

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

The Board of Commissioners of Montgomery County ESD 1, convened in open session on November 15, 2023, with the following Board Members to-wit:

Members Present:                    J. Steven Weisinger, President  
    Chuck Frank, Vice President  
    Sharene Carr, Treasurer  
    Tom Rozier, Secretary  
    David Cooper, Assistant Treasurer (attended a portion of  
    the meeting remotely)

Addressing item 1 of the agenda, the meeting of Montgomery County ESD 1 was called to order on November 15, 2023 at 6:10PM by President J. Steven Weisinger. Four Board members were present at the meeting location, therefore constituting a quorum. Also present were Fire Chief Jason Oliphant, Assistant Chief Kirk Bailey, Office Administrator Crystal LaCaze, Administrative Assistants Andrea Meek and Staci Pennington, Deputy Chief Michael Olson, Battalion Chiefs Andrew Evans and Bill Derks and District Legal Counsel John Peeler.

Addressing item 2 of the agenda, no public comments were made.

Addressing item 3 of the agenda, no action was taken.

Addressing item 4 of the agenda regarding minutes from the prior meeting, the Board took action on the following:

Upon a motion made by Commissioner Tom Rozier and seconded by Commissioner Chuck Frank, the Board voted unanimously to accept and approve the minutes as presented of the regular board meeting held on October 18, 2023.

Addressing item 5 of the agenda,  
Office Administrator, Crystal LaCaze presented the Board with the District monthly financial report. Upon a motion made by Commissioner Sharene Carr and seconded by Commissioner Chuck Frank, the Board voted unanimously to accept the financial report as presented and approve payment of the District's monthly bills with the exception of the bill presented for BRW until invoicing can be corrected.

Addressing item 6a of the agenda,  
Chief Oliphant informed the board that around April he anticipates requesting authorization for an RFP on loans to fund the completion of the Training Facility - Station 96 construction and to design/build Station 99.

Chief Oliphant also informed the board that the building committee met with BRW on November 9<sup>th</sup> to review drawing for the Training Facility – Station 96 and should have 95% completed drawings by December 8<sup>th</sup>, 2023. After drawings are received, CMAR will begin going out for bid and should be ready to be approved in January 2024. He requested the board schedule a Special Called meeting on Tuesday, January 23<sup>rd</sup> for bid presentation and approvals.

Chief Oliphant also informed the board of the change in BRW's original price due to the ESD's change in the scope of work for the Training Facility which now includes Station 96.

Addressing item 6b of the agenda,  
Office Administrator Crystal presented the board with a quote from Jeffrey Moon and Associates

following the approval from last month's board meeting to replat the 3.8 acre tract since the City of Willis has now abandoned the street and alleyways. The quote is \$6,500.00 for the project. Upon a motion made by Commissioner Chuck Frank and seconded by Commissioner Sharene Carr, the Board voted unanimously to amend the motion made during the October 2023 board meeting and approve the presented quote of \$6,500.00 from Jeffrey Moon & Associates.

Addressing item 6c – 6d of the agenda, no action was taken.

Addressing item 6e of the agenda,

Chief Oliphant requested permission to auction Booster 92, a 1997 Ford F-350 via Rene Bates.

Upon a motion made by Commissioner Tom Rozier and seconded by Commissioner Chuck Frank, the Board voted unanimously to declare the 1997 Ford F-350 as surplus and allow Chief Oliphant permission to sell Booster 92 via online auction.

Addressing item 6f of the agenda,

Chief Oliphant informed the board that due to upcoming emission changes and increased lead times on pumpers he would like to request the board authorize him to issue a purchase order for (3) new pumpers. These pumpers were in the ESD's 5-year plan, however due to the new information he would like to move up the order. The payments for these new pumpers would begin in approximately the 2025-2026 budget year.

Upon a motion made by Commissioner Sharene Carr and seconded by Commissioner Chuck Frank, the Board voted unanimously to approve Chief Oliphant to proceed with the purchase of (3) New Pumpers.

Chief Oliphant also informed the board that with the new information on the pumpers and looking at the ESD's 5-year plan he would like to move up some of the small capital purchases to free up funds for future pumper payments. The capital purchases he requested to move up and purchase in this 2023-2024 budget year are (2) Staff Vehicles and (3) New Boosters.

Upon a motion made by Commissioner Sharene Carr and seconded by Commissioner Chuck Frank, the Board voted unanimously to approve Chief Oliphant to proceed with the purchase of (2) Staff Vehicles and (3) New Boosters in the 2023-2024 budget year.

Addressing item 6g – 6h of the agenda, no action was taken.

Addressing item 6i of the agenda,

Office Administrator Crystal LaCaze informed the board that Staci Pennington has been working vigorously on records management and has several disposition logs that District Legal Counsel John Peeler has reviewed and signed off on and that they would request that District Records Management Officer Tom Rozier would approve to be destroyed. Crystal LaCaze also requested that District Legal Counsel John Peeler's office work towards getting the District a revised Records Management Policy which allowed for electronic retention of records in order to cut down on the storage space and costs of paper documents.

Addressing item 7a of the agenda, Chief Oliphant presented the board with an Interlocal Agreement between ESD 1 and the Montgomery County Hospital District for funding, lease and transfer of LUCAS Devices. He informed the board that District Legal Counsel John Peeler has already reviewed the agreement and has no issues. He informed the board that funds to cover the agreement would be paid for out of the District's operating budget. He requested Board authorization to sign the Agreement.

Upon a motion made by Commissioner Chuck Frank and seconded by Commissioner Sharene Carr, the Board voted unanimously to approve the Agreement as presented and authorize Chief Oliphant to sign the Agreement.

Addressing items 8-11 of the agenda, no action was taken.

Addressing item 12 of the agenda, no action was taken.

Addressing items 13 of the agenda, Chief Oliphant presented the call volume report to the Board.

Addressing items 14 of the agenda, it was discussed to change the date for the January board meeting to Tuesday, January 9<sup>th</sup>, 2024 and the district would also have a special called meeting on Tuesday, January 23<sup>rd</sup>, 2024.

Addressing item 15 of the agenda,

There being no further business, upon a motion made by Commissioner Tom Rozier and seconded by Commissioner Chuck Frank, the Board voted unanimously to adjourn at 7:38PM.

***Crystal LaCaze***

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District Office Manager and Administrative Secretary  
Montgomery County ESD 1