



Montgomery County Emergency Services District No. 10

DATE: November 18, 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 Wednesday, November 18, 2021 at 3:30 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:34 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
Arrived at 4:29 pm		
Heath Schultz	Assistant Secretary/Treasurer	Present
Jeffrey Cunningham	Board Member	Present

Four Commissioners were present at the beginning of the meeting, thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Jeffrey Hevey, Assistant Chief of Operations Gary Pangarakis, Assistant Chief of Finance and Administration Eloise Roberson, Assistant Chief of Training and Safety Jason Herrman, Assistant Chief of Logistics August Naumann, Mechanic Michael Maignaud, Captain Jeff Jackson and Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183, and Office Manager Rhonda Reinholz, Montgomery County Constable Deputy Michael Silvio, District General Counsel John Peeler and Dawn Selden of Coveler & Peeler, PC, Ross Winkler of Winkler Public Relations, and Chandler France with the Community Impact.

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.

Members of the public did not address the Board.

4. To pay District bills.

No action was necessary.

5. 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; he noted that Paul Wedding with the Houston Chronicle and Chandler France with Community Impact are reporting about the transition to the District becoming the direct provider of fire services.

6. 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.

Counsel reported that he is working with legal counsel for the Department to address all the items to be transferred to the District as part of the transition. He noted there are some issues with real estate that have to be addressed.

Commissioner Smith noted that he signed all of the vehicle change of address forms, and 1 certified copy of title form, funding agreement addendum for the new copier lease, Station 182 Water Well Permit Renewal.

Chief Hevey reported that most applicants to be District firefighters have completed Physical Aptitude Tests & Medical Tests; All ESD transition applicants have been sent a request to submit for background check; Application deadline for Training Captain is 11/26/21; Application deadline for Battalion Chief is 12/10/21.

The Board readdressed this topic after Item #12.

Ms. Roberson presented a draft RFP for Financial Accounting/Bookkeeping Services for consideration and review. Discussion ensued on the scope of work in the RFP as well as general budgeting concerns once the District is the employer of all fire and administrative staff:

-Monthly reports of transactions and recordings to include Balance Sheet, Statement of Cash Flow, General Ledger, and Rolling Budget, Budgets to Actuals.

-Determine cost for Financial Accounting/Bookkeeping Services respective to the scope of service

-Discussion ensued on the following topics

-Financial Accounting/Bookkeeping Services; accounting firm should be more engaged with the sales tax consultant to develop projections, provide statistical data on a quarterly basis

-Policy for daily financial duties handled internally

-Reserve Fund; Need to finalize the District 2022 Budget and current reserve fund; was advised by the current bookkeeper that they have to calculate before they can provide the current actual reserve fund balance; District will need to determine how much to keep in operating reserve and possibly have a separate account for reserve fund,

-Investments; currently managed by the bookkeeper, the District may designate a staff member who is trained or a Commissioner who does not need as much training but is limited to the investments decisions

-Loans; District can do a Pledged loan, District could have a Tax Rate and a Debt Rate

The Board was in agreement to continue with same reports from Ms. Roberson and in-house bookkeeping with Financial Accounting/Bookkeeping Services on a quarterly basis.

7. To review and take action on the acquisition of capital assets, including fire fighting equipment, vehicles and apparatus and the acquisition financing of same.

Chief Hevey reported the need of apparatus repairs for Ladder 181; it is 21 years old, reached it's end of life, and failed ladder test.; Ladder 186 is 16 years old.

He spoke to a vendor about two (2) Ladder trucks that are available for a combined cost of \$3.1 Million after modifications

- one is a demo (single axle, 107' ascendant ladder, 480 gallons of water, 20 gallons of foam, 2,000 GPM Pump) that is currently in Utah, the cost is \$1.2 million before modifications
- the other is a demo readily available (tower-mid-mount, 300 gallons of water, 2,000 GPM Pump, dual axle) and the cost is \$1.6 million before modifications.

The Board consulted with Chief Grant via phone

He reported on two other ladder truck options of which both are available for purchase through HGAC;

- Spartan is available for a cost of \$1.2 million and would be available in 60-90 days.
- E-One, waiting for pricing.

Upon discussion the Board was in unanimous agreement to Table this item for the next meeting and request hard numbers and spreadsheet with the most prevalent features. Chief Hevey noted that he will send pictures of both of the aforementioned demo ladder trucks to the Board.

The Board was in agreement to address item #11 before addressing item #8.

11. 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.

Chief Hevey provided an update of part-time and volunteer applicants hiring status. He reported that the transition applications and background checks are in process and have received about 105 thus far.

Discussion ensued on the qualification requirements of Battalion Chief's, Training Captain, and Full-Time Firefighters. All applicants will receive an approval or denial notification via letter and email.

Chief Hevey noted that he will request 1 or 2 Commissioners sit in on the interview for Battalion Chief position. Counsel noted that per the Employee Handbook, the Board has final approval of hiring decisions for Battalion Chief or higher level fire officers.

Discussion ensued on the history of the staffing level of the Department in comparison to our current staffing level.

The Board was in agreement to address item #13 before addressing item #8.

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

Chief Hevey reported that he has a meeting tomorrow with an architect for planning new Stations 182 and 186. Will also drive by the property available on Katy Lee by Station 186.

The Board was in agreement to enter into Closed Session.

8. 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 convened in Closed Session on this item at 4:32 pm and reconvened in open session at 4:57 pm.

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

he Board convened in Closed Session on this item at 4:32 pm and reconvened in open session at 4:57 pm.

Commissioner Schultz exited the meeting at 4:32 pm due to his previously noted conflict due on the real estate purchase being completed by the District.

10. 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 did not convene in Closed Session on this item.

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

Upon a motion duly made by Commissioner Violette and seconded by Commissioner McDonald, the board unanimously approved the 3rd amendment for contracts for the purchase of Carraway and Schultz properties, and unanimously authorized the Board President to execute all documents necessary to close on the purchase of said properties.

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


No action was necessary.

14. To review and take action on scheduling District meetings.

The District’s next scheduled meetings are December 9, 2021 at 3:30 pm and December 23, 2021 at 3:30 pm.

15. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 5:57 pm.



Larry Smith, President



Kelly Violette, Secretary

