



Montgomery County Emergency Services District No. 10

DATE: February 24, 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, February 24, 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
arrived at 3:39 PM		
Heath Schultz	Assistant Secretary/Treasurer	Absent
Jeffrey Cunningham	Board Member	Present

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

Also present were Fire Chief Jeffrey Hevey, Business Manager Eloise Roberson, Office Manager Rhonda Reinholz, Assistant Chief of Operations Gary Pangarakis, Division Chief of Training Jason Herrman, Division Chief of Planning and Logistics August Naumann, Training Captain Christopher Thornton, Captain Jeff Jackson and Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183, Captain Kevin Hoffart, Ross Winkler of Winkler Public Relations, Ricardo Martinez of Martinez Architects, and Nirah Shah, Sharron Buckley with Shah Group Consulting. The District's General Counsel John Peeler of Coveler & Peeler, PC joined the meeting via phone conference for the duration of the meeting.

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 thanked the Board on behalf of the membership for providing mental health services with Grace and Guidance. He received feedback that they were well received by everybody and was pleased with their presentations. The Board reciprocated by thanking him for his feedback.

The Board was in agreement to address item #20 before addressing item #4.

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

Ricardo Martinez with Martinez Architects presented a Design Progress for Station 183 and Maintenance Building and contracts for Design Services with the option for As Build Documentation services.

Contract 1: AIA Document B101 – 2017 between Martinez Architects, LP and MCESD10/MFD for Fire Station 182 Station Replacement, Fire Station 186 Station Replacement, Fire Department Maintenance/Logistics Facility.

Contract 2: AIA Document B101 – 2017 between Martinez Architects, LP and MCESD10/MFD for Fire Station 183 Station Renovation.

Discussion ensued about the additional cost for "As Build Documentations". Mr. Martinez explained the optional service whereto the Board was in unanimous agreement to include the additional As Build Documentation service and to prioritize the projects for Station 183 Renovation and the Maintenance Building. Further discussion ensued on the Delivery Method whereto the Board was in unanimous agreement

Upon a motion duly made by Commissioner Violette and seconded by Commissioner McDonald, the Board unanimously approved the two (2) contracts for Station 183 and Maintenance Building as presented.

Upon a motion duly made by Commissioner McDonald and seconded by Commissioner Violette, the Board unanimously approved to designate the aforementioned projects as Construction Manager At Risk projects and for Martinez Architects to carry out the RFP for construction services.

4. To receive a presentation from ADP regarding the new payroll and HR platform for the District.

Ms. Roberson reported that ADP is not able to give a presentation today due to issues related to Municipal Accounts failing to reconcile the 2021 First Quarter Payroll for ESD employees. The failure caused a delay in Municipal Accounts processing those 2021 W2's as of yesterday whereto closing out that issue so ADP is able to move forward with the new payroll and HR platform for the District.

The Board was in agreement to address Item #6 before Item #5

The Board was in agreement to address Items #6 and #7 together

6. To receive a financial report from District Staff.

Ms. Roberson presented a 2022 Amended Budget for the Board's review and consideration noting that it reflects the Board's decision in January regarding revenue received for 2021 to be used for the operation of the department. The Board was in unanimous agreement to address at the next meeting.

Additionally, Ms. Roberson noted there will be a check from MVFD in the amount of \$257,840.62 payable to the District as closure from the MVFD Operations Account; presented 2022 YTD Ledger, January 2022 General Ledger, and February 2022 General Ledger that were completed by Shah Group Consulting; Noted the January payroll costs with a comparison to the budgeted amount whereto emphasized the payroll costs were approximately \$300,000.00 under budget for the reason that there were no new full-time firefighters hired in January as

anticipated; TCDRS notified us of a reduction in the employer contribution rate that went from 14% to 11.13% which is also reflected in the amended budget; Introduced Shah Group Consulting noting they will be reporting to the District on a quarterly basis, will be visiting our office and will be making recommendations towards improving the checks and balances as far as the accounting practices are concerned; Ms. Roberson surrendered the floor to Shah Group Consulting for introduction and comments:

- Niraj "Nick" Shah; Owner of the Shah Group Firm. Has been in Waller for about 10 years now, have done everything from forming a company, dissolving a company, and everything in between. Oversee and finalize all operations of the firm. Started with 3 people and now have 24 with 3 offices throughout the Houston area. Have been working with MVFD for about 8-9 years now and really appreciate the opportunity to work with the ESD now and really excited to making a difference. Municipal Accounts has not been very cooperative. Our firm can also assist on getting the best loans for the District's needs.
- Mr. Shah introduced additional staff and described their roles in the company.

Further discussion ensued whereto no action was necessary. Ms. Roberson added that Nick Shah will send her the contract so she can send it to the District's Legal Counsel for review.

7. To pay District Bills.

This item was addressed with Item #6. Ms. Roberson presented the District bills for the Board's signature whereto the Board was in unanimous agreement to pay the District's Bills as presented.

5. To conduct annual review of the District's Investment Policy and take any necessary action.

Discussion ensued whereto District's legal counsel presented the resolution for the District's Investment Policy and recommended the Board resolve that the only change necessary to the Investment Policy adopted in May 2020 is to appoint a new Investment Officer at this time under which the District will continue to operate in 2022.

Upon a motion duly made by Commissioner Violette, and seconded by Commissioner McDonald, the Board unanimously approved to appoint Commissioner Violette as the new Investment Officer.

Upon a motion duly made by Commissioner Violette, and seconded by Commissioner McDonald, the Board unanimously approved to maintain the same Investment Policy as adopted in 2020 whereto the motion passed with a vote of 4 to 0 approving the Resolution of Montgomery County Emergency Services District No. 10 Regarding 2022 Review Of The Adopted Investment Policy.

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

Ross Winkler noted that their firm is working on a one-year recap which was mentioned at the last meeting. The presentation is expected to be presented at the March 24th meeting. He Presented a list of items distributed to the Commissioners for review. He noted that they are also working with the Community Impact news which is interested in the growth of the area and the District's role in serving the growing area.. He also noted that he will continue to monitor department events.

Discussion ensued about an internal communication process in the form of a newsletter and to focus on life events, family and other significant department and career events. Further discussion ensued on the importance of social media.

Ross Winkler affirmed that their firm could implement a Newsletter and recognized the importance of capturing department events on social media and could assist with these tasks.

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, District website, digital records and electronic mail.

Ms. Roberson noted that she was tasked at the last meeting to send out an RFP for IT Services. The Scope of Services will include Network, Internet, Email, Application Management, Infrastructure, Support, Network Security, Disaster Recovery, On-Site and Remote Client Services, 24/7 System Monitoring and Response whereto she would like to send out the RFP on February 28, 2022. Discussion ensued with the District's Legal Counsel whereto Ms. Roberson and Chief Hevey will define the aforementioned Scope of Services and will send out the RFP electronically and follow up via regular mail with a due date of March 31, 2022.

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

No action was necessary.

The Board readdressed this topic after Item #17.

Discussion ensued about department business cards, the new patch and logo is in process of being redesigned, the ESD email is to transfer to magnoliafire.org platform, send graphic design to Winkler Publications. The Board was in unanimous agreement for the District's business cards format to remain the same but graphics to integrate the new patch. Ross Winkler requested the new logo graphic be sent to him so he can incorporate it with the department communications and newsletter.

11. 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.

Discussion ensued whereto the District's Legal Counsel should have lease documents ready for review at the early March meeting.

12. 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.

No action was necessary.

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

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

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

15. 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.

16. 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.

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

The District's Legal Counsel noted that he informed Cokinos that the Board authorized them to re-open the roof settlement.

18. 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.

The Board was in agreement to readdress Item #10.

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

The District's Legal Counsel conveyed to the Board that he spoke with Greg Thrower and there had been a delay on the title insurance policy being issued on the property next to Station 182 noting there has been a minor issue regarding the boundary deletion based on the new survey. Mr. Peeler reported that Mr. Thrower has now received a corrected one and it should be ready by the next meeting.

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

No action was necessary.

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

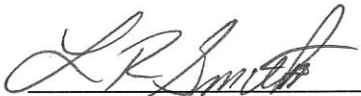
The District's next scheduled meetings are:

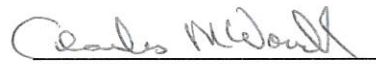
Regular Meeting on March 10, 2022 at 3:30 PM.

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

22. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 5:52 PM.


Larry Smith, President


Kelly Violette, Secretary
Charles McEdward Vice President

