



Montgomery County Emergency Services District No. 10

DATE: July 22, 2021

THE BOARD OF COMMISSIONERS OF MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 10 (the "District") met in a regular session, open to the public, at the Magnolia Volunteer Fire Department, Station 181, 18215 Buddy Riley Blvd, Magnolia Texas 77354 on Thursday, July 22, 2021 at 3:30 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:46 p.m., Commissioner Smith called to order the Regular Meeting of the Montgomery County Emergency Services District No.10 (the "District") and the roll was called of the duly appointed officer's to-wit:

2. Roll Call, Pledge of Allegiance, Pledge of Texas and Invocation.

COMMISSIONER	BOARD POSITION	
Larry Smith	President	Present
Charles McDonald	Vice President	Present
Kelly Violette	Secretary/Treasurer	Present
Heath Schultz	Assistant Secretary/Treasurer	Present
Jeffrey Cunningham	Board Member	Present

All 5 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Jeffrey Hevey, Assistant Chief of Finance and Administration Eloise Roberson, Assistant Chief of Planning Rusty Griffith, Assistant Chief of Logistics August Naumann, Battalion Chief Alan Paulk, Battalion Chief Jason Herrman, Battalion Chief Adam Vulgamott, Battalion Chief/Department Chaplain Mark Akers, Captain Jeff Jackson, and Office Manager Rhonda Reinholz, Montgomery County Constable Deputy Michael Silvio, , and Harry Gallagher of QZIP.net, Inc., Ross Winkler of Winkler Public Relations, Special Counsel Adam Dietrich, and Lesha Roberts.

The Board consulted with the District's legal counsel John Peeler via phone conference.

Commissioner Smith led the Board in the Pledge of Allegiance to the U.S. Flag.

Commissioner McDonald led the Pledge to the Texas Flag.

The Invocation was given by Commissioner Cunningham.

3. To receive public comment.

Jeff Jackson addressed the Board as the Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183. He noted how important behavioral health is in this industry and supports the need for an EAP. The resources that we have in place already is with our Firefighter Support Division led by Mark Akers. He thanked the Board for their continued support and appreciates everything the Board is doing for the firefighters.

4. To receive a presentation from Lona Snell of Grace and Guidance PLLC regarding behavioral health for Firefighters and EMS personnel.

Mark Akers addressed the Board as the Department Chaplain noting that he serves a dual role as the Chaplain and Part-Time Battalion Chief. Noted the importance of protecting our firefighters mental health and having a proper EAP. As Chaplain he can only provide spiritual guidance not professional guidance and is not certified which potentially puts the Department at risk. Upon conclusion he introduced Lona Snell of Grace & Guidance PLLC. Ms. Snell gave a presentation about the professional behavioral health services they provide to the First Responders and provided a handout listing their Behavioral Health Packages to assist the organization in building behavioral health program preferences, as desired, from the options in the package presented. The package options are Training Only, Intervention Services Only, All Inclusive Package Options, and All Inclusive Package Offer. All Inclusive Packages provide services to family of the First Responder. All services are billed as anonymous.

Discussion ensued on this topic whereto Chief Hevey asked the Board to take into consideration approving a program that has the ability to provide EAP and clinicians to all employees. He also noted that this program knows firefighters and EMT's and is important to have a program that understands what firefighters and EMT's see on a daily basis. Mark Akers continued the discussion whereto he explained to the Board the diffusing process he currently provides as the Chaplain to MVFD members after traumatic calls. This process provides him the opportunity to recognize if someone needs professional services and noted that if we had an EAP the MVFD member could go directly to them and skip him altogether. Discussion ensued whereto no action was taken.

The Board was in agreement to address Item # 10 before addressing Item #5.

10. To meet in Closed Session, pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.

The Board entered into Closed Session at 4:35 pm and reconvened for regular business at 5:30 pm.

11. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

The Board entered into Closed Session at 4:35 pm and reconvened for regular business at 5:30 pm.

Commissioner Schultz stepped out of Closed Session on real estate matters because of his involvement of the other side of the potential deal as noted in previous minutes. He participated in all Closed Session Items except real estate.

12. To meet in Closed Session pursuant to Government Code §551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee, including the District's administrative staff,

executive staff and Fire Chief. Any employee the subject of review will be given the opportunity to request open meeting discussion of the matters if they are present at the meeting.

The Board entered into Closed Session at 4:35 pm and reconvened for regular business at 5:30 pm.

13. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

The Board entered into Closed Session at 4:35 pm and reconvened for regular business at 5:30 pm.

Mr. Dietrich exited the meeting at 5:30 pm.

5. To review and take action on issues related to the District assuming direct provision of emergency services, including actions to employ staff, and scheduling public meetings on this issue.

Chief Hevey noted that he is in the process of developing an employee handbook for the District. He sent it in to the attorney's office then they brought in RIT Consulting Services to prepare an Employee Handbook. We met with RIT and spent three (3) hours going over the employee handbook.

Upon a motion duly made by Commissioner Cunningham and seconded by Commissioner Violette, the Board unanimously approved to enter into an agreement with RIT Human Resources.

The Board was in agreement to address Item #7 before addressing Item #6.

7. To review and take action on 2022 budget and 2021 tax rate adoption, including Truth in Taxation procedures, scheduling and designation of officials to calculate tax rates and provide tax rate information to the Board.

Discussion ensued whereto legal counsel informed the Board that he has been in contact with the tax office. The Comptroller has not released the 2021 Tax Calculation Worksheets yet. He advised the Board to keep their calendars open the week of August 2nd and set August 9th as a tentative fall back date to propose the tax rate. He will email the Board about scheduling when he finds out more information from the tax office. Upon discussion on this topic no action was necessary.

6. To receive a report and act as appropriate to revise District and/or Department current year operating and/or capital budgets pursuant to Department quarterly re-allocations and/or other matters.

Ms. Roberson gave a verbal update on the following:

The PPP Loan has been fully forgiven and is now considered a grant. Discussions continue on how the Department's funds on-hand should be expended. The Department hopes to be able to use funds for the benefit of the Department - According to the SBA we will have to maintain records of the expenditures - Had to stop the Comptroller's office from sending the money to the unclaimed fund.

On-going discussions with Chief Hevey and Command Staff on the 2022 Budget
Items to discuss at the upcoming Transition Committee Meeting:

2022 Magnolia Fire Department Budget will be discussed more in depth

Details of meeting with MVFD Fire Board

The District will need to decide what the role of Municipal Accounts will be after the transition

Will need to roll over vendors from MVFD to ESD

The ESD will need to tell us what our roles are going to be

8. To review and take action on public outreach and communications, including reports from consultants and District Committees on same.

Ross Winkler gave a verbal update to the Board:

- Commissioner Smith and Violette had an interview with Anna Lotz prior to the meeting today. It was noted that the Board is addressing the needs and wants of the District
- Anna appreciated the transparency
- Still working on Commissioners Bios
- Dennis attended the Hurricane Preparedness Meeting then drafted an article to send out to Commissioner Riley, the Department, and District's website tomorrow. The article is titled Montgomery County Emergency Response Groups Meet to Plan for Hurricane Impacts.
- Anna asked about Open Houses time frame. Ross expressed the importance of the transparency and to be able to inform the community and be able to explain what the ESD is, what the Fire Department is, and what the transition is going to look like.

9. To review and take action on information technology ("IT") matters, including engagement of consultants for the maintenance and improvement of IT infrastructure and resources.

Harry Gallagher addressed the Board on the following topics:

Backup Internet:

Presented three (3) year commitment from Comcast Coax Connection pricing for back-up internet (Email handout).

Upon a motion duly made by Commissioner Violette and seconded by Commissioner Schultz, the Board unanimously approved the three (3) year pricing contract with Comcast for Coax Internet Connection as presented.

Email Platform:

Recommends Microsoft Government Entity Cloud product. It is designed specifically for government entities. The data centers are based in the United States only, employees are vetted American Citizens, and security is much higher. Tech Soup is no longer a purchasing option. Able to set up a number of domain names in each individual email mailbox.

Mr. Gallagher's rough calculations to provide emails:

\$2,800 – \$2,900 annual for Full-Time employees only

\$6,700 annual for Full-Time and Part-Time employees

\$10,000 annual for everybody; Full-Time, Part-Time, and Volunteers, \$10,032.00 annual at a Roster count of 209

The alternative would be to host our own email on an In-House Exchange Server at an estimated cost of \$20,000.00 for a two (2) year subscription. The average life span of an Exchange Server is 5 years.

Microsoft Licenses

Currently using MSVL Microsoft Volume Licensing which are now expired. Only need MS licenses for station computers and laptops. Can explore using HGAC or CO-OPs to reduce the cost of purchasing MS Licenses and Email

QZIP currently uses Tech Data as aggregator to purchase Microsoft Licensing and Email but will look into using HGAC as an aggregator.

Discussion ensued on exploring the option to use HGAC or some other purchasing CO-OP to purchase Microsoft Licensing and Email to reduce cost however the cost will still be substantially high. Tablets should interface with should the Board transition to communicate with electronic Board Packets instead of paper.

Discussion ensued on the importance of communication with the Department. Rely heavily on email for Department communications. Also want the capability for all vehicles to be seen in CAD to reduce radio traffic. Considering upgrading CAD for radio communications and GPS Locater that can be used in dispatching.

Upon a motion duly made by Commissioner Cunningham and seconded by Commissioner Schultz, the Board unanimously approved up to \$10,050.00 for email platform as presented.

Upon a motion duly made by Commissioner Violette and Commissioner Schultz, the Board unanimously approved check number 2654 to Wassell Industries in the amount of \$700.00 for email archiving and check number 2655 to QZIP in the amount of \$7251.60 for PowerEdge R540 Server.

Mr. Peeler exited the meeting at 5:58 pm

14. To review and take action on matters related to lawsuits or claims, including potential settlement of same.

No action was necessary on this topic.

15. To review and take action on matters related to the District investigation of District and Department operations, personnel and fiscal matters.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner Violette, the Board unanimously approved to add \$17,500.00 to Special Counsel Dietrich's contract.

16. To review and act on employment/personnel issues, including hiring, retention, compensation, benefits, scheduling, complaints and discipline of District employees, including administrative staff, executive staff and Fire Chief.

Discussion ensued on new employees and Chief Hevey updated the Board on the new interview process that has been implemented. The application process for part-time employees has ended. The Hiring Process is: Application, Interview, Physical Agility Test, Job Specific, Medical, Drug Testing, Background Check.

Rescue Truck will be at TEEEX this weekend. It will be used regionally and intended to be used for TIFMAS Team.

17. To review and act on real estate matters, including but not limited to purchase, sale, lease, utilities, encumbrances and/or easements.

No action was necessary on this topic.

18. To review and take action on repairs or renovations to District or Department facilities.

Chief Hevey gave a verbal update on the following:

L186 is at a shop to replace all six (6) injectors. All tires have been replaced.

181 Roof: for the past 3 days there have been people working on the roof. He took pictures and sent to Chief Griffith then Chief Griffith sent the pictures to the engineer since there is supposed to be an engineer supervising the roof repair.

19 To review and take action on scheduling District meetings.

The next regularly scheduled meetings will be on August 12, 2021 at 3:30 pm and August 26, 2021 at 3:30 pm.

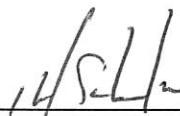
Tax Setting Meeting tentative dates of August 2, 2021 at 3:30 pm and a tentative fall back Date August 9, 2021 at 3:30 pm.

20. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 6:37 pm.



Larry Smith, President



Kelly Violette, Secretary
Heath Schultz, Asst. Secretary

