeting was adjourned at 12:53 PM.

  
Janet McClain, Secretary