

## FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of February 20, 2024

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:32 AM by Commissioner Ruston Hughes at the District Fire Station, 1834 W. Sycamore, Fresno, TX. The Commissioners in attendance were **Barbara Hamilton, Janet McClain,** and **Ruston Hughes.** Commissioners **Freddy Lopez, Sr.** and **Gregory Linkous** were not in attendance. Additional persons present were: Fire Chief Anthony Bates, Assistant Chief Tom Henderson; District Legal Counsel John Peeler of Cover & Peeler, P.C.; District bookkeeper Carol Morrison of Municipal Accounts and Consulting (attending via telephone); Justin Waggoner of Touchstone District Services; and Maryann Guirguis of Martinez Architects.

2. **TO RECEIVE PUBLIC COMMENTS.** The Board opened the floor for public comment though none was offered.

3. **TO REVIEW AND TAKE ACTION TO APPROVE THE MINUTES OF PRIOR MEETINGS.** Counsel presented draft minutes for the meeting held on January 23, 2024. After review, motion by Commissioner McClain and second by Commissioner Hamilton to approve as presented. Motion was approved by a vote of 3 to 0.

4. **TO ACT ON FINANCIAL MATTERS, INCLUDING FINANCIAL REPORT, INVOICES/BILLS, INVESTMENTS, INVESTMENT POLICY, FINANCIAL INSTITUTIONS, CREDIT CARDS, REQUIRED REPORTS, AND REVISIONS TO CURRENT BUDGET(S).** The Board reviewed the written monthly report provided by Municipal Accounts and Consulting, and Ms. Morrison noted: the funds in various District Texas CLASS accounts; sales tax collections are higher than the same month in 2023; the 2023 property tax levy is currently 85.30% collected.

Upon completion of the report, a motion was made by Commissioner Hughes seconded by Commissioner McClain to approve the financial report as presented and to pay the District bills. The motion was approved by a vote of 3 to 0.

5. **TO REVIEW AND ACT ON GRANTING PROPERTY TAX EXEMPTIONS FOR CURRENT YEAR.** Counsel noted that this item was not ready for presentation this month. No action was taken.

6. **TO REVIEW AND TAKE ACTION ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Mr. Waggoner noted that Touchstone District Services submitted a written report, and he noted the following: new District website postings; information on monthly visitors to the site; he is working with staff to coordinate on the formal public grand opening for the new fire station, with April 20<sup>th</sup> as the proposed date, with an open house format.

7. **TO RECEIVE A REPORT FROM THE FIRE CHIEF AND COMMAND STAFF REGARDING FRESNO FIRE & RESCUE OPERATIONS AND ACTIVITIES, TO REVIEW REQUESTS FROM FIRE DEPARTMENT ON OPERATIONAL EXPENSES.** Chief Bates provided a written report to update the Board on current activities and noted: information on recent call volume; the station conference room will be used by FBC EMS for training soon; the Department will be hosting the next quarterly meeting of the County

Fire Chiefs; a new Purchasing Policy has been completed; he noted that commissioners will be attending the upcoming SAFE-D conference; they may develop a website application for weekend fire station tours; open enrollment for staff health insurance is ongoing; the Department participated in a safety program recently at Rosa Parks Elementary School; they are working on a revised EMS First Responder Organization Agreement with Fort Bend County ("FBC") EMS, noting that the Department's medical director and FBC EMS' medical director will work together on issues of concern; the new ladder truck's hydraulic and electrical systems seem to be completed; there will be a special meeting on March 5<sup>th</sup> to select a loan for the new ladder track acquisition financing. No action taken.

**8. TO REVIEW AND TAKE ACTION ON MATTERS RELATED TO CONSTRUCTION, RENOVATION, REPAIR 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.** Assistant Chief Henderson and Ms. Guirguis provided information on the development of new Station 52 which will be built on the approximately 7 acre property the District acquired in the southern portion of the District: there are some issues brought on by the County planning to raise FM 521 which necessitates revising the site plan for the project; we will need to coordinate with neighboring landowner MUD 189 regarding access to the property via a private road that will need to be paved; the new site plan may actually help with issues related to access to water, sewer and gas services; the civil engineers will weigh in on revisions to detention pond plans; the process of securing a new plat of the various parcels into one big parcel is ongoing, with submission to the county expected soon.

Motion by Commissioner Hamilton and second by Commissioner McClain to approve the revised site plan as presented. Motion was approved by a vote of 3 to 0.

Mr. Peeler noted he is working with Chief Henderson on the modular building RFP.

Regarding Station 51, Chief Bates and Chief Henderson reported that the station needs additional parking. They advised contracting with SNG Civil who were the civil engineers for the station's construction and noted that they will review issues with concrete versus asphalt. Commissioner Hughes reminded them to coordinate with MUD 23 on architectural review matters.

**9. TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** Chief Henderson noted that he has not made progress on identifying target sites for the northern portion of the District. Chief Bates suggested that the County may have property available and advised reaching out to the County Commissioner on the subject.

**10. TO REVIEW AND ACT ON AN INTERLOCAL AGREEMENT TO HOUSE FORT**

**BEND EMS AT THE DISTRICT FIRE STATION.** Mr. Peeler noted that an agreement is being developed to address the County EMS being stationed at the Fire Station.

**11. TO REVIEW AND TAKE ACTION ON THE ACQUISITION OF EQUIPMENT AND VEHICLES, INCLUDING APPROVAL OF ACQUISITION FINANCING FOR SAME AND TO DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE OF AND OTHER PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.** Chief Bates provided a list of material to be designated as surplus and disposed of via online auction. Motion by Commissioner Hughes and second by Commissioner McClain to approve the designation of surplus for all items provided by staff and to authorize disposition via online auction. Motion approved 3 to 0.

**12. TO REVIEW AND ACT ON AN AGREEMENT FOR EMERGENCY VEHICLE MAINTENANCE AND REPAIR SERVICES.** Staff presented concerns to the Board regarding the availability and pricing of maintenance and repair services for emergency vehicles. They suggested that a contract with one vendor could alleviate these problems. Mr. Peeler noted that the budget amount of \$140,000 for such services would be well above the \$50,000 cut-off requiring bidding. He suggested the development of an RFP that would have a scoring matrix to include issues beyond simply the pricing to ensure good levels of service. Chief Bates noted that Siddons-Martin and Metro Fire Apparatus may have services available through a cooperative purchase agreement. Staff and counsel will continue to develop information on this issue for the Board.

**13. TO REVIEW AND ACT ON THE ACQUISITION OF A MODULAR BUILDING TO HOUSE DISTRICT PERSONNEL AT NEW FIRE STATION FACILITIES.** Mr. Peeler noted that he is working with Chief Henderson to develop an RFP so that the Board can select a vendor at the March regular meeting.

**14. 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.

**15. TO MEET IN CLOSED SESSION PURSUANT TO SECTION 551.072, ON REAL ESTATE MATTERS.** No closed session was held under Section 551.072.

**16. CLOSED SESSION UNDER SECTION 551.074, ON PERSONNEL MATTERS.** No closed session was held under Section 551.074.

**17. 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, SCHEDULE, HIRING AND RETENTION.** No action taken.

**18. TO REVIEW AND TAKE ACTION REGARDING DESIGNATION OF DISTRICT ADMINISTRATIVE OFFICE AND REVISED NOTICE FOR SAME UNDER HEALTH AND SAFETY CODE 775.036(f).** The Board noted that this was addressed last month.

19. **TO DISCUSS FUTURE AGENDA ITEMS AND SET THE FUTURE MEETING DATES.** The Board noted that the next regularly scheduled meeting is scheduled for March 19, 2024 with a special meeting on March 5, 2024 to select a lender for the acquisition of the new fire truck.

20. **ADJOURNMENT.** There being no further business brought before the Board, the meeting was adjourned at 1:00 PM.

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Janet McClain, Secretary