

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of April 23, 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, and Ruston Hughes**. Commissioners **Janet McClain and Gregory Linkous** were not in attendance. Additional persons present were: Office Manager Esmeralda Mendez; Assistant Chief Tom Henderson; District Legal Counsel David Manley Peeler of Coveler & Peeler, P.C.; Mark Miller with Municipal Accounts and Consulting; 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 regular meeting held on March 20, 2024, and the special meeting held on March 19, 2024. After review, motion by Commissioner Hamilton and second by Commissioner Hughes 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. 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 3 to 0.
5. **TO REVIEW AND TAKE ACTION ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Touchstone's representative provided the Board with an update of the District's community outreach activities, as well as web site postings and analytics.
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** and Assistant Chief Henderson provided a verbal summary to update the Board on current activities. Assistant Chief Henderson presented a PowerPoint presentation on the benefits associated with the District to participation in the Texas Intrastate Fire Mutual Aid System (TIFMAS). A motion was made by Commissioner Hughes, seconded by Commissioner Hamilton to authorize the District's participation in TIFMAS and to purchase a new Booster truck, related equipment and PPE for potential deployments, in an amount not to exceed \$370,000. The motion was approved by a vote of 3 to 0.

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.** Assistant Chief Henderson informed the Board that they are in the process of obtaining a new geotechnical survey that was approved at the March meeting. Depending on the outcome, a new site design and topographical survey will be needed. A motion was made by Commissioner Hughes, seconded by Commissioner Hamilton to approve the site redesign and a new topographical survey, pending the outcome of the geotechnical survey, at a cost not to exceed \$47,000. The motion was approved by a vote of 3 to 0.
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.** No action.
10. **TO REVIEW AND ACT ON AN INTERLOCAL AGREEMENT WITH FORT BEND COUNTY EMERGENCY MEDICAL SERVICES REGARDING THE DISTRICT ACTING AS AN EMS FIRST RESPONDER ORGANIZATION FOR FORT BEND COUNTY EMERGENCY MEDICAL SERVICES.** A motion was made by Commissioner Hughes, seconded by Commissioner Hamilton to approve the agreement as presented. The motion passed 3 to 0.
11. **TO REVIEW AND ACT TO APPROVE REVISED PURCHASING POLICY.** Counsel reported that he is still reviewing the policy.
12. **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.** The Board directed command staff to start the process and explore options related to purchase of new ladder truck. Staff reported that they would have proposals at the June meeting.
13. **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.
14. **TO REVIEW AND ACT ON THE ACQUISITION OF A MODULAR BUILDING TO HOUSE DISTRICT PERSONNEL AT NEW FIRE STATION FACILITIES.** No action.

15. **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.

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

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

18. **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.

19. **TO REVIEW AND ACT ON AGREEMENT WITH FRESNOVFD REGARDING THE TRANSFER OF FUNDS UNDER THE DECEMBER 2019 ASSIGNMENT AGREEMENT BETWEEN THE DISTRICT AND THE DEPARTMENT.** No action taken.

21. **TO DISCUSS FUTURE AGENDA ITEMS AND SET THE FUTURE MEETING DATES.** The Board noted that the next regularly scheduled meeting is scheduled for May 21, 2024 at 11:30 am.

22. **ADJOURNMENT.** There being no further business brought before the Board, the meeting was adjourned at 12:48 PM.


Janet McClain, Secretary