

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

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

Members Present:           J. Steven Weisinger, President  
                                  Chuck Frank, Vice President – Virtual  
                                  Sharene Carr, Treasurer  
                                  David Cooper, Assistant Treasurer – Virtual  
                                  Tom Rozier, Secretary

Members Absent:           N/A

Addressing item 1 of the agenda, the meeting of Montgomery County ESD 1 was called to order on March 15, 2023 at 6:01 PM by President J. Steven Weisinger. Three board members were present in person and two were virtual, therefore constituting a quorum. Also present was Fire Chief Jason Oliphant, Assistant Chief Shane Houser, Office Administrator Crystal LaCaze, Administrative Assistants Andrea Meek & Kayla Gibson, Deputy Chief of Training Kirk Bailey, Deputy Chief of Logistics Eric Rodriguez, Battalion Chief Jeff McDonald, Battalion Chief Josh Montgomery, District Legal Counsel Krystine Ramon, and several firefighters.

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 Rozier and seconded by Commissioner Carr, the Board voted unanimously to accept and approve the minutes as presented of the regular board meeting held on February 15, 2023.

Addressing item 5 of the agenda, the Board took action on the following:

Upon a motion made by Commissioner Carr and seconded by Commissioner Rozier, the Board voted unanimously to accept the financial report as presented by Office Administrator Crystal LaCaze and approve payment of the District monthly bills.

Office Administrator presented the board with the annual audit engagement letter and fees from BrooksWatson and Co. Upon a motion made by Commissioner Carr and seconded by Commissioner Rozier, the Board voted unanimously to accept the engagement letter and the fees as presented.

Addressing item 6a of the agenda, Chief Oliphant presented to the board with the Logistics Facility Change Order 13 for the Air Dryer Power plug in the amount of \$1,528.00. Upon a motion made by Commissioner Rozier and seconded by Commissioner Carr, the Board voted unanimously to accept CO13 as presented.

Office Administrator Crystal LaCaze presented the Board with payment requests for the Logistics Facility which included LaW Construction Draw No. 9 and Construction Invoices Draw No. 11 for Automatic LP Gas and BCS Field Report No. 9. Upon a motion made by Commissioner Carr and second by Commissioner Rozier, the Board voted unanimously to approve and fund both draw request payments as presented.

Addressing item 6b of the agenda, regarding the 3.8 – acre tract on the corner of Worsham and Kennedy, District Legal Counsel Krystine Ramon informed the Board that District Legal Counsel John Peeler is working with Willis City Attorney Larry Forester regarding the procedure request that the City to abandon alleys and roadways in order to move forward with the replatting process. Commissioner Weisinger asked District Legal Counsel Krystine to have John Peeler send an email explaining where we are in the process with the land and City of Willis.

Addressing item 6c of the agenda, Chief Oliphant informed the board that we are in the process of leasing out the side of billboard on Station 94 property that the district used, but no longer needs.

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

Addressing 6g of the agenda, Chief Oliphant presented a 2022-2023 amended budget to the Board and advised the board that he and Crystal met with the Finance Committee prior to the Board meeting to review with them as well. The budget amendment included both income and expense changes, along with a 6% across the board Cost of Living Adjustment for all employees. Upon a motion made by Commissioner Carr and seconded by Commissioner Rozier, the board voted unanimously to approve and adopt the budget amendment as presented with the 6% COLA from the Fire Chief down.

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

Addressing item 7a of the agenda, no action was taken.

Addressing item 8-12 of the agenda, no action was taken.

Addressing item 13a of the agenda, Chief Oliphant informed the board that a walk-through of the Logistics building with the contractors is scheduled for Monday and they should be able to move into the building before next board meeting.

Chief Oliphant informed the board that the application for the SAFER Grant was submitted. He also thanked Chief Houser and Office Administrator Crystal for their part in getting the application turned in before the deadline.

Chief Oliphant presented the call volume report for the month of February.

Addressing item 13b of the agenda, no action was taken.

Chief Oliphant reminded the board that May's board meeting date was changed to Tuesday, May 16<sup>th</sup> and the location will be at the North Montgomery County Community Center due to the Fire Academy Graduation.

Addressing item 14 of the agenda, no action was taken.

There being no further business, upon a motion made by Commissioner Rozier and seconded by Commissioner Carr, the Board voted unanimously to adjourn at 7:16 PM.

*Crystal LaCaze*  

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District Office Manager and Administrative Secretary  
Montgomery County ESD 1