



Montgomery County Emergency Services District No. 10

DATE: March 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, March 24, 2022 at 3:30 PM inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:48 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	Absent

3 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, Captain Jeff Jackson and Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183, District General Counsel John Peeler of Coveler & Peeler, PC, Dennis Winkler of Winkler Public Relations, Montgomery County Constable Deputy Michael Silvio, Ricardo Martinez of Martinez Architects, and a representative of of ADP HR & Payroll Vendor.

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

Commissioner Schultz led the Pledge to the Texas Flag.

The Invocation was given by Commissioner McDonald.

3. To receive public comment.

Members of the public did not address the Board.

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

Ms. Roberson reported: she is in the process of updating signature cards in order to gain access to the District's investment accounts; the balances of District's Texas Class, TexPool, Public Interest, Operations, Payroll Accounts, and Wells Fargo Loan Account as of February 28, 2022; there is a Frontier Bank CD in the amount of \$240,000.00 maturing on 4/13/22; she asked the Board to give direction on the Wells Fargo Account and the Frontier Bank CD; she noted that she has made numerous attempts to get cooperation from Municipal Accounts; Ms. Roberson presented the District bills for the Board's signature where to the Board was in unanimous agreement to pay the District's Bills as presented.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved to close the Wells Fargo Loan Account and move \$14,335.80 from Wells Fargo to the First Financial Bank Operations Account.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved to cash in the Frontier Bank CD maturing 4/13/22 and move the funds to the First Financial Operations Account. The Board was in agreement to make a line item for this revenue as well.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved to pay the District Bills as presented.

5. To review and act on Budget amendments.

No action was necessary.

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

Dennis Winkler reported that they will defer the yearly report presentation to April 14, 2022.

The Board was in agreement to address item #21 before addressing item #7.

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

Ricardo Martinez presented the Magnolia Fire Station 183 Renovation and Logistics Center Handout and noted the following topics:

Design Progress, Schedule, and Construction Manager at Risk Proposals; Received four (4) Proposals for Construction Manager at Risk today at 11am –

1. Brookstone
2. Christensen Building Group
3. Law Construction
4. Pogue Construction

Mr. Martinez will discuss and compare notes with Fire Chief then make recommendations.

They anticipate that they will have a recommendation by April 14, 2022 meeting and recommend that they conduct interviews with two (2) Commissioners present; Station 182 and 186 parcels will need to be replatted with an anticipated 6-8 month timeframe to begin the renovation process.

Upon a motion duly made by Commissioner McDonald and seconded by Commissioner Schultz, the Board unanimously authorized Martinez Architects to replat Station 182 and 186 parcels.

The Board was in agreement to address item #9 before addressing item #7.

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

with a representative of ADP provided an update of the implementation process for the ADP HR and Payroll Platform with an anticipation of going live in May. She conveyed to the Board that she is working with Eloise Roberson on the roll out.

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 conveyed to the Board that he should have an IT implementation schedule at the April 14, 2022 meeting.

8. To review and act on records retention matters, including engaging document management and disposition services.

Ms. Roberson and Chief Hevey conveyed to the Board that the District has an abundant amount of documents that are past the retention schedule. She contacted Iron Mountain and received a quote for an estimated 360 boxes to be stored and scanned to which Iron Mountain will also follow the retention schedule and provide two (2) shred boxes. Upon discussion the District discovered that the SLR508 Form was not executed after the Board approved Kelly Violette as the Records Management Officer and Rhonda Reinholz as the Records Liaison Officer. Legal Counsel advised the Board that Iron Mountain could start the scanning process but cannot dispose of any documents until the District receives confirmation that they are up to date with filings with the Texas State Library Archives Commission. Mr. Peeler also reported that his office has an ongoing project that they are working on for their clients that desire to go from paper storage to digital as it is a daunting process. Legal Counsel informed the Board that they will need to approve to update District records management policies.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously authorized Commissioner Schultz as the Records Management Officer and Rhonda Reinholz as the Records Liaison Officer.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously authorized contract with Iron Mountain contingent upon with caviat that no shredding until new Form SLR508 Dec. of Compliance has been executed

Legal Counsel noted that the Board had previously adopted the Texas State Library Schedule – GR, EL & PS.

10. To review mutual aid agreements with neighboring emergency services providers.

Chief Hevey presented a Mutual Aid Letter Agreement between the District and Todd Mission VFD. Upon discussion Legal Counsel recommended the Board approve the agreement as presented then seek a more formal agreement in the near future.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved to accept the Mutual Aid Agreement as presented.

The Board agreed with Legal Counsel to seek more formal agreement as soon as possible. Discussion ensued about drafting a Mutual Aid Agreement with Waller Harris ESD #200. Legal Counsel advised the Board that his firm represents both Districts which creates a conflict of interest, therefore requiring each

organization to secure separate representation. Legal Counsel suggested one use John Carlton and the other use Ken Campbell.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board unanimously approved to use Carlton to formalize the Mutual Aid Agreement with Waller Harris ESD #200.

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 noted that lease documents are still in progress.

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.

There was discussion about securing a loan for the Ladder Truck closer to the time of delivery whereto no action was necessary.

13. 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.

Legal Counsel advised the Board that his office is running a notice for bid in the newspaper for the District's salvage and surplus vehicles whereto the bids will be opened at the April 14, 2022 meeting.

14. 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.

15. 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.

16. 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.

17. 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.

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

The District's Legal Counsel noted Cokinos has not provided an update on the re-opening of the roof settlement/claim.

19. 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.

Chief Hevey conveyed to the Board: medical evaluations have been completed for applicants; there are five (5) people that have passed so far and he is in the process of sending job offers to Battalion Chief's and Firefighters. He reported: full-time Battalion Chief's are scheduled to start on March 28, 2022; 12-13 full-time Firefighters that are starting on April 11, 2022; the pinning ceremony is April 29, 2022.

20. 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.

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

Commissioner Schultz reported to the Board that he met with the owner of Quadvest and they are running a feasibility study of running water and sewer up Carraway and across to Station 182. Discussion ensued about the importance of staying caught up with the developers in an effort to keep up with the need for fire stations to provide adequate fire protection whereto no action was necessary.

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

The District's next scheduled meetings are:

Regular Meeting on April 14, 2022 at 3:30 PM.

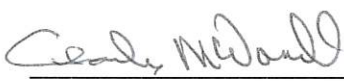
Regular Meeting on April 28, 2022 at 3:30 PM.

23. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 5:04 PM.



Larry Smith, President



Kelly Violette, Secretary
CHARLES McDONALD Vice President

