



Montgomery County Emergency Services District No. 10

DATE: March 10, 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, March 10, 2022 at 3:30 PM inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:51 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	Absent
Heath Schultz	Assistant Secretary/Treasurer	Present
Jeffrey Cunningham	Board Member	Present

4 of 5 Commissioners were present 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, Assistant Chief of Administration Chuck Grant, Division Chief of Training Jason Herrman, Division Chief of Planning and Logistics August Naumann, Training Captain Christopher Thornton, Battalion Chief/Department Chaplain Mark Akers, Captain Jeff Jackson and Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183, Captain Kevin Hoffart, Firefighter Mark Holcomb, Firefighter Brandon Bever, District General Counsel John Peeler of Coveler & Peeler, PC, Montgomery County Constable Deputy Eric Gray, and Tony Sekaly with Texas CLASS.

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.

Mark Akers addressed the Board as the Department Chaplain. He conveyed that the 7 presentation from Grace and Guidance were well received by the members, will post their flyer up at every station, and is developing a peer support team.

4. Presentation of Certificates for Promotions, Recognitions and Appointments of District firefighters, fire officers and administrative staff.

Chief Hevey reported that he has made three (3) conditional offers of employment for Battalion Chief, all of which were internal candidates, with a projected start date of March 28, 2022.

chief Hevey reports 3 candidates have moved on to a conditional offer for Battalion Chief, all 3 are internal, all 3 were Captains, they are going through the medical evaluation and psychological evaluation. The Department is targeting Monday the 28th as the start date for the new Battalion Chiefs.

5. To approve the Minutes of prior meeting(s).

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved the Minutes of the District's Regular Meeting held January 27, 2022 as presented.

6. To address financial matters including depositories, audits, Investment Policy and investments, financial reports, tax reports and to pay District bills.

Ms. Roberson introduced Tony Sekaly, representative from Texas CLASS Investment Pool to address the Board. Mr. Sekaly defined Texas CLASS as a Local Government Investment Pool (LGIP) that is a money market fund solely for public funds. He explained that he needs the Board to update the Signature Authority Documents.

Ms. Roberson presented the following for the Board's review and consideration: District bills for the Board's signature and February 2022 General Ledger noting all disbursements are budgeted expenses; Contract from the Shah Group which has been reviewed by the District's legal counsel and is ready for signature, noting a 30 day termination clause; Documents to update authorized signers for Texas CLASS and Texpool accounts; First Financial Documents to sign to issue new District Credit Cards for a cumulative approved amount of \$50,000.00 where to there will be four (4) credit cards issued to Chief Hevey, Assistant Chief Grant, District Chief Naumann, and an office credit card issued to Ms. Roberson in the amount of \$5,000.00 to which all four (4) credit cards will be tied to the organization with one (1) administrator, instead of the credit cards tied to an individual, as were the Wells Fargo credit cards. She also requested to close the Wells Fargo Account.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner Cunningham, the Board unanimously approved to issue four (4) new credit cards through First Financial as presented by Ms. Roberson to Chief Hevey, Assistant Chief Grant, District Chief Naumann, and Business Manager Eloise Roberson.

Upon a motion duly made by Commissioner McDonald and seconded by Commissioner Schultz, the Board unanimously approved to update the Signature Authority for Texas CLASS and Texpool Accounts.

Upon a motion duly made by Commissioner Cunningham and seconded by Commissioner Schultz, the Board unanimously approved the contract with Shah Group Consulting as presented.

The meeting was recessed at 4:14 PM

The meeting reconvened for regular business at 4:16 PM

7. To receive a financial report from the District administrative staff.

No action was necessary.

8. To receive a report and act as appropriate to revise District operating and/or capital budgets.

Ms. Roberson presented a modified proposed Amended 2022 Budget referencing the February 24, 2022 meeting and explained the modifications and also conveyed that upon further review it was discovered that the District Debt Payments were paid from the District's Investment Account by Municipal Accounts and also discovered the balance in the Investment Account is far less than what was reflected on the January 13, 2022 Bookkeeper Report because two (2) days after the report was generated a great amount of money was withdrawn to pay District Debt.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved to approve the 2022 Amended Budget as presented and move \$1.7 million from the Operations Account to the Investment Account.

9. To review and act on District insurance policies.

No action was necessary.

10. To address sales tax matters, including reviewing monthly sales tax information.

Ryan Fortner with Revenue Management Services presented the March 2022 Sales and Use Tax Report. He noted that the monthly average number of filers within the District and monthly sales tax revenue have both reached historic highs for the District.

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

Larry Smith announced that Dennis and Ross Winkler were unavailable for the meeting and requested District Chief Herrman to address the Board. District Chief Herrman conveyed to the Board that preliminaries are done for the one-year recap but he is going to provide information that perhaps the Board might not have been aware of such as significant changes that made a great impact within the organization that the Board had a hand in facilitating. In depth discussions were made on the outcome of the newsletter with an estimated publication in April.

12. To review and take action on all matters related to transition by the District to direct provider of services, including transfer of assets from Magnolia Volunteer Fire Department to the District.

Ms. Roberson noted that the Shah Group will be in attendance to report quarterly financials and at that time they are expected to issue a check from MVFD in the amount of \$500,000.00 for closure of MVFD Operations Account. She also noted to reference the profit and loss budget, she created a District Reserve Account as was instructed. She also advised the Board that they will need to provide instructions concerning the funds from a CD expiring on March 13, 2022.

13. To review and act on a Resolution to authorize the Fire Chief to approve short term rental of District Training facilities to emergency services organizations.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner Cunningham, the Board unanimously approved the Certificate of Resolution, as presented, authorizing the Fire Chief to approve short term rental of District Facilities for Training Purposes with a vote of 4 to 0.

14. To review and act to approve the purchase, funding, financing and payment for capital assets, including vehicles, fire-fighting apparatus and equipment and for non-capital items and expenses.

Assistant Chief Grant presented a mock up drawing of the proposed paint scheme for the new Ladder Truck. He noted that the truck is on schedule to be delivered by year end. There is a construction meeting on Sunday in

Nebraska. The chassis will have substantial completion in late May and will probably be held in Michigan to which all Commissioners are invited to attend any and all meetings.

15. 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 reported: In conversations with QZIP there are two (2) issues left open and presented two (2) quotes, noting both are budgeted items:

- 1) Access Control Server for all the door locks and stations. It has been four (4) years since the software has been upgraded. The cost to upgrade with a 1 year service contract included amount to \$3,390.00
- 2) Licenses for video cameras already purchased. The cost is \$1,146.00 which is a Perpetual License. The cameras have not been installed, which entails pulling wire, and can provide a quote at the next meeting. QZIP has expressed that they are not interested so an electrician or another type of vendor will have to provide the service.

Chief Hevey noted that the IT RFP’s are not done yet.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously accepted both quotes as presented above.

16. To receive a report from District Fire Department Chief and staff regarding Fire Department activities and operations.

Chief Hevey addressed the Board on the following topics:

Three (3) conditional offers of employment for Battalion Chief, all of which were internal candidates, with a projected start date of March 28, 2022 of which he needs to discuss their compensation with the Board.

He will be interviewing 12-15 full-time firefighters that will be scheduled to start in April.

Sent a notice out letting in-house member know that there will be Lieutenant positions opening up in May which will help with staffing levels.

We have a contract with Grace and Guidance for mental health care; We are also in the process of contracting with Rebound Ready. They are designed to facilitate the appropriate physician and physical therapist that are sports medicine oriented for injured firefighters.

The current Ladder 181 is still only capable of pumping; The Command Staff and both mechanics are in the process of updating an Apparatus Replacement Schedule.

Chief Grant noted that we have reached an agreement with MCHD on the floor plan for Station 183. Ricardo Martinez sent MCHD a notice that he expects to go out for competitive bidding on March 18, 2022 so by the next meeting we will potentially have an idea of some of the shared costs.

Chief Hevey noted that housing needs to be determined first and it is probably best to put a trailer(s) on the north side of the building which is by the septic, water, and electric; Temporary housing will also be needed for Station 182 and 186 renovations.

Chief Grant stated that Station 186 has been re-surveyed.

Chief Hevey recapped on the Amended 2022 Budget and with the assistance of Eloise Roberson for the numbers and Rhonda Reinholz as a historian, he was able to determine that money has been spent from the Investment Account for a number of years.

Chief Hevey presented a map of Woodland Ranch Development in the area of FM 1486 and Station 189 noting that is 5700 acres with an estimated 7500 homes and there is another housing development around 700 homes in Crown Ranch. He also had a meeting with the developer for Audobon who recalled a conversation with Chief Herrman and Chief Griffith a couple of years ago. The developer is interested in finding a spot for a fire station near 249. New homes will increase our call volume which will affect our staffing and the addition of new stations. Chief Hevey noted that we will be updating the Automatic Aid Agreement with Todd Mission.

17. To review, discuss and act on the disposition of surplus and/or salvage property including but not limited to the process to dispose of same.

Chief Hevey requested the Board to authorize one (1) 2015 Tahoe referenced as Unit 97/old BC 182 to the list of surplus property.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved to add one (1) Tahoe as described above as a surplus vehicle.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

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

No action was necessary.

24. 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.

Upon a motion duly made by Commissioner McDonald and seconded by Commissioner Schultz, the Board unanimously approved the conditional offers of employment to three (3) Battalion Chief's.

Chief Hevey noted that he sent Commissioners suggestions for Battalion Chief pay scale whereto the Board unanimously approved to amend the motion to approve the conditional offers of employment to three (3) Battalion Chief's and pay rate as recommended by Chief Hevey.

25. To review and act on real estate matters, including but not limited to purchase, sale, lease, utilities, encumbrances, easements and engaging consultants for feasibility and other matters related to real property transactions.

No action was necessary.

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

The District's next scheduled meetings are:

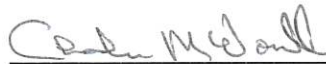
Regular Meeting on March 24, 2022 at 3:30 PM.

27. ADJOURNMENT

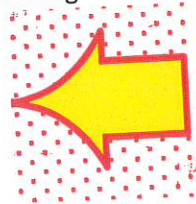
There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 5:30 PM.



Larry Smith, President



Kelly Violette, Secretary



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