

**MINUTES OF THE FEBRUARY 10, 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 February 10, 2025, at Fairchild Fire Station, located at 8715 Fairchilds Rd., Richmond, Texas 77469.

The meeting was called to order at 7:02 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 (Commissioner Richard Brewer was 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 Village of Fairchilds Mayor Lance Bertolino and Diane VanDeLinder, recording secretary for the Village of Fairchilds. Also present was resident Brittany Buzek.

(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 January 13, 2025.

After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Stratman** to approve the Minutes of the January 13, 2025 meeting. After discussion, the Motion was approved by a vote of 3 to 0.

The Board considered the Minutes of the January 28, 2025.

After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Stratman** to approve the Minutes of the January 28, 2025 meeting. After discussion, the Motion was approved by a vote of 3 to 0.

(c) **Administer oath of office.** Commissioner Cyrus signed the Statement of Officer, and Mr. Katz administered the oath of office to Commissioner Cyrus.

(d) **Receive Commissioner reports following attendance at SAFE-D conference.**

The Board discussed the conference and all considered the conference well attended and very informative. They said the ESD 101 and the Finance sessions were very good.

2. **Public comment.** Village of Fairchilds Mayor Lance Bertolino addressed the Board. He said the Village wanted to assist with cooperative efforts between the Village and the District working together moving forward.

3. **Receive a Financial Report from Clarity Consulting, District bookkeeper.**

Brian Desilets, with Clarity Consulting, the ESD bookkeeper, delivered the final 12/31 2024 report. He also delivered the January 31 financial report.

For the 12/31 2024 report he showed receipts of the \$60,000 tax anticipation loan and expenses of \$54,625.26, including \$50,956.57 to the Fire Department.

For the January 31 monthly report, he showed tax receipts of the \$225,572.18 and expenses of \$35,154.45 to the Fire Department, \$7,522.56 to Howard Katz for legal expenses, and \$532.68 to Infinity Services for website services, and \$972.00 to the County Tax Office for set-up fees.

For the current monthly expense report, Mr. Desilets showed expenses of \$15,897.16 to the Fire Department, \$4,131.31 to Howard Katz for legal expenses, \$340.34 to Infinity Services (for website services), \$1,925.00 to Clarity Consulting (bookkeeping), and \$252.77 to Deluxe Checks for District checks.

After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Stratman** to approve the Financial Reports. After discussion, the Motion was approved by a vote of 3 to 0.

4. **Review and take action on any revisions to District 2025 Investment Policy.**

Without objection this item was tabled.

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

Mr. Desilets said there were District administrative bills:

Clarity Consulting:	\$ 1,925.31 (Bookkeeping)
Howard Katz:	\$ 4,131.31 (Legal)
Deluxe Checks:	\$ 252.77 (District checks)

After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Cyrus** to approve payment of the District monthly operating expenses, including reimbursement of Commissioner SAFE-D conference expenses. After discussion, the Motion was approved by a vote of 3 to 0.

6. **Review and take action on revisions to District 2024 (year-end) and 2025 budgets.**

Mr. Desilets presented the revised District 2024 (year-end) and 2025 budgets. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Cyrus** to approve the District 2024 (year-end) and the 2025 budgets. After discussion, the Motion was approved by a vote of 3 to 0.

7. Review and take final action on multi-year service agreement with Fairchild Fire Department.

The Board reviewed the final draft of the multi-year service agreement prepared by Mr. Katz. He said the general form of the agreement had been approved at a prior meeting. The Chief said the Department board had approved the draft. After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Cyrus** to approve the final draft of the multi-year service agreement and execute the agreement. After discussion, the Motion was approved by a vote of 3 to 0.

8. Review and take final action on Fairchild Fire Department 2025 operating and capital budgets.

The Board reviewed the revised draft of the Department 2025 budget. The Chief said the prior draft requested \$343,000.00 of District funding. Following concerns about that amount by the Board and Mr. Desilets, the Department revised the funding request. The revised Department budget requested 2025 District funding of \$293,000.00. The Chief said the total Department operating budget is \$328,844.00, with the remaining Department operating expenses covered by funding from the county (\$55,000.00) and Village (\$15,000.00). After review, Motion was made by Mr. **Stratman**, seconded by Mr. **Cyrus** to approve the Department 2025 budget with District funding of \$293,000.00. After discussion, the Motion was approved by a vote of 3 to 0.

9. Review and take action on payment of Fairchild Fire Department expenses pursuant to the Service Agreement.

The Chief presented a request of funding for the month of \$15,897.16. He said there was a reserve of \$8,456.46 from funds previously approved for garage door openers, which item has been postponed. Mr. Katz noted that the service agreement provides for the Department to maintain a reserve of up to \$15,000.00 for unexpected costs or emergencies. After review, Motion was made by Mr. **Cyrus**, seconded by Mr. **Stratman** to approve the Department payment request of \$15,897.16. After discussion, the Motion was approved by a vote of 3 to 0.

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

The Chief delivered an operations report for the prior month. He said that ISO was scheduled to inspect in the coming month. The Chief said the current ISO was a 9, and he expected that number to drop throughout the service area, possibly to a 7 or 6. He delivered a run report, noting that YTD runs were 27. He said that all days were covered in January. The Chief said turn-out times were Fire: 1 min 54 sec; and EMS: 1 m 19 sec.

11. Schedule future regular and special District Board meetings and workshops.

March 10, 2025 is the next scheduled Board meeting.

12. Executive Session. None

13. There being no further business brought before the Board, upon Motion made the meeting adjourned at 8:00 P.M.



Recording Secretary/Transcriber
Minutes approved 3/24/25