# FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of May 12, 2026

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, Ferrel Bonner,** and **Barbara Hamilton.** Commissioner **Brandon Gibson** was absent**.** Also, present were Fire Chief Anthony Bates, Office Manager Esmeralda Mendez, and other staff from Fresno Fire Department, District Legal Counsel John Peeler of Coveler & Peeler, P.C., Jessica Adkins of Coveler & Peeler, P.C., Mark Miller of Municipal Accounts and Consulting (remotely), Maryann Guirguis of Martinez Architects, and Paul Hamilton.

2. **TO RECEIVE PUBLIC COMMENT**. The Board opened the floor to public comment. No public comments were offered.

3. **TO REVIEW AND ACT TO APPROVE THE MINUTES OF PRIOR MEETINGS.** A motion was made by **Commissioner Bonner**, seconded by **Commissioner Hamilton**, to approve the April 14, 2026, minutes as presented. With a vote of 4 to 0, the motion carried.

4. **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 presented the monthly report noting that 93.8% of the Ad Valorem tax levy had been collected. It was also noted that the April sales tax was lower due to a large taxpayer repayment issue. 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.

5. **TO REVIEW AND ACT ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Justin Waggoner presented updates regarding website and community outreach. He mentioned that since the in-house Public Relations staff person was handling a good amount of the online presence, there was no need for Touchstone to attend the meeting monthly, but instead to attend as needed or requested. He also noted that he was leaving Touchstone and the District would be assigned to another staff person. No action was needed on this item.

6. **TO RECEIVE A REPORT FROM THE FIRE CHIEF, COMMAND STAFF AND ADMINISTRATIVE STAFF REGARDING FRESNO FIRE AND RESCUE OPERATIONS AND ACTIVITIES, TO REVIEW REQUESTS FROM THE FIRE DEPARTMENT ON OPERATIONAL EXPENSES.** Fire Chief Bates and Mrs. Mendez presented on operations, administration and HR matters. Chief Bates noted that the District would take a support role in regard to involvement with FIFA and that they would staff an additional engine to help when needed. There were no injuries or terminations to report, and the new Logistics Tech would start on May 25th. For Training Chief Thomas noted they were working on practical policies with examples and understanding of why they are

being implemented. For Logistics it was noted that Booster 51 is complete, they are currently working on a Drone policy, and they are working on a Logistics Support Assistance Person. The District was involved with the Fort Bend Ready Expo. Lastly Chief Thomas congratulated Chief Bates on completing his Advanced EMT Certification. There was no action on this item.

7. **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.** Maryann Guirguis of Martinez Architects presented bids on the Parking Lot Expansion project. She noted that Construction Masters of Houston came in at $187,000 and could complete the project in four weeks. A motion was made by **Commissioner Hughes**, seconded by **Commissioner, Hamilton**, to approve Construction Masters of Houston for the Parking Lot Expansion Project and to authorize the Board President to execute the contract once approved by legal counsel. With a vote of 4 to 0, the motion carried.

8. **TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** No action was taken on this item.

9. **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.** There was no discussion on this item.

10. **TO REVIEW AND TAKE NECESSARY ACTION ON UPDATES TO AGREEMENT WITH KERALA PLAZA, LLC FOR LEASED SPACE.** Chief Bates and General Counsel John Peeler presented updates on this item. The Board instructed legal counsel to revise the amendment to the office lease agreement per discussions with staff to present to the landlord. It was noted that the Board wanted to revise the agreement to fix the build-out guarantee, the secondary liability, and the security deposit. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Hamilton**, to authorize the Board President to execute the amended lease agreement with flexibility on the items stated in the discussion. With a vote of 4 to 0, the motion carried.

11. **TO DESIGNATE THE FORT BEND COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE CALCULATIONS FOR 2026, AND TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2026 TAX RATE SETTING NOTICES.** Legal Counsel John Peeler presented information on this item. A motion was made by **Commissioner**

**Hamilton**, seconded by **Commissioner Hughes**, to approve the designation as presented by Counsel. With a vote of 4 to 0, the motion carried.

12. **TO APPROVE A RESOLUTION TO RATIFY AN ONGOING ENGAGEMENT OF DELINQUENT TAX COLLECTION COUNSEL AND TO IMPOSE PENALTIES UNDER TAX CODE 33.07, 33.08, AND 33.11 TO FUND DELINQUENT TAX COLLECTION LEGAL FEES.** Legal Counsel John Peeler presented information on this item. A motion was made by **Commissioner Hamilton**, seconded by **Commissioner Hughes**, to approve the delinquent collection resolution as presented by Counsel. With a vote of 4 to 0, the motion carried.

13. **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.

14. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.072 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.072.

15. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.074 TO DISCUSS PERSONNEL MATTERS.** No Closed Session was held under Section 551.074.

16. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.0761 TO DELIBERATE CRITICAL INFRASTRUCTURE FACILITY AND CYBER SECURITY.** No Closed Session was held under Section 551.0761.

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, SCHEDULING, HIRING AND RETENTION.** There was no discussion on this item.

18. **TO REVIEW AND ACT ON POLICIES AND PROCEDURES RELATED TO ARTIFICAL INTELLIGENCE REQUIRED BY GOVERNMENT CODE CHAPTER 2054, SUBCHAPTER S.** Chief Bates presented information on this policy noting he was still working on the full policy with Legal. A motion was made by **Commissioner Bonner**, seconded by **Commissioner Hughes**, to adopt the AI Code of Ethics promulgated by the Department of Information Resources. With a vote of 4 to 0, the motion carried.

19. **TO REVIEW AND ACT ON DISTRICT'S EMPLOYEE CONDUCT AND BEHAVIOR POLICY.** There was no action on this item. The Board noted they would like the policy to incorporate receiving gifts and/or grants from the public. General Counsel John Peeler noted he would work on a tiered system to bring back to the Board for review.

20. **TO REVIEW AND ACT ON DISTRICT'S POLICY AND PROCEDURES REGARDING REMOTE ATTENDANCE BY COMMISSIONERS UNDER GOVERNMENT CODE 551.127.** General Counsel John Peeler presented information on this item. He and the Board discussed the process. They then discussed how the current station was not equipped to handle remote meetings and that it would be suggested a something that could be added to the next station to meet DIR and storage requirements. There was no action on this item.

21. **TO DISCUSS FUTURE AGENDA ITEMS AND SET FUTURE MEETING DATES.** The next regular meeting is scheduled for June 9, 2026.

22. **ADJOURNMENT.** There being no further business brought before the Board; the meeting was adjourned at 12:44 PM.

**Brandon Gibson**
**Fort Bend ESD No. 7**
**Secretary**