

**MINUTES OF THE NOVEMBER 12, 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 November 12, 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, RICHARD BREWER, MATT CYRUS and SHELBY ARMSTRONG** being present. Also present were Josh Shed, Fire Chief of the Fairchild Fire Department, members of the Department and Howard Katz, attorney for the District.

(a) The Pledge of Allegiance to the United States of America was recited.

(b) **Approve Minutes of prior meeting(s).**

The Board considered the Minutes of the October 14, 2024 and October 28, 2024 meetings.

After review, Motion was made by Mr. **Brewer**, seconded by Mr. **Stratman** to approve the Minutes of the October 14, 2024 meeting. After discussion, the Motion was approved by a vote of 5 to 0.

After review, Motion was made by Mr. **Brewer**, seconded by Mr. **Cyrus** to approve the Minutes of the October 28, 2024 meeting. After discussion, the Motion was approved by a vote of 5 to 0.

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

3. **Review and discuss Board appointments commencing January 1, 2025, for three two-year terms and two one-year terms.**

Mr. Katz said that under the ESD statute (Chapter 775, Health & Safety Code), the current Board members all serve until January 1, 2025. He said following the first year, 3 members are up for re-appointment for 2-year terms, and 2 members are up for re-appointment for 1-year terms. Thereafter, all terms are two years. After review, Motion was made by Mr. **Brewer**, seconded by Ms. **Armstrong** to approve the re-appointment of Mr. Satsky, Mr. Cyrus, and Mr. Stratman for 2-year terms, and Mr. Brewer and Ms. Armstrong for 1-year terms, all

commencing January 1, 2025. After discussion, the Motion was approved by a vote of 5 to 0.

4. Review and take action on District Travel Policy, effective January 1, 2025.

Mr. **Satsky** said the Board had reviewed the District Travel policy which Mr. Katz had presented a few meetings back. After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to approve the proposed District Travel policy. Mr. Katz said the SAFE-D travel was already approved as an ad hoc travel reimbursement expense for the commissioners. After discussion, the Motion was approved by a vote of 5 to 0.

5. Discuss finalizing ESD email accounts as formal commissioner contacts through Infinity Outlook system.

Mr. Katz said this item was as a reminder for all commissioners to use the Infinity Outlook system for all emails. He said he had forwarded the instructions and step by step from Infinity to create the email account. Mr. **SATSKY** said he could assist anyone requesting assistance.

6. Review and take action on investment account with Independence Bank for District funds.

Mr. Katz reported that the Board had approved setting up a District bank account at Independence Bank for future investments and diversification. He said he was presenting paperwork to establish the account and approval. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Cyrus** to approve setting up a District bank account at Independence Bank for future investments and diversification. After discussion, the Motion was approved by a vote of 5 to 0

7. Approve payment of District operating expenses from operations/tax anticipation loan with Amegy Bank.

Mr. Katz presented invoices for District operating expenses. He said there were payment requests from:

(a) Infinity Services for Website management: \$1,052.88 (October and November 2024)

(b) Clarity Consulting for Bookkeeping set-up fee: \$2,000.00

(c) Howard L. Katz, Attorney:\$11,553.81, Attorney fees:\$9,900.00; exp reimb:\$1,653.81

After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Stratman** to approve the invoices from Infinity Services (\$1,052.88) and Clarity Consulting (\$2,000.00). After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the legal bill from Mr. Katz. Mr. Katz said he understood the concern about the higher than expected amount. He said that when the initial budget was prepared some of the legal work that ended up being handled was not expected at budget time,

including the tax exempt interim loan and the interim funding agreement with the Fire Department. He said he could offer to split up the bill and defer a portion until next year when tax funding begins. After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Brewer** to approve the payment of \$3,000.00 to Mr. Katz on his invoice. After discussion, the Motion was approved by a vote of 5 to 0.

8. **Receive and review a report from Fairchild Fire Department regarding emergency services matters, including a run and response activity for the prior month.**

The Chief delivered an operations report for the prior month. He said there were 21 calls.

He said the Department provided 6 calls for mutual aid and received 2 mutual aid calls. The Chief said that for the next meeting there would be average response times provided. There was discussion about the transition of the Department to a combination department composed of the volunteers and paid duty crews.

9. **Review and take action on payment of Fairchild Fire Department expenses pursuant to Interim Funding Agreement.**

The Chief delivered an operations funding payment request. He said the amount requested for operations at this meeting was \$42,437.36. After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to approve the payment of \$42,437.36 for department operations. After discussion, the Motion was approved by a vote of 5 to 0.

10. **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 multi-year service agreement to commence January 1, 2025. The Board reviewed the multi-year service agreement. The Chief said the Department operations and capital budget for 2025 would be presented at the December meeting. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Brewer** to approve the multi-year service agreement as presented. After discussion, the Motion was approved by a vote of 5 to 0.

11. **Discuss funding of paid and volunteer crews in the Fairchild Fire Department.**

The Chief presented the Department plan for employing paid duty crew at the Department beginning in 2025, either first or second quarter.

12. **Receive a report from Fairchild Fire Department on planning for recruitment and paid duty crew.**

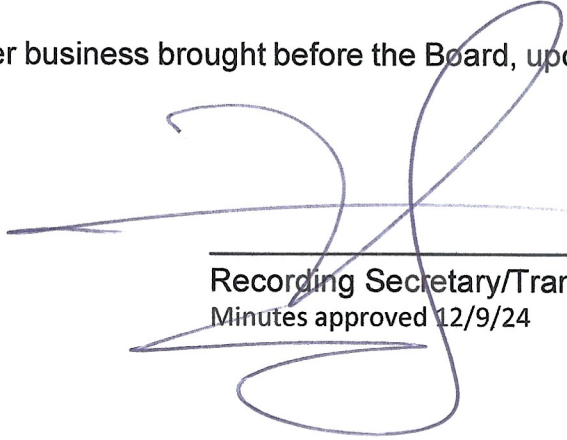
The Chief delivered a report, including addressing bunker gear and training for the incoming paid crews.

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

December 9, 2024 is the next scheduled Board meeting.

14. **Executive Session:** None

There being no further business brought before the Board, upon Motion made the meeting adjourned at 8:15 P.M.



Recording Secretary/Transcriber
Minutes approved 12/9/24