

**MINUTES OF THE JUNE 27, 2024 MEETING OF THE  
FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 10**

A Meeting was duly called of the **FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 10**, which was held on June 27, 2024, at Fairchild Fire Station, located at 8715 Fairchilds Rd., Richmond, Texas 77469.

The meeting was called to order at 7:00 P.M. by Commissioner **BRIAN SATSKY**, acting presiding officer. A roll call of commissioners was made under Agenda Item 1, and a quorum was confirmed, with Commissioners **BRIAN SATSKY, RUSSELL STRATMAN, RICHARD BREWER, MATT CYRUS, and SHELBY ARMSTRONG** being present. Also present were Josh Shed, Fire Chief of the Fairchild Fire Department, and Howard Katz, an attorney assisting with the District's preliminary activities. Also present was a young member of the public.

Mr. **Satsky** called up Agenda Item 2, to elect District officers. Upon Motion by Mr. Brewer, and second by Mr. Stratman, the following slate of nominations was made:

**President: Brian Satsky.**

**Vice President: Russell Stratman.**

**Treasurer: Matt Cyrus.**

**Secretary: Shelby Armstrong.**

**Assist. Secretary/Assist. Treasurer: Richard Brewer.**

After discussion, the Motion was approved by a vote of 5 to 0, whereupon, Mr. **Satsky** assumed the post of President and presiding officer of the meeting.

Mr. **Satsky** called up Agenda Item 3, to approve obtaining a Treasurer's Bond, District liability insurance, management liability insurance, and other related insurance coverages. Mr. Katz explained this item and said under the ESD statute (Chapter 775 Health & Safety Code), the Board Treasurer must be bonded. Mr. Katz said the fidelity bond covered the treasurer, and the liability insurance, management liability

insurance, E&O coverage and other insurance would cover the District and all Board members. During discussion, Mr. Katz noted that insurance did not have to be bid. After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to approve obtaining the treasurer's bond as well as liability insurance, management liability insurance, E&O coverage and other requisite insurance from VFIS. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 4, to approve adoption of Robert's Rules of Order for general conduct of District meetings and procedures. Mr. Katz said that the manual is a guide, but District procedures are subject to applicable laws and rules under the Constitution, statutes, and open meetings laws. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Satsky** to approve the adoption of Robert's Rules of Order (Government Entities) for general conduct of District meetings and procedures. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 5, to approve establishing the District administrative location for meeting notice postings, a District mailing address or post office box, and approve publication of the Notice of the District administrative office. Mr. Katz said that the admin office is where the District meeting notices are posted and to maintain District records. He added that the admin office need not be the meeting site. After review, Motion was made by Mr. **Brewer**, seconded by Mr. **Cyrus** to approve (i) designating the Fairchild Fire Station, 8715 Fairchilds Rd., Richmond, Texas 77469, as the District administrative location for meeting notice postings, (ii) use that same address for District mail, (iii) and authorize publication of the Notice of Administrative Office in the Fort Bend Herald. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 6, to Designate a regular location for District meetings. After review, Motion was made by Mr. **Brewer**, seconded by Mr. **Stratman** to approve the Fairchild Fire Station, 8715 Fairchilds Rd., Richmond, Texas 77469 as the regular location for District meetings. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 7, to approve to contract with Fort Bend County/Fort Bend County Tax Office for the assessment and collection of District taxes. Mr. Katz presented the contract. After review, Motion was made by Mr. **Cyrus**, seconded by Ms. **Armstrong** to approve the contract with Fort Bend County/Fort Bend County Tax Office for the assessment and collection of District taxes. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 8, to receive a report concerning 2024 District tax rolls and preparation of District tax bills by the Fort Bend County Tax Assessor and Collector, and take any required action. Mr. Katz reported that Fort Bend CAD was completing the tax account mapping for the District. He said the Preliminary Tax Roll has been prepared and he presented same to the Board. He also said that the real property accounts were in the report, but that business personal property accounts had not yet been coded. Mr. Katz reported that the preliminary values showed taxable property values of approximately \$500,000,000.00, not including the business personal property accounts.

Mr. **Satsky** called up Agenda Item 9, to adopt a District fiscal year. There was discussion about the county fiscal year of 10/1, and the Fire Department fiscal year of 12/31. There was also discussion of the general timing of the receipt of tax receipts being January-December. After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Stratman** to designate 12/31 as the District fiscal year end. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 10, to discuss and take action on a 2024-25 District budget. Mr. Katz presented a preliminary draft of a budget. He said the draft showed revenue, at a ten cent tax rate, of \$485,000.00, and expenses of \$33,000.00. No action was taken on this item.

Mr. **Satsky** called up Agenda Item 11, to discuss and take action on a 2024 District ad valorem tax rate, including:



- (a) Propose the 2024 tax rate (record vote);
- (b) Schedule a meeting to vote to adopt the 2024 tax rate;
- (c) Authorize the publication of any required Notices in the Fort Bend Herald.
- (d) Review and take action on District tax exemptions.

Mr. Katz discussed the Truth-in-Taxation statute and the required calculations for adopting an annual tax rate. He said that the rules governing tax rate adoption concern the basic premise that from one year to the next, truth-in-taxation generally requires that an adopted tax rate be no greater than the rate that would bring in the same amount of tax revenue as the prior year. He said that because this is the initial tax year for the District, those rules do not apply. He said that the adoption of the tax rate can be done after the Certified Tax Roll is prepared. He also said that a formal budget must also be approved prior to the tax rate setting, but the Board can consider proposing a tax rate.

The Board addressed the following:

- (a) Propose the 2024 tax rate (record vote):

Motion by Mr. **Stratman**, seconded by Mr. **Brewer**, to propose a Ten Cent (\$0.0100/\$100) Tax Rate. After discussion, the Motion was approved by a vote of 5 to 0, with the following record vote:

<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Satsky	None	None
Stratman		
Brewer		
Cyrus		
Armstrong		

- (b) Schedule a meeting to vote to adopt the 2024 tax rate.

Motion by Mr. **Brewer**, seconded by Mr. **Satsky** to set the meeting on the proposed tax rate for August 12, 2024, at 7:00 p.m. at Fairchild Fire Station, located at 8715 Fairchilds Rd., Richmond, Texas 77469. After discussion, the Motion was

approved by a vote of 5 to 0

(c) Authorize the publication of any required Notices in the Fort Bend Herald.

Motion by Mr. **Cyrus**, seconded by Ms. **Armstrong** to authorize the publication of the Notice of Public Meeting to Adopt the Tax Rate in the Fort Bend Herald.

After discussion, the Motion was approved by a vote of 5 to 0

(d) Review and take action on District property tax exemptions. The Board reviewed property tax exemptions. Mr. Katz addressed this item and reported on what is current among other ESDs in Fort Bend County. After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Stratman** to grant \$10,000.00 property tax exemptions for over-65 and disabled property accounts. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 12, to conduct preliminary review of contracting with District emergency service provider(s). There was discussion on the Item. Mr. **Satsky** appointed Commissioners Brewer and Cyrus to serve as the District committee to meet with the Fairchild Fire Department to begin discussions on a service agreement and adoption of a plan going forward.

Mr. **Satsky** called up Agenda Item 13, concerning the District joining SAFE-D (State Association of Fire and Emergency Districts). Mr. Katz spoke about the benefits of membership, citing the training opportunities, meeting with fellow ESD commissioners from around the state, legislative assistance and operating guidance. Mr. Katz said he was fairly certain that the first year membership fee would be waived. After review, Motion was made by Mr. **Cyrus**, seconded by Ms. **Armstrong** to join SAFE-D. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 14, to address Open Meetings and Open Records training required of board members. Mr. Katz said this was a one-time required training course. He said that the commissioners have 90 days from taking office to complete the required courses. He added that the courses are available on the Texas Attorney General website. Some

commissioners said they had completed the courses.

Mr. **Satsky** called up Agenda Item 15, to review and take action on development of a District website and authorize engagement of an IT and website consultant to assist with same. This matter was tabled for further review.

Mr. **Satsky** called up Agenda Item 16, to approve designation of a District bank depository. There was discussion concerning this Item. There was discussion about the need for collateral placed by the bank to cover District deposits exceeding FDIC coverage. Mr. Katz said not all banks like doing that. He said the bank can sign a depository pledge agreement and/or utilize the ICS program where excess deposits are swept into other FDIC insured accounts in a network of participating banks. This matter was tabled for further review.

Mr. **Satsky** called up Agenda Item 17, to authorize engagement or solicitation of professional legal services for the District. There was discussion about retaining an attorney, the cost for legal services, the need for legal services and whether to engage or solicit proposals. Mr. Katz said that there are a few firms that concentrate on representing ESDs. He mentioned the lawyers, and said some are presenters at the SAFE-D conferences. Mr. Katz said the engagement is for as long as the District wants to maintain the engagement. Mr. Katz was invited to present an engagement agreement. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Cyrus** to approve engaging Howard Katz to serve as District Counsel. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 18, Executive Session. There was no need for an executive session.

Mr. **Satsky** called up Agenda Item 19, to schedule future regular and special District Board meetings and workshops. The Board set July 8 for the next regular meeting date, and it was noted that the August meeting is August 12, both at 7:00 PM at Fairchild Fire Station.




Mr. **Satsky** called up Agenda Item 20, to establish time limits and procedures for receiving public comment at District meetings. Mr. Katz explained the parameters for this Item. The Board discussed the timing for written materials to be delivered and for public comment. After review, Motion was made by Mr. **Brewer** seconded by Mr. **Cyrus** to approve the following public comment time limits and procedures:

"Individual members of the public wishing to address the Board must register no later than the time of the meeting being called to order. Those individuals registered to speak must be at the meeting location no later than the time of the meeting being called to order to sign-in and prepare to speak. Individual members of the public wishing to submit written comments must submit them no later than the time of the meeting being called to order. Individual members of the public may address the Board for a maximum of 5 minutes on any matter. Members of the public may collectively address the Board for a total of 30 minutes on any single matter. Individuals may address the Board once per item. No formal action, discussion, deliberation, or comment will be made by the District Commissioners during public comment or for items not on this agenda."

After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **Satsky** called up Agenda Item 21, to receive public comment. None was offered.

There being no further business brought before the Board, upon Motion made the meeting adjourned at 8:52 P.M.

  
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Secretary of the Board