

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of September 10, 2024

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:38 AM by Commissioner **Hamilton** at the District Fire Station, 1834 W. Sycamore, Fresno, TX. The Commissioners in attendance were **Barbara Hamilton, Janet McClain, and Ruston Hughes. Commissioner Freddy Lopez, Sr.** was not in attendance. Also present were Office Manager Esmeralda Mendez; Fire Chief Anthony Bates; Assistant Fire Chief Tom Henderson; District Legal Counsel John Peeler of Coverel & Peeler, P.C.; Justin Wagoner of Touchstone District Services; District Bookkeeper Mark Miller of Municipal Accounts & Consulting, L.P. (via phone); and Maryann Guirguis of Martinez Architects.
2. **TO RECEIVE PUBLIC COMMENT.** The Board opened the floor to public comment, though none was forthcoming.
3. **TO REVIEW AND ACT TO APPROVE THE MINUTES OF PRIOR MEETINGS.** Counsel presented draft minutes for the regular meeting held on August 20, 2024, the tax hearing and tax adoption meeting held on August 20, 2024, and the tax proposal meeting held on August 7, 2024. After review, a Motion was made by **Commissioner Hamilton**, seconded by **Commissioner McClain**, to approve all three minutes as presented. The 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, REQUIRED REPORTS, AUDITS, AND REVISIONS TO BUDGET(S).** The Board reviewed the written monthly report provided by Municipal Accounts and Consulting, and Mr. Miller summarized the report noting: the sales tax received in August is \$248,540 and the District has collected 97.73% of its 2023 ad valorem tax levy. Upon completion of the report, a Motion was made by **Commissioner Hughes**, seconded by **Commissioner McClain**, 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 ACT ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Mr. Wagoner provided the Board with an update of the District's community outreach activities as well as website postings. Commissioner Hughes reported that he consulted with Chief Bates on the use of social media when residents post negative comments on various sites. Mr. Wagoner is currently working on new public safety updates for the District website.
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 presented an update on personnel planning for 2025. Ms. Mendez then presented Administrative team goals including developing new position qualifications for Office Managers and Administrative Assistants. She also stated they will

be adding SHRM certifications. Chief Bates is investigating other ESDs' functional processes and systems, to mirror useful administrative processes for applicants to ESD 7. Chief Bates then reviewed the month's run report with the Board and provided an update on District facilities and apparatus. He also stated that the FRO was approved by the County and sent to DSHS. New modems for the LifePak Cardio Monitors had been received. There are two (2) Firefighters beginning Paramedic school. He also stated that Engine 51 was out of service and the New Engine 51 delivery is anticipated next week. The current Engine 51 will move and become a reserve engine. Chief Bates also stated that they are reviewing issues with maintaining or renovating Ladder 51 versus replacing it altogether. He is also reviewing apparatus needs for the future including TIFMAS deployments.

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.** Chief Henderson stated that the plat is not yet complete for the property in the southern part of the District; MUD 198 now says the sewer connection will be 2,500 feet and at least one (1) lift station in the Highway 521 right-of-way which will require TXDOT approval. They are exploring shifting to onsite septic service which will take up 0.5 acres and will affect entry to the site. There are also issues with needing a concrete road for the site. Counsel John Peeler advised that the District should get a survey of the proposed easement area for the private road. Chief Henderson stated that the survey is already in progress. Chief Henderson further notes that regarding the ARPA funds, they are reviewing whether any reimbursement for current expenses could be made to the District regardless of overall construction completion status. Commissioner Hughes inquired if there was an option to use canals for outfall, though Chief Henderson stated there is no ability to use irrigation canals for storm water outfall.
8. **TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** Board noted that this item was discussed with item 7, above and took no further action.
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 THE DISPOSITION OF SURPLUS OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.** The Board took no action regarding this item.
10. **TO REVIEW AND ACT ON AN AGREEMENT FOR EMERGENCY VEHICLE MAINTENANCE AND REPAIR SERVICES.** The Board took no action regarding this item.

11. **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 item was discussed with item 7, above and took no further action.
12. **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.
13. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.072 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.072.
14. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.074 TO DISCUSS PERSONNEL MATTERS.** No Closed Session was held under Section 551.074.
15. **TO REVIEW AND ACT ON PERSONNEL MATTERS, INCLUDING DISTRICT ADMINISTRATIVE STAFF, FIRE SUPPRESSION STAFF, COMMAND STAFF AND FIRE CHIEF, INCLUDING COMPENSATION, BENEFITS, JOB DUTIES, SCHEDULING, HIRING AND RETENTION.** No action was taken regarding this item.
16. **TO DISCUSS FUTURE AGENDA ITEMS AND SET FUTURE MEETING DATES.** The Board noted that the next regular meeting would be scheduled for October 8, 2024 at 11:30 AM.
17. **ADJOURNMENT.** There being no further business brought before the Board, the meeting was adjourned at 12:30 PM.


Janet McClain, Secretary