

**MINUTES OF THE JANUARY 13, 2025 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 January 13, 2025, at Fairchild Fire Station, located at 8715 Fairchilds Rd., Richmond, Texas 77469.

The meeting was called to order at 7:07 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** being present (Commissioner Matt Cyrus absent and the fifth position is vacant). Also present were Josh Shed, Fire Chief of the Fairchild Fire Department, members of the Department, Howard Katz, attorney for the District, Brian Desilets, Clarity Consulting, the ESD bookkeeper, and Diane VanDeLinder, recording secretary for the Village of Fairchilds.

- (a) The Pledge of Allegiance to the United States of America was recited.
- (b) **Administer oaths of office to all board members.** Commissioners Satsky, Brewer, and Statman each signed the Statements of Officer, and Mr. Katz administered the oaths of office to Commissioners Satsky, Brewer, and Stratman.
- (d) Without objection the Board took up Item 1(d), **Election of Board officer positions for 2025.**

Motion was made by Mr. **Brewer**, seconded by Mr. **Stratman** to table this item. After discussion, the Motion was approved by a vote of 3 to 0.

- (c) **Approve Minutes of prior meeting(s).**

The Board considered the Minutes of the December 9, 2024.

After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Brewer** to approve the Minutes of the December 9, 2024 meeting. After discussion, the Motion was approved by a vote of 3 to 0.

- 2. **Public comment.** None was offered.
- 3. **Receive a Financial Report from Clarity Consulting, District bookkeeper.**

Brian Desilets, with Clarity Consulting, the ESD bookkeeper, delivered the 12/31 financial report and handed out the written report. After review, Motion was made by Mr. **Brewer**, seconded by Mr. **Stratman** to approve the 12/31 Financial Report. Mr. Desilets said

the report showed total receipts of \$123,166.81, including loan proceeds of \$69,600.00, and a balance of \$57,409.45 prior to bills paid at this meeting. After discussion, the Motion was approved by a vote of 3 to 0.

(a) **Review and take action on engagement of auditor to perform a Compilation for District 2024 FY (Breedlove and Co.).**

The Board addressed engagement of an auditor for 12/31/24. Mr. Katz explained because of the amount of District funds in 2024, the District for this first year of operation can perform a compilation rather than a full audit. He said with 2025, a full audit will be required. Mr. Katz presented the proposal from Breedlove & Co., CPAs. He said the estimated fee for the compilation is \$3,000-\$4,000. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Brewer** to approve engagement of Breedlove & Co., CPAs for preparation of the 12/31 compilation for an estimated fee of \$3,000-\$4,000. After discussion, the Motion was approved by a vote of 3 to 0.

(b) **Review and take action on the 2025 District Investment Policy and Investment Strategy.**

Without objection, and with the concurrence of the bookkeeper, this item was tabled.

4. **Approve payment of District monthly operating expenses and pay bills.**

Mr. Desilets said there were District administrative bills:

- (i) Fort Bend County Tax Office: \$ 972.00 (set-up fees)
- (ii) Amegy Bank: \$ 17.18 (fees)
- (iii) Amegy Bank: \$ 9.73 (fees)
- (iv) Zions Bancorp: \$60,980.68 (loan repayment)

After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Brewer** to approve payment of the District monthly operating expenses. After discussion, the Motion was approved by a vote of 3 to 0.

5. **Review and take action on Amended District 2025 budget.**

Without objection, this item was tabled.

6. **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 delivered a run report, noting that YTD runs were 335. He said that all calls were covered in December and in November.



The Chief reported that the Department was conducting EVOC classes and training.

**7. Review and take action on proposed Fairchild Fire Department 2025 operating and capital budgets, and line item funding.**

The Board reviewed the Department's proposed revised 2025 operating and capital budget. Some on the Board still expressed concerns. Mr. Katz and Mr. Desilets said the problem was the District funding line item. Both said that the balances left in the District account were insufficient for proper planning and future financial planning. Mr. Katz said it would be almost impossible to plan on any future capital items, such as apparatus or station. He said the revisions to the Department budget did not change the Department funding request from the District. Motion was made by Mr. **Stratman**, seconded by Mr. **Brewer** to table this item. After discussion, the Motion was approved by a vote of 3 to 0.

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

The Chief said there were expense requests under the Interim Funding Agreement.

As a preliminary matter under Item 8(a), Mr. Katz suggested that the Interim Funding Agreement would need to be extended through February 28 to fund February expenses. The Chief said the amount requested was \$35,154.45. During discussion, the question of garage door openers was discussed and the view was that it was an unnecessary expense. Motion was made by Mr. **Brewer**, seconded by Mr. **Stratman** to extend the Interim Funding Agreement through February 28. After discussion, the Motion was approved by a vote of 3 to 0

The Board then addressed the payment of Department operations of \$35,154.45. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Brewer** to approve the payment of Department operations of \$35,154.45. After discussion, the Motion was approved by a vote of 3 to 0.

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

This Item was tabled.

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

This Item was tabled

**11. Receive a report on statutory activities, including publication of Notice of Administrative Office and filing of Annual report with Texas Department of Emergency Management.**

Mr. Katz reported on certain statutory activities. He reported that the District's Notice of Admin was published in the Fort Bend Herald; the 2024 report to the Texas Department of Emergency Management was filed.

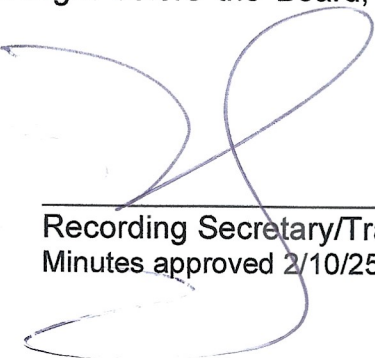
12. **Schedule future regular and special District Board meetings and workshops.**

February 10, 2025 is the next scheduled Board meeting.

Diane VanDeLinder, recording secretary for the Village of Fairchilds reported that the Village was planning to hold a sales tax election for May 2025.

13. **Executive Session.** None

14. There being no further business brought before the Board, upon Motion made the meeting adjourned at 8:20 P.M.



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Recording Secretary/Transcriber  
Minutes approved 2/10/25