

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of January 23, 2024

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:30 AM by President Freddy Lopez, Sr. 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: Fire Chief Anthony Bates, Assistant Chief Tom Henderson and Battalion Chief Clint Loftin of the District's Fresno Fire & Rescue; District Office Manager Esmeralda Mendez; District Legal Counsel John Peeler of Coveler & Peeler, P.C.; and District bookkeeper Mark Miller of Municipal Accounts and Consulting (attending via telephone).
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 meetings held on November 21, 2023 and December 12, 2023. After review, motion by Commissioner McClain and second by Commissioner Hamilton 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, and Mr. Miller noted: recent interest payments on investments; the District's Texas CLASS accounts are making 5.55% interest; sales tax deposit of \$126,869 versus the same month in 2022 of \$75,616; the 2023 property tax levy is currently 5.62% collected.

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.

5. **TO REVIEW AND TAKE ACTION ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Ms. Mendez noted that Touchstone District Services did not have anyone available for today's meeting, but they did submit a written report. She noted: new District website postings; information on monthly visitors to the site; there was a soft opening of the new Station in December via a tour provided to officials from MUD 23. Chief Bates noted that he is working to update the street address of the new Station.
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.** Chief Bates provided a written report to update the Board on current activities and noted: information on recent call volume; the Department is working to implement the new ESO reporting software; they are working on a revised EMS First Responder Organization

Agreement with Fort Bend County (“FBC”) EMS, noting that FBC EMS houses a unit here in the new Station; Neryon may provide a donation for training or medical equipment like a cardiac monitor or Lucas device; a FBC paramedic sent the Department a letter thanking them for their work on a recent cardiac arrest call; officers recently attended leadership training; E-52 is out of service. No action taken.

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 noted that Assistant Chief Henderson and Battalion Chief Loftin are leading efforts from the Department regarding the development of new Station 53. Chief Henderson provided a brief update on the design and drawing package for Station 53 developed by Martinez Architects. During general discussion of the Station 53 project, the Board, Department and counsel raised questions about permits and platting as well as adding maintenance facilities at some point, and the need for a mobile modular building for crew housing. The Board then reviewed the Out of District Water Agreement with MUD 189, noting there were no other realistic options for water service for the Station 53 property. Motion by Commissioner Hughes and second by Commissioner McClain to approve the Agreement as presented. Motion was approved by a vote of 4 to 0.

8. TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING. The Board received information from Chief Bates regarding the beginning of the re-plat process for the District’s recently acquired property in the southern part of the District.

9. 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 final pricing on the new truck from Siddons-Martin as \$1,281,074, and asked the Board to authorize acquisition financing for the expected March or April delivery. He noted that the Board had previously approved an apparatus replacement plan of \$1,500,000, and that an older loan had recently been paid off. Motion by Commissioner McClain and second by Commissioner Hamilton to issue an RFP for financing to acquire the new truck, secured by a property tax pledge, with 7 and 10-year payoff options. Motion approved 4 to 0.

10. 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.

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

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

13. 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.

14. TO REVIEW AND TAKE ACTION REGARDING DESIGNATION OF DISTRICT ADMINISTRATIVE OFFICE AND REVISED NOTICE FOR SAME UNDER HEALTH AND SAFETY CODE 775.036(f). Chief Bates and Counsel asked the Board to formally designate the District Fire Station at 1834 W. Sycamore, Fresno, TX 77545 as the District administrative office due to all administrative and command staff being officed at this location. Motion by Commissioner Hughes and second by Commissioner McClain to designate the District Fire Station at 1834 W. Sycamore as the District administrative office. Motion was approved 4 to 0. Mr. Peeler indicated that he will have the newspaper notice run as soon as possible.

15. TO REVIEW AND TAKE ACTION ON A CONTRACT FOR IT SERVICES WITH PRIME ITS, INC. Chief Bates presented a contract estimated at \$24,000 per year, and Mr. Peeler said his review indicates no objections. Motion by Commissioner McClain to approve the contract with Prime ITS as presents. Seconded by Commissioner Hamilton. Motion was approved 4 to 0.

16. TO DISCUSS FUTURE AGENDA ITEMS AND SET THE FUTURE MEETING DATES. The Board noted that the next meeting is scheduled for February 20, 2024.

17. ADJOURNMENT. There being no further business brought before the Board, the meeting was adjourned at 12:42 p.m.

Janet McClain, Secretary