

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of May 14, 2024

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:30 AM by Commissioner Lopez at the District Fire Station, 1834 W. Sycamore, Fresno, TX. The Commissioners in attendance were **Freddy Lopez, Sr., Barbara Hamilton, Janet McClain** and **Ruston Hughes**. Commissioner **Gregory Linkous** was not in attendance. Additional persons present were: Office Manager Esmeralda Mendez; Fire Chief Anthony Bates; District Legal Counsel John Peeler of Coveler & Peeler, P.C.; bookkeeper Adam Charanza with Municipal Accounts and Consulting; and auditor Michelle Townes with McCall Gibson Swedlund Barfoot, PLLC.

2. **TO RECEIVE PUBLIC COMMENTS.** The Board opened the floor for public comment. Mr. Paul Hamilton asked to address the Board regarding item 18. The Board then opened item 18 to accept Mr. Hamilton's comments on that item.

18. **TO REVIEW AND ACT ON AN AGREEMENT WITH FRESNO VOLUNTEER FIRE DEPARTMENT, INC. REGARDING FINAL TRANSFER OF FUNDS UNDER THE DECEMBER 2019 ASSIGNMENT AGREEMENT BETWEEN THE DISTRICT AND THE DEPARTMENT.** Mr. Hamilton advised the Board that he is working with the accountant for the Volunteer Fire Department to finalize any potential outstanding items with the IRS prior to finalizing the agreement with the District regarding the transfer of funds.

3. **TO REVIEW AND TAKE ACTION TO APPROVE THE MINUTES OF PRIOR MEETINGS.** Counsel presented draft minutes for the regular meeting held on April 23, 2024. After review, motion by Commissioner Hamilton and second by Commissioner Hughes to approve as presented. Motion was approved by a vote of 4 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 with Mr. Charanza providing a verbal summary of same. Upon completion of the report, a motion was made by Commissioner Hughes, seconded by Commissioner Hamilton to approve the financial report as presented and to pay the District bills. The motion was approved by a vote of 4 to 0. The Board also addressed an additional invoice which was not in the report, the invoice for legal services from Coveler & Peeler, PC. After review, motion by Commissioner Hamilton and second by Commissioner Hughes to approve payment of the invoice. Motion was approved by a vote of 4 to 0. Ms. Townes then presented the 2023 audit, noting that it is issued as an unmodified opinion and that a few minor changes are pending regarding the names and numbers of the District's fire stations. After review, motion by Commissioner McClain and second by Commissioner Hughes to approve the audit as presented, allowing for the minor revisions noted and to have the final report filed with Fort Bend County as required by law. Motion was approved by a vote of 4 to 0.

5. **TO REVIEW AND TAKE ACTION ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Chief Bates noted that Touchstone's representative was unavailable for today's meeting but had provided the Board with a report on the District's

community outreach activities, as well as web site postings and analytics. Chief Bates summarized the report, including that the recent open house for the new fire station was well received by the community. He noted that the District may hold a joint community outreach function with MUD 23.

6. 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.

Fire Chief Bates provided a written operations report and verbal summary to update the Board on current activities: new E-51 has been inspected at the manufacturer with an expected delivery and in-service start next month; the apparatus committee is reviewing needs for an aerial unit; the NFIRS system is due to be phased by 2027, so the Department is reviewing options for a replacement reporting system; the Department recently participated in a county-wide "mayday" training.

7. 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.

Chief Bates reported: the geotechnical report for the proposed Station 52 site is still not available. The Board and staff generally discussed the residential and commercial development expected in the District in the next few years and how that will affect the need for a new fire station in the southern portion of the District.

8. TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING. No action.

9. TO REVIEW AND ACT ON AN INTERLOCAL AGREEMENT TO HOUSE FORT BEND EMS AT THE DISTRICT FIRE STATION. Chief Bates and Mr. Peeler reported that they are working on this issue.

10. TO REVIEW AND ACT TO APPROVE REVISED PURCHASING POLICY. Counsel reported that he is still reviewing the policy.

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 reported that the District should receive funding through the TIFMAS program for a new brush truck soon. He presented information on an available chassis from Chastain Ford as an HGAC qualified purchase. The Board unanimously approved the purchase of the chassis as presented.

12. **TO REVIEW AND ACT ON AN AGREEMENT FOR EMERGENCY VEHICLE MAINTENANCE AND REPAIR SERVICES.** Staff and counsel will continue to develop information on this issue for the Board in order to issue an RFP at a later date.

13. **TO REVIEW AND ACT ON THE ACQUISITION OF A MODULAR BUILDING TO HOUSE DISTRICT PERSONNEL AT NEW FIRE STATION FACILITIES.** The Board noted that this is still on hold pending the completion of the geotechnical study for the land where new Station 52 is planned to be built.

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.

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.** Counsel briefly discussed the development of an employment contract between Chief Bates and the District. He noted that the draft sent to the Board was intended as a broad starting point for the discussion, with many issues to be resolved before it would be ready for presentation for approval. The Board provided input on items to address with Chief Bates for presentation to the Board as soon as possible.

19. **TO DISCUSS FUTURE AGENDA ITEMS AND SET THE FUTURE MEETING DATES.** The Board noted that the next regularly scheduled meeting is scheduled for June 11, 2024 at 11:30 am.

20. **ADJOURNMENT.** There being no further business brought before the Board, the meeting was adjourned at 12:30 PM.


Janet McClain, Secretary