

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of June 10, 2025

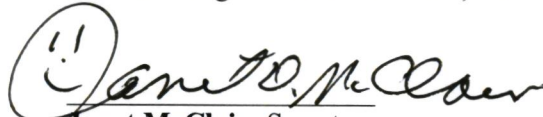
1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:30 AM by Commissioner **Hamilton** at the District Fire Station, 1834 W. Sycamore, Fresno, TX. The Commissioners in attendance were **Barbara Hamilton, Janet McClain, Ferrel Bonner** and **Ruston Hughes**. **Commissioner Freddy Lopez, Sr.**, was absent. Also present were Fire Chief Anthony Bates, Esmerelda Mendez, and other Fire Department Staff; District Legal Counsel John Peeler of Coveler & Peeler, P.C (remotely) and Jessica Adkins of Coveler & Peeler, P.C.; Mark Miller of Municipal Accounts & Consulting (remotely); Paul Hamilton, President Fresno VFD; and Justin Waggoner of Touchstone District Services.
2. **TO RECEIVE PUBLIC COMMENT.** The Board opened the floor to public comment. Commissioner Janet McClain told the Board that she is moving in December so she will have to resign from her position as a Commissioner. She asked that she be able to stay on the Board until the end of the year.
3. **TO REVIEW AND ACT TO APPROVE THE MINUTES OF PRIOR MEETINGS.** A motion was made by **Commissioner McClain**, seconded by **Commissioner Hughes**, to approve the May 13, 2025, meeting minutes as presented. With a vote of 4 to 0, the motion carried.
4. **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: 96.22% of the 2024 ad valorem taxes had been collected. A motion was made by **Commissioner Hughes**, seconded by **Commissioner McClain**, to approve the reports and pay District bills as presented. With a vote of 4 to 0, the motion carried.
5. **TO REVIEW AND ACT ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Justin Waggoner presented updates noting 450 new users to the website. He also noted that the District is working on videos for tree trimming, roads, and the Department.
6. **TO REVIEW AND ACT REGARDING ENGAGEMENT OF GRANT WRITING CONSULTANT.** Chief Bates gave an update on Johnnie USA Corporation. He noted that the agreement with the consultant would be month-to-month at \$300 a month for unlimited grant writing. After a brief discussion, a motion was made by **Commissioner Hughes**, seconded by **Commissioner McClain**, to approve the engagement of Johnnie USA Corporation for 6 months and then assess the needs of the District. With a vote of 4 to 0, the motion carried.
7. **TO REVIEW AND ACT TO APPROVE ADDENDUM TO FIRE CHIEF'S EMPLOYMENT CONTRACT.** District Counsel John Peeler presented the addendum.

A motion was made by **Commissioner Bonner**, seconded by **Commissioner Hughes**, to approve the contract addendum as presented. With a vote of 4 to 0, the motion carried.

8. **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 presented the monthly updates noting there were 242 calls for service over the month of May. He also noted that he attended the Westcom quarterly meeting and new Captains attended the West Coast Leadership Conference. It was also noted that all the trucks are in service except the ladder and that Booster 51 has a delivery delay.
9. **TO RECEIVE A REPORT FROM OFFICE STAFF REGARDING ADMINISTRATIVE OPERATIONS AND ACTIVITIES.** Chief Bates and Esmeralda presented information on this topic. Chief Bates noted that he attended the quarterly meeting with Precinct 2 Commissioner Prestige, attended the Fire Chief's meeting, attended the Fort Bend ESD No. 6 transition meeting, and that he started working on the fiscal year 2026 budget. Esmeralda noted that there were no work injuries for May. She also noted 1 termination, 2 promotions, 1 full-time hire, and 1 part-time hire.
10. **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.** There was no discussion on this agenda item.
11. **TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** Chief Bates and Counsel gave an update on this item noting that a proposed easement with the neighboring property owner to the District's 9-acre parcel was still being discussed. Counsel recommended that the Board authorize the Board President to execute the Easement Agreement and any related documents when approved by the neighboring property owners and set a limit of \$5,000 for expenses related to same. A motion was made by Commissioner Hughes, seconded by Commissioner Bonner, to approve authorization for the Board President, Commissioner Lopez, to execute and sign documents and allow expenses not to exceed \$5,000. With a vote of 4 to 0, the motion carried.
12. **TO REVIEW AND ACT REGARDING OUT OF DISTRICT SERVICES AGREEMENT(S) WITH MUD 189 FOR SERVICE TO DISTRICT STATION(S).** There was no discussion on this agenda item.

13. **TO REVIEW AND ACT REGARDING EASEMENTS ON DISTRICT PROPERTY RELATED TO UTILITY SERVICES.** There was no discussion on this agenda item.
14. **TO REVIEW TRUTH-IN-TAXATION PROCEDURES AND CALENDAR TO SET DATES FOR BUDGET AND TAX RATE PROPOSALS.** Jessica Adkins and District Counsel John Peeler presented information on this item. After a brief discussion, a motion was made by Commissioner McClain, seconded by Commissioner Hughes, to have a tax rate proposal meeting on August 12, 2025, and a tax rate public hearing and adoption meeting on August 25, 2025. With a vote of 4 to 0, the motion carried. The Board instructed counsel and staff to provide the required material to the Tax Office.
15. **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 agenda item.
16. **TO REVIEW AND ACT TO ADOPT RECORDS MANAGEMENT POLICY AND APPOINT RECORDS OFFICERS.** Jessica Adkins of Coveler & Peeler presented information on this item. After discussion, a motion was made by Commissioner McClain, seconded by Commissioner Hughes, to approve the Records Management policy and program as presented, to appoint Chief Anthony Bates as the Records Management Officer, and also appoint Esmeralda Mendez as the Records Liaison Officer. With a vote of 4 to 0, the motion carried. The Board asked counsel to provide the required documents to the Texas State Library and Archives Commission.
17. **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.** Closed session was from 12:32pm to 12:58pm
18. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.072 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.072.
19. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.074 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.074.
20. **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 agenda item.

21. **TO DISCUSS FUTURE AGENDA ITEMS AND SET FUTURE MEETING DATES.**
The next regular meeting will be held on July 8, 2025.
22. **ADJOURNMENT.** There being no further business brought before the Board; the meeting was adjourned at 12:58 PM.



Janet McClain, Secretary