

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Minutes for the regular Meeting of April 8, 2025

1. **CALL MEETING TO ORDER AND OPENING PRAYER.** The meeting was called to order at 11:32 AM by Commissioner **Lopez** at the District Fire Station, 1834 W. Sycamore, Fresno, TX. The Commissioners in attendance were **Freddy Lopez, Sr., Barbara Hamilton, Janet McClain, Ruston Hughes,** and **Ferrel Bonner**. Also present were Fire Chief Anthony Bates, Assistant Chief Tom Henderson, Battalion Chief Palacios, Captain Nowetner, and other Fire Department Staff; District Legal Counsel John Peeler of Coveler & Peeler, P.C and Jessica Adkins of Coveler & Peeler, P.C.; Mark Miller of Municipal Accounts & Consulting (remotely); Marian Guirguis of Martinez Architects; and Justin Waggoner of Touchstone District Services.
2. **TO RECEIVE PUBLIC COMMENT.** The Board opened the floor to public comment. Captain David Nowetner introduced a new staff member working with him in Logistics.
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 March 11, 2025, meeting minutes as presented. With a vote of 5 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: 93% of the 2024 ad valorem taxes had been collected. A motion was made by **Commissioner Hughes**, seconded by **Commissioner Hamilton**, to approve the reports and pay District bills as presented. With a vote of 5 to 0, the motion carried.
5. **TO REVIEW AND ACT ON COMPREHENSIVE COMMUNITY INSIGHTS PACKAGE AGREEMENT PROPOSAL WITH HDL COMPANIES.** Chief Bates presented the information noting that the contract was being revised to add in data needed to help with strategic and financial planning. It is a one-time action on the contract and the Chief doesn't feel like the data is needed annually at this time. The cost is \$8,700. After a short discussion, a motion was made by **Commissioner Lopez**, seconded by **Commissioner McClain**, to approve the contract revision as presented. With a vote of 5 to 0, the motion carried.
6. **TO REVIEW AND ACT REGARDING A PROPOSAL FOR A STRATEGIC PLAN AND FINANCIAL OUTLOOK FROM RF PARR CONSULTING SERVICES AND MICHAEL MONTGOMERY LLC.** Chief Bates presented information on this item noting the qualifications for Parr and Montgomery were reviewed. He also noted that it is not an expense that was budgeted for so there will need to be a budget amendment at a later date. The cost is \$12,000 and includes a strategic and financial analysis. A motion was made by **Commissioner Lopez**, seconded by **Commissioner McClain**, to approve the proposal as presented. With a vote of 5 to 0, the motion carried.

7. **TO REVIEW AND ACT REGARDING GRANT WRITING PROPOSAL FROM JOHNNIE USA CORPORATION.** There was no action on this item.
8. **REVIEW AND ACT ON DISTRICT WEBSITE AND COMMUNITY OUTREACH MATTERS.** Justin Waggoner presented the monthly update. He noted that there were 687 new users and 761 active users. He also noted that he is working on videos to help get website traction. Commissioner Hughes asked to add Social Media analytics to the report moving forward. There was also a short discussion on sending flyers and information to the HOA's in the District.
9. **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 238 calls for service for the month of March, and multiple motor vehicle accidents involving pedestrians. He noted that they had their Command Staff meeting and the Chief's meeting, there were no work-related injuries, and they are also continuing the hiring process. The District attended multiple community events in March as well including the annual EMS Symposium Touch-A-Truck event. Chief Henderson noted that all facilities are in operation, Booster 52 will hopefully be ready in May, and Ladder 51 is out for an extended amount of time. There was a short discussion on the County preparations for the upcoming 2026 FIFA World Cup and the TCFP Audit.
10. **TO RECEIVE A REPORT FROM OFFICE STAFF REGARDING ADMINISTRATIVE OPERATIONS AND ACTIVITIES.** This item was presented with Item 9 above.
11. **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 presented an update noting that the permit filing for Station 52 would be sometime in April, there is a redesign that will change the parking lot installation timeline, the survey for "backfill" easement is underway, and the cost is \$950. Chief Henderson also noted that they are working with MUD 189 on the service agreement contract. Chief Henderson also gave some updates on the new station noting they would hope to start construction in July 2025 and hope to occupy the building in early 2026. He also noted that the septic redesign is in progress with an extra cost of approximately \$10,000, but eventually there should be sanitary sewer to connect to. The District is expecting to go out for bid for a contractor in late May.

12. **TO ACT ON REAL ESTATE, INCLUDING SALES, PURCHASES, LEASES, PERMITS, ENCUMBRANCES, PLATTING, SURVEYING, UTILITIES AND ACQUISITION FINANCING.** There was no action on this item.
13. **TO REVIEW AND ACT REGARDING ACTUARIAL REVIEW OF DISTRICT RETIREMENT PLAN FOR POSSIBLE ACTION TO OPT OUT OF SOCIAL SECURITY.** District Counsel John Peeler presented information on this item. He noted that he does not recommend relying on the Millimen 2019 letter meaning that Rudd and Wisdom, Inc. will need to move forward with the contract amount of \$15,000. He noted that if the contract exceeds that amount, that information will be brought to the Board. The Board acknowledged the engagement with Rudd and Wisdom anticipated them completing a full review and instructed staff and counsel to communicate to Rudd and Wisdom move forward as planned.
14. **TO REVIEW AND ACT REGARDING OUT OF DISTRICT SERVICES AGREEMENT(S) WITH MUD 189 FOR SERVICE TO DISTRICT STATION(S).** Chief Henderson noted that there was no update on this yet. Commissioner Hughes inquired if MUD 189 had already approved the agreement. District Counsel John Peeler stated he would connect with the MUD attorney and Engineer and get an update on the revised documents.
15. **TO REVIEW AND ACT REGARDING EASEMENTS ON DISTRICT PROPERTY RELATED TO UTILITY SERVICES.** Chief Henderson stated that the survey is underway and should be available next month.
16. **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.** Chief Henderson noted that Booster 52 should be expected in late April or early May.
17. **TO REVIEW AND ACT ON THE ACQUISITION OF A MODULAR BUILDING TO HOUSE DISTRICT PERSONNEL AT NEW FIRE STATION FACILITIES.** Chief Henderson asked for a revised quote and gave it to Martinez Architects to coordinate the details. It was noted that Design to Delivery would be about 6 to 8 weeks.
18. **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 started at 12:34pm and ended at 12:52pm.
19. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.072 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.072.

20. **TO MEET IN CLOSED SESSION PURSUANT TO GOVT. CODE §551.074 REGARDING REAL ESTATE MATTERS.** No Closed Session was held under Section 551.074.
21. **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.** Chief Bates provided updates on the process of hiring for the Chief of Training position. He noted some hiring issues/requirements with him being out-of-state.
22. **TO REVIEW AND ACT REGARDING THE TRANSFER OF VEHICLES OR EQUIPMENT FROM OTHER POLITICAL SUBDIVISIONS.** There was no action on this item.
23. **TO DISCUSS FUTURE AGENDA ITEMS AND SET FUTURE MEETING DATES.** The next regular meeting will be held on May 13, 2025. Mark Miller noted some trouble with getting the most up-to-date reports to the Board for the second Tuesday and asked if he could send the reports the Monday before the meeting. After a short discussion the Board stated that since they review the reports along with him during the meeting, sending the reports on Monday would be fine.
24. **ADJOURNMENT.** There being no further business brought before the Board; the meeting was adjourned at 1:03 PM.


Janet McClain, Secretary