

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of October 8, 2024

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:36 AM by Commissioner **Lopez** at the District Fire Station, 1834 W. Sycamore, Fresno, TX. The Commissioners in attendance were **Freddy Lopez, Sr., Janet McClain, and Ruston Hughes. Commissioner Barbara Hamilton** was not in attendance. Also present were Fire Chief Anthony Bates; District Legal Counsel John Peeler of Coveler & Peeler, P.C.; Jessica Adkins of Coveler & 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 September 10, 2024. After review, a Motion was made by **Commissioner McClain**, seconded by **Commissioner Hughes**, to approve the 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 September is much higher than expected and will check with HDL. The District has collected 97.95% 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. He also noted that there is a new pumper article on the website. Chief Bates stated that he is working with Arcola MUDs to include Fire Department updates with the water bills. Arcola is already doing this, so they wanted to try it with the MUDs.
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 updates on both Fire and Administrative Operations. FRO Phase 1 approval by the State and now the district can upload advanced protocols (Phase II). Chief Bates stated that cyber security training has been completed by the staff and board members. He also stated that he and Chief Lofton performed a final on Engine

51. He then presented the call information. There were no injuries or incident reports. The staff attended 4 public events, and all the firefighters completed the 40-hour rope course. He noted that new engine training will be done before it enters service. All trucks are in service. Chief Bates requested a change order for Booster 51 and clarified that it is funded by sales tax being higher than expected and it was not budgeted for FY 2024. The change order is only for \$3000 over total cost with contingency and related to water rescue capacity. Motion was made by **Commissioner McClain**, seconded by **Commissioner Hughes**, to approve the change order for Booster 51 as presented. The Motion was approved by a vote of 3 to 0.

7. **TO RECEIVE A REPORT FROM OFFICE STAFF REGARDING ADMINISTRATIVE OPERATIONS AND ACTIVITIES.** This item was addressed with item number 6.
8. **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 gave an update on current projects. They are reviewing issues with the shared driveway plan with the MUD district. The MUD engineer is reviewing with district engineers and developers and hopes to hear back from the MUD soon. She reviewed Phase II plans with the Command staff. Commissioner Hughes inquired about the sanitary sewer access being worked out. Ms. Guirguis assured him it should be worked out soon. District Counsel inquired about the survey for the driveway and Ms. Guirguis said they didn't have it yet.
9. **TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** The Board took no action on this item.
10. **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.
11. **TO REVIEW AND ACT ON AN AGREEMENT FOR EMERGENCY VEHICLE MAINTENANCE AND REPAIR SERVICES.** The Board took no action regarding this item. District Counsel stated it was still under review and not ready for approval yet.
12. **TO REVIEW AND ACT ON THE ACQUISITION OF A MODULAR BUILDING TO HOUSE DISTRICT PERSONNEL AT NEW FIRE STATION FACILITIES.** The Board took no action regarding this item.

13. **TO REIVEW AND APPROVE COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY POLICY BASED UPON MODEL POLICY DEVELOPED BY THE TEXAS DEPARTMENT OF INFORMATION RESOURCES.** District Counsel presented the information in the policy. Motion was made by **Commissioner McClain**, seconded by **Commissioner Hughes**, to approve the policy as presented. The Motion was approved by a vote of 3 to 0.
14. **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.
15. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.072 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.072.
16. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.074 TO DISCUSS PERSONNEL MATTERS.** No Closed Session was held under Section 551.074.
17. **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.
18. **TO DISCUSS FUTURE AGENDA ITEMS AND SET FUTURE MEETING DATES.** The Board noted that the next regular meeting would be scheduled for November 12, 2024, at 11:30 AM. Chief Bates noted that there will be a lot of continuing education and professional development for the Command and Administrative staff coming in the next few months.
19. **ADJOURNMENT.** There being no further business brought before the Board, the meeting was adjourned at 12:23 PM.


Janet McClain, Secretary