

**MONTGOMERY COUNTY ESD 1**  
**MONTGOMERY COUNTY, TEXAS**

The Board of Commissioners of Montgomery County ESD 1, convened in session on June 20, 2018 with the following Board Members to-wit:

Members Present:           J. Steven Weisinger, President  
                                  Chuck Frank, Vice President  
                                  Sharene Carr, Treasurer  
                                  David Cooper, Commissioner  
                                  Robert Walker, Secretary

The regular meeting of Montgomery County ESD 1 was called to order on June 20, 2018 at 6:18 P.M. by President J. Steven Weisinger. All members were present, therefore constituting a quorum. Also present were Fire Chief Jason Oliphant, Assistant Chief Shane Houser, Deputy Chief Thomas Pittman, Battalion Chief Jeff McDonald, Office Administrator Debbie Gregory, Administrative Assistant Crystal LaCaze, Administrative Assistant Andrea Meek, Attorney John Peeler, Accountant Brian Desilets, and several firefighters.

Auditor John Watson with BrooksWatson & Company was also in attendance to present the October 1, 2016-September 30, 2017 Annual Audits for Montgomery County Emergency Services District No. 1 and Montgomery County Emergency Services District No. 12.

Upon a motion made by Commissioner Frank and seconded by Commissioner Carr the board voted unanimously to accept both Montgomery County Emergency Services District No. 1 and Montgomery County Emergency Services District No. 12 FY 2017 Audits as presented.

Upon a motion made by Commissioner Walker and seconded by Commissioner Carr the board voted unanimously to approve the regular May 16, 2018 monthly minutes of Montgomery County ESD 1 as presented by staff.

Upon a motion made by Commissioner Frank and seconded by Commissioner Carr the board voted unanimously to accept the bookkeepers report as presented by accountant Brian Desilets and pay monthly district bills.

Upon a motion made by Commissioner Frank and seconded by Commissioner Cooper the board voted unanimously to appoint Commissioner Robert Walker as the District's Records Management Officer.

Chief Houser informed the board that the IT RFP's were sent out to 3 companies, only one made an on-site visit on June 20, 2018.

Upon a motion made by Commissioner Carr and seconded by Commissioner Walker the board voted unanimously to accept First Financial Bank Agreement for the Department Travel re-loadable cards that

will be used for employee travel/deployments and authorize President Steven Weisinger to sign the Agreement.

Upon a motion made by Commissioner Walker and seconded by Commissioner Carr the board voted unanimously to accept the First Financial Bank Treasury Management Service Agreement and authorize President Steven Weisinger to sign.

Upon a motion made by Commissioner Carr and seconded by Commissioner Walker the board voted unanimously to set the Department Capital Purchase limit to \$20,000.00 for Fire Chief to approve without prior board approval. The Board noted that payments would still be approved by the Board, per state law.

Upon a motion made by Commissioner Walker and seconded by Commissioner Frank the board voted unanimously to adopt a bi-weekly check run and to accept the Accounts Payable Procedures with amendments as noted.

The board convened into closed session at 7:18pm to consult with legal counsel, to review personnel matters, and to review real estate matters.

The board reconvened into open session at 8:54pm.

Upon a motion made by Commissioner Frank and seconded by Commissioner Walker the board voted unanimously to engage CobbFendley for additional services related to Station 95 in order to address potential design errors.

Upon a motion made by Commissioner Frank and seconded by Commissioner Cooper the board voted unanimously to contact BRW to determine BRW's availability for architect design services for Station 96 and to begin negotiating a contract for such services.

Chief Jason Oliphant informed the board that one of our apparatus was involved in a hit and run accident. No injuries were reported. Insurance company was notified and the truck has been transported to Ferrara in Louisiana for repairs.

There being no further business, upon a motion made by Commissioner Frank and seconded by Commissioner Carr the Board voted unanimously to adjourn at 8:59 P.M.

*Debbie Gregory*  
District Office Manager and Administrative Secretary  
Montgomery County ESD 1