



Montgomery County Emergency Services District No. 10

DATE: January 27, 2022

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 Fire Department, Station 181, 18215 Buddy Riley Blvd, Magnolia Texas 77354 on Thursday, January 27, 2022 at 3:30 PM inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:35 PM, 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	Absent

4 of 5 Commissioners were present thus constituting a quorum.

Also present were Fire Chief Jeffrey Hevey, Business Manager Eloise Roberson, Assistant Chief of Operations Gary Pangarakis, Assistant Chief of Administration Chuck Grant, Division Chief of Training Jason Herrman, Division Chief of Planning and Logistics August Naumann, District General Counsel John Peeler of Coveler & Peeler, PC, Dennis and Ross Winkler of Winkler Public Relations, Captain Christopher Thornton, Captain Jeff Jackson and Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183, and Montgomery County Constable Deputy Duane Burrell.

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 Smith.

Commissioner Smith welcomed everyone to the meeting of the ESD 10 and invited public comments.

Ms. Roberson administered the Oath of Office to Kelly Violette for the two (2) year term ending December 31, 2023 after reappointment as District Commissioners by Montgomery County Commissioner Charlie Riley. Ms. Roberson notarized the Oath of Office and Statement of Appointed Officer.

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 receive a financial report from District staff, including information on the Magnolia Volunteer Fire Department.

There was a discussion on Montgomery County ESD No. 10 (the District) authorizations for certain budgeted department cost and expenses. There was a motion by Heath Schulz (Assistant Secretary/Treasurer) seconded by Kelly Violette (Secretary/Treasurer) to authorize Eloise Roberson (Business Manager) to set-up electronic payment processing for re-occurring monthly bills payments such as for utilities and certain operational expenses (fuel, communication programs) within the District/Magnolia Fire Department adopted Budget for the year. The motion carried. Larry Smith (President) then noted that electronically processed transactions for utilities and certain operational expenses be included in the monthly general ledger (G/L) totals for the month and date transactions processed.

Eloise Roberson (Business Manager) informed the Commissioners of the department's payroll process noting as of January 2, the District increased its employee membership in the Texas County and District Retirement System from 3 to 140 members with the addition of new full-time and part-time employees. She then explained that the departments payroll is processed through Automatic Data Processing, Inc. (ADP); an American provider of human resources management software and services, on a bi-weekly basis and the process is entirely electronic with deductions taken from the District's payroll financial account. She concluded pointing out that in addition to the ADP payroll process, there are other compensation related transactions processed through the Automated Clearing House (ACH); the primary clearing system for payments to Texas Mutual for the District workers compensations premiums, Texas County and District Retirement System (TCDRS) the District employee retirement contributions and employer match, Intuit time-keeping (T-Sheets) system that the department uses; the 457 District's Deferred Compensation Plan for participant (optional) contributions and other authorized payments; monthly premiums for Employee Health Insurance; Dental and Vision; Long-term and Short term and other routine and required District /department premiums for coverages.

The Business Manager informed the Commissioners of all transactions processed by electronic funds transfer (EFT) and requested authorization to process the District's ADP Payroll and other related district and compensation related insurance transactions by electronic funds transfer (EFT) from the Districts payroll account. Heath Schulz (Assistant Secretary/Treasurer) recommended a Commissioner notification process for all payroll transactions with authorization granted bi-weekly.

Mr. John Peeler (District Counsel) proposed development of a "District Consent Agreement" permitting the Business Manager to accomplish the District's ADP bi-weekly payroll and other related compensation and insurance transactions as well as budgeted operations expenses by electronic funds transfer (EFT) from the Districts payroll and operations accounts with mechanism for approval by at least one commissioner and record of the transactions in the monthly financial reports. The Board was in agreement.

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

Dennis Winkler recommended for development of a story that outlines the activities of the district for the entire year highlighting all the positive accomplishments of the Montgomery County ESD No. 10 as the district engaged towards transitioning to the direct provider of community emergency services.

7. To review and take action on information technology ("IT") matters, including engagement of consultants for the maintenance and improvement of IT infrastructure and resources, District website, digital records and electronic mail.

Chief Grant provided an update and overview on the Districts IT engagement and status of the email hosting maintenance project and needed improvements to the department servers. Chief Grant then provided an update on the access to the Dropbox and provided the updated cost of tablets for the Commissioners.

8. To review and take action on issues related to the District transition to direct provision of emergency services.

Fire Chief Hevey provided an update on the position of Battalion Chief noting a selection from 7 applicants after review of all applicants; and an update on the hiring process for 12 full-time firefighter positions with anticipated onboarding in early March 2022. He also gave an update on the current staffing of stations. Chief concluded noting an awards presentation at the next scheduled meeting of the Commissioners. Commissioner Heath Schultz thanked Chief Hevey for letter of appreciation and recognition sent to the Woodlands Fire Department.

9. To review and take action on agreement(s) with Magnolia Volunteer Fire Department regarding the transfer of Department assets and/or lease of Department real property to the District and other matters relevant for the transition to the District becoming the direct provider of fire suppression services.

No action was necessary.

10. To review and take action on capital acquisitions, including financing for same and any matters related to financing/loans for new or existing equipment purchases.

Fire Chief Hevey and Chief Grant gave a verbal update on the ladder truck purchase; and the status on the design and development of Station 182, 186, and Maintenance Building. Mrs. Roberson presented an estimate from MES- Texas Municipal Emergency SVCS. Chief Grant provided the details on the total cost and indicated all of the SCBA Air Packs have been received and fitted. There was a motion by Kelly Violette, seconded by Charles McDonald approving payment to MES- Texas Municipal Emergency SVCS, upon final invoice not to exceed \$754,127.00. The motion carried.

11. To meet in Closed Session pursuant to Government Code § 5 51. 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 from 4:35 PM to 4:40 PM.

12. To meet in Closed Session pursuant to Government Code § 5 51. 072 to deliberate regarding real estate matters.

The Board did not convene in Closed Session on this item.

13. 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 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.

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

15. To review and take action on matters related to lawsuits or claims.

No action was necessary.

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

No action was necessary.

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

No action was necessary.

18. To review and act on improvements, repairs, maintenance and construction of facilities, including utilities, architectural or engineering services and selection of contractors.

The Board and staff generally discussed the possibility of MCHD participating in one or more new station projects where to no action was necessary.

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

Regular Meeting on February 10, 2022 at 3:30 PM.


Regular Meeting on February 24, 2022 at 3:30 PM.

Regular Meeting on March 10, 2022 at 3:30 PM.


Regular Meeting on March 24, 2022 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 4:55 PM.



Larry Smith, President



Kelly Violette, Secretary
HEATH Schuler Asst. Secretary

