

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

The Board of Commissioners of Montgomery County ESD 1, convened in open session on January 15, 2025 with the following Board Members to-wit:

Members Present: J. Steven Weisinger, President  
Chuck Frank, Vice President  
Tom Rozier, Secretary

Members Absent: Sharene Carr, Treasurer  
David Cooper, Assistant Treasurer

Addressing item 1 of the agenda, prior to the meeting being called to order, Commissioner Chuck Frank and Commissioner Tom Rozier were reappointed by the Commissioners Court. District Legal Counsel, John Peeler, in his capacity as a Notary Public, administered the Oath of Office and the Statement of Appointed Officer to the re-appointed Commissioners. Signed copies of the Oaths will be retained at the MCESD 1 Administration Office.

Addressing item 2 of the agenda, the meeting of Montgomery County ESD 1 was called to order on January 15, 2025, at 6:09 PM by President J. Steven Weisinger. Three Board members were present at the meeting location, therefore constituting a quorum. Also present was Fire Chief Jason Oliphant, Administrative Assistants Andrea Meek and Yesenia Espinosa, Deputy Chief of Logistics Eric Rodriguez, Deputy Chief of Emergency Preparedness Michael Olson, Battalion Chief Josh Montgomery, and District Legal Counsel John Peeler. Office Administrator Crystal LaCaze attended the meeting virtually.

Addressing item 3 of the agenda regarding election of Board Officers for the 2025 term. Upon a motion made by Commissioner Chuck Frank and seconded by Commissioner Tom Rozier, the board voted unanimously to elect Commissioner J. Steven Weisinger as President, Commissioner Sharene Carr as Treasurer, Commissioner Chuck Frank as Vice President, Commissioner Tom Rozier as Secretary and Commissioner David Cooper as Assistant Treasurer/Assistant Secretary.

Addressing item 4 of the agenda, no public comments were made.

Addressing items 5 of the agenda, no action was taken.

Addressing item 6 of the agenda regarding minutes from the prior meeting, the Board took action on the following:

Upon a motion made by Commissioner Frank and seconded by Commissioner Rozier, the Board voted unanimously to accept and approve meeting minutes for the following date:

Regular Board Meeting December 18, 2024

Addressing item 7 of the agenda,

The board was presented with the District monthly financial report. Upon a motion made by Commissioner Frank and seconded by Commissioner Rozier, the Board voted unanimously to accept the financial report as presented and approve payment of the district's monthly bills.

Addressing item 8a of the agenda,

Chief, Jason Oliphant presented the Board with LaW Construction Pay App 010 for the Training Facility at Station 96.

Upon a motion made by Commissioners Frank and seconded by Commissioner Rozier the board voted unanimously to approve Pay App 010.

Chief Oliphant also provided a brief update on the progress of the Station 96 and Training Facility construction. He noted that frequent rain has caused some delays in construction.

Chief Oliphant informed the board of a status update regarding Station 99. Originally the building committee was estimating a cost of \$6M, however it is currently looking like it will be closer to \$6.2-\$6.5M.

Chief Oliphant asked the Board to designate Martinez Architects as the best qualified architecture firm for the Station 91 project, and that the District negotiate a lump sum fee rather than a fee based upon total construction cost.

Upon a motion made by Commissioner Frank and seconded by Commissioner Rozier to designate Martinez Architects as the Architect for Station 91 and authorize the Construction Committee to negotiate a lump sum contract for architectural services.

Addressing items 8b-8i of the agenda, no action was taken

Addressing item 9a of the agenda, the Board unanimously agreed to delay action on the annual review of the Investment Policy to allow counsel and staff to review suggested changes.

Addressing item 9b of the agenda,

Chief Oliphant requested approval of and permission to execute the Memorandum of Understanding (“MOU”) between the Montgomery County Fire Chiefs’ Association (“MCFCA”) and District for Dispatch Services.

During review, Chief Oliphant noted that this is a budgeted expense for FY 2025. Mr. Peeler noted that he has reviewed the MOU and underlying contract between the MCFCA and the Woodlands and has no objections to either.

Upon a motion made by Commissioner Frank and seconded by Commissioner Rozier, the Board voted unanimously to authorize Chief Oliphant to execute the MOU on behalf of the District pending legal review.

Addressing item 9c of the agenda, no action was taken

Addressing items 10-13 of the agenda, no closed session was held.

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

Addressing item 15a of the agenda,

Chief Oliphant informed the board Assistant Chief Bailey was deployed to California. Chief Oliphant also presented the board with the December 2024 call volume report as well as the 2024 Total Incidents report. Chief Oliphant also noted that the Mobile Command Unit has been received from Montgomery County, with an MOU pending for its housing and operation by the District. He generally summarized issues related to the training and use of the Mobile Command Unit.

Addressing item 15b of the agenda, no action was taken

Addressing item 15c of the agenda, Chief Oliphant informed the board that he will not be attending the Legislative Committee meeting due to the inclement weather.

Addressing items 16 of the agenda, no action was taken.

Addressing item 17 of the agenda,

There being no further business, upon a motion made by Commissioner Rozier and seconded by Commissioner Frank, the Board voted unanimously to adjourn at 6:41 PM.

***Crystal LaCaze***

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District Office Manager and Administrative Secretary  
Montgomery County ESD 1