MINUTES OF THE SEPTEMBER 9, 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 September 9, 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,** president.

1. A roll call of commissioners was made under Agenda Item 1, and a quorum was confirmed, with Commissioners **BRIAN SATSKY, RUSSELL STRATMAN, and MATT CYRUS** being present. Also present were Josh Shed, Fire Chief of the Fairchild Fire Department, Assistant Chief Fatnir Dukit and Howard Katz, attorney for the District.

(a) The Board considered concurrence on adding the recitation of the Pledge of Allegiance to the United States of America and Pledge to the State of Texas to the preliminary agenda items. Without objection, the Board concurred adding the recitation of the Pledge of Allegiance to the United States of America to the preliminary agenda items.

(b) The Board considered the Minutes of the prior meeting. After review, Motion was made by Mr. **Stratman,** seconded by Mr. **Cyrus** to approve the Minutes of the August 12, 2024 meeting. After discussion, the Motion was approved by a vote of 3 to 0.

2. **Public comment**. None was offered.

3. **Review and take action on development of a District website.**

The Board reviewed the test site and agreed with the format. The Board determined that bios would not be added to the site, but ESD email addresses would be added. After review, Motion was made by Mr. **Cyrus,** seconded by Mr. **Stratman** to approve and authorize for the site to go live. After discussion, the Motion was approved by a vote of 3 to 0.

4. **Discuss operating procedures and designation of Board member duties.**

The Board reviewed the board member duties assignment as prepared by Mr. Satsky. After review, Motion was made by Mr. **Stratman,** seconded by Mr. **Cyrus** to approve board member duties assignment. After discussion, the Motion was approved by a vote of 3 to 0.

5. **Approve designation of Amegy Bank as District bank depository**.

Mr. Katz said this item was approved at a prior meeting. He handed out Amegy Bank paperwork. He said the signature cards and District W-9 were ready for signing.

6. **Approve making an operations/tax anticipation loan with Amegy Bank.**

Mr. Katz reported that the loan request was being processed.

7. **Review and authorize solicitation of proposals for bookkeeper services commencing December 2024**.

Mr. Katz said that proposals for bookkeeping services have been solicited. He handed out a bookkeeper report form for reference. He said the proposal responses would be ready for review and action at the October meeting.

8. **Receive a committee update regarding contracting with Fairchild Fire Department as the District emergency service provider, establish goals and terms of contracting and establishment of a committee and/or workshops to address relevant contract matters**.

The Board discussed the draft emergency services contract. The Chief and Assistant Chief discussed that the terms of the service agreement were generally acceptable. They expressed concern about the contract requirements of either TCFP or SFFMA certifications for all Department members and

volunteers. Assistant Chief Dukit said he was especially concerned that the Department Junior FF program could be lost. Mr. Katz said that was not the intent, and he would make revisions to the draft agreement to address those concerns. No action was taken on this item.

(a) **Approve an Interim Funding Agreement with Fairchild Fire Department as the District emergency service provider though December 31, 2024.**

The Board addressed the draft Interim Funding Agreement prepared by Mr. Katz, and submitted to the Board and the Department for review. Chief Shed said he and the Department board reviewed the draft and were ready to sign. After review, Motion was made by Mr. **Stratman,** seconded by Mr. **Cyrus** to approve signing the Interim Funding Agreement with the Department, subject to appropriation for funding because the District operating loan was not yet in place. After discussion, the Motion was approved by a vote of 3 to 0.

(b) **Approve Fairchild Fire Department interim budget through December 31, 2024.**

The Board reviewed the interim Fire Department budget. The Chief said this was the budget presented at the August meeting. He said there were three options proposed for funding. After review, Motion was made by Mr. **Cyrus,** seconded by Mr. **Stratman** to approve the option for funding through December 31, 2024 of $51,337.28. After discussion, the Motion was approved by a vote of 3 to 0.

9. **Schedule future regular and special District Board meetings and workshops.**

No meetings other than the regular monthly meetings on the second Monday of the month were scheduled.

(a) **Review Board attendance at the 2025 annual SAFE-D Conference (Kalahari Convention Center, Round Rock, Texas), including covering ad hoc the cost of attendance, transportation, accommodations and meals.**

The Board reviewed attendance at the SAFE-D annual Conference, and for the District to cover, ad hoc, the conference fees, and the Commissioner travel and accommodations expenses for attendance. After review, Motion was

made by Mr. **Stratman,** seconded by Mr. **Cyrus** to cover, ad hoc, the conference fees, and the Commissioner travel and accommodations expenses for attendance in accordance with IRS travel and accommodation expense policies. After discussion, the Motion was approved by a vote of 3 to 0.

(b) **Review and take action on District Travel Policy effective January 1, 2025.**

This item was tabled.

10. **Executive Session:** None

There being no further business brought before the Board, upon Motion made the meeting adjourned at 8:05 P.M.

Secretary of the Board