

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of February 11, 2025

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:31 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, Ruston Hughes,** and **Ferrel Bonner**. Also present were Fire Chief Anthony Bates; Office Manager Esmeralda Mendez; District Legal Counsel John Peeler of Coveler & Peeler, P.C; Jessica Adkins of Coveler & Peeler, P.C., Mark Miller of Municipal Accounts & Consulting (via phone); Marian Guirguis of Martinez Architects; Justin Waggoner of Touchstone District Services, and District Medical Director Dr. Kimmel.
2. **TO ADMINISTER OATHS OF OFFICE TO NEWLY APPOINTED AND RE-APPOINTED DISTRICT COMMISSIONERS.** Jessica Adkins administered the Oath of Office to **Commissioner Janet McClain**.
3. **TO RECEIVE PUBLIC COMMENT.** The Board opened the floor to public comment. Dr. Kimmel spoke about advanced protocols and training she was working on with the District.
4. **TO REVIEW AND ACT TO APPROVE THE MINUTES OF PRIOR MEETINGS.** A motion was made by **Commissioner McClain**, seconded by **Commissioner Bonner**, to approve the January 14, 2025, meeting minutes as presented. With a vote of 4 to 0, the motion carried.

(Commissioner Hamilton arrived at 11:45.)

5. **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 58% of the 2024 ad valorem taxes had been collected. Chief Bates noted that they are adding a budget review to their executive monthly meetings going forward. **Commissioner Hughes** asked for more information on the different Capital accounts. Chief Bates stated that there is a capital reserve account for apparatus, an operation reserve for general and contingency, and a capital reserve general for large capital purchases. There was discussion on the goal of 6 months of funding for the operation reserve account, and how much sales tax can be depending on for budget purposes. Chief Bates also stated that he is working with Mark Miller on tracking budget versus actual making sure they are using correct line items to track properly. **Commissioner Hughes** noted that he would like to look at forecasting property taxes rates and revenues over the next 5-10. Justin Waggoner noted that EVO is a consulting group that may be helpful with that. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Bonner**, to approve the reports and pay District bills as presented. With a vote of 5 to 0, the motion carried.

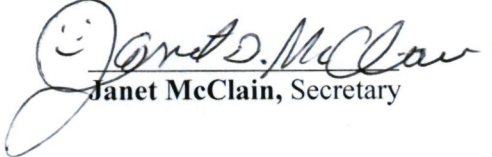
6. **REVIEW AND ACT ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Justin Waggoner presented the monthly update. He noted that there were 424 active users, 407 new users, and 297 engaged sessions for the month of January. He also noted that there were multiple social media postings. He is continuing to work on the Advanced Life Support (“ALS”) transition article and new Commissioner information.
7. **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 and Ms. Mendez presented the monthly updates. Chief Bates noted that he was working on the final revisions to the policy manual and that he attended the monthly command staff meeting. He also reported: there were 3 recent community events, Booster 52 should be ready in March, the design and move is underway at Station 52, TDSHS has issued ALS certification, Battalion 51 was restriped to Squad 51, and the purchase of equipment for Engine 50 and Engine 51. Chief Bates and Ms. Mendez also noted 3 staff members were promoted to Captain and that an injured staff member should be returning to work next week. They reported that the administrative staff have started the CPM course, and they attended a site visit with Lake Travis. It was also noted that the administrative staff attended the TFCA Fire Administrators Conference.
8. **TO RECEIVE A REPORT FROM OFFICE STAFF REGARDING ADMINISTRATIVE OPERATIONS AND ACTIVITIES.** This item was presented with Item 7 above.
9. **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 Bates and Marian Guirguis presented monthly updates. Ms. Guirguis reviewed the new site plan with the new 0.8322-acre parcel for Station 52. She noted that the drawings were revised, and that the Fire Station and dorm room next to the detention area is for the future training area. The detention pond is at FM 521 with the station entry on Cedar Rapids Parkway. District Counsel John Peeler inquired if there was going to be able space for parking and Ms. Guirguis said there would be. She noted that there will be bifold doors on the front facing the street and rollup doors on the back, and there was a 4th bay added for EMS and Firetrucks. It was also noted that the re-plat needs to be completed and the building permit should be issued in late April. **Commissioner** Hughes inquired if the FM 521 expansion will affect the station in any way and Ms. Guirguis said she would check and get back with them on any information. No actions were taken by the Board.
10. **TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** District Counsel John Peeler presented an update on the

current purchase of the 0.8322-acre land and presented a Resolution to complete the purchase. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Bonner**, to approve the Resolution to close on the 0.8322-acres, pending final title commitment review. With a vote of 5 to 0, the motion carried.

11. **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.
12. **TO REVIEW AND ACT ON THE ACQUISITION OF A MODULAR BUILDING TO HOUSE DISTRICT PERSONNEL AT NEW FIRE STATION FACILITIES.** Chief Bates noted that they have not made any prepayments and that it is a 90-day build time once the purchase order is issued.
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 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.074.
16. **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.
17. **TO REVIEW AND ACT REGARDING THE TRANSFER OF VEHICLES OR EQUIPMENT FROM OTHER POLITICAL SUBDIVISIONS.** Captain David Nowetner gave an update that they are receiving a boat from Harris County. A motion was made by **Commissioner Hughes**, seconded by **Commissioner McClain**, to accept the boat, motor, and trailer. With a vote of 5 to 0, the motion carried.
18. **TO REVIEW AND ACT TO APPROVE CONTRACT(S) FOR EMPLOYEE COUNSELING SERVICES.** Chief Bates presented information on launching a mental health program as part of the employee overall health and wellness program to support employee well-being, and that \$15,000 had been approved in the budget. District Counsel John Peeler noted that they would need a Form 1295, and Justin Waggoner noted that the

District could publicize that they are offering these benefits to the staff. The Board requested more information on the program before approving. Chief Bates said that Assistant Chief Henderson could provide information on the wellness program and this specific contract at the next meeting. No action was taken on this item.

19. **TO DISCUSS FUTURE AGENDA ITEMS AND SET FUTURE MEETING DATES.**
The next regular meeting will be held on March 11, 2025.
20. **ADJOURNMENT.** There being no further business brought before the Board; the meeting was adjourned at 12:34 PM.


Janet McClain, Secretary