



Montgomery County Emergency Services District No. 10

DATE: May 12, 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, May 12, 2022 at 3:30 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:30 p.m., Commissioner Charles McDonald (Vice-President) called to order the Regular Meeting of the Montgomery County Emergency Services District No.10 (the "District") and the roll 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	Absent
Charles McDonald	Vice President	Present
Kelly Violette	Secretary/Treasurer	Present
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; Assistant Chief of Operations Gary Pangarakis; Assistant Chief of Administration Chuck Grant; Division Chief of Training Jason Herrman; Training Captain Christopher Thornton; Division Chief of Logistics and Planning August Naumann; Battalion Chief and Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183, Jeff Jackson; Ricardo Martinez, President of Martinez Architect Firm; District Legal Counsel John Peeler of Coveler & Peeler, PC; Ross Winkler of Winkler Public Relations; and Montgomery County Constable Deputy Eric Gray.

Members of the public recorded on Public Comment Sign-In Sheet were Laurie Clifton, Bruce Clifton and Jeff Jackson

Commissioner Charles McDonald (Vice President) led the Board in the Pledge of Allegiance to the U.S. Flag.

Commissioner McDonald led the Pledge to the Texas Flag.

Commissioner Cunningham gave the Invocation.

3. To receive public comment.

Commissioner Charles McDonald welcomed everyone to the meeting of the ESD 10 and invited comments from the public as recorded on the Public Comment Sign-In Sheet and noted public comment limited to 3 minutes, whereto the Board invited those who had signed up to offer comments the opportunity to do so, but all declined to offer comments.

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

No action was necessary.

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

Ms. Roberson noted that the minutes for the meetings held in February, March and April should be ready for review and action at the next meeting. No action was taken.

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

Ms. Roberson noted the April 1-30, 2022 General Ledger was available for review by the Board prior to the meeting via the shared Dropbox. Mrs. Roberson then noted: **1)** upcoming district debt service payment on (June 15, 2022) of \$241,571.26; **2)** January 1 – March 30, 2022 (1st QTR) Workers Compensation reporting and quarterly payment and **3)** notice received from the Texas County & District Retirement System informing the District of its calculated 2023 employer contribution rate (10.87%) for the plan. Ms. Roberson and requested approval of the financial report as presented and approval to pay the bills as presented for the month of April 2022. Upon a motion by Commissioner Kelly Violette (Secretary/Treasurer), seconded by Commissioner Heath Schultz (Assistant Secretary/Treasurer) the Board unanimously approved the financial report and approved the payment of bills as presented for the month of April 2022. The motion carried.

7. To receive a report and act as appropriate to revise District budgets.

No action necessary

8. To review and act on District insurance policies.

No action necessary

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

Ryan Fortner of Revenue Management presented the District's local sales tax information, trends and comparisons for the month of April 2022. No action necessary.

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

Ross Winkler reported that Community Impact ran an article on May 2nd regarding the District hiring 12 new firefighters and that on May 26th the 100 Club will recognize District firefighters as part of its program. No action was taken.

11. 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.

Mrs. Roberson informed the Board of action by the Magnolia Volunteer Fire Department (MVFD) Executive Fire Board at their May 10, 2022 meeting, to close the MVFD Donations Account at Wells Fargo Bank and transfer the remaining funds to the Montgomery County Emergency Services District No. 10 in the amount of \$7,681.15. Ms.

Roberson then noted a request with the transfer, for the District to accept the management of the Shane Harris Scholarship Fund which currently has a balance of \$24,232.52.

The MVFD also requested all future donations received by the MVFD to be made payable to the Montgomery County Emergency Services District No. 10, should the District accept. Mr. Peeler advised the Board that accepting the \$7,681.15 should not be a problem, as the MVFD has ceased fire suppression operations and the District is the logical tax exempt entity to receive funds intended for that purpose. Mr. Peeler requested that the Board not accept management of the Shane Harris Scholarship Fund until he has a chance to review issues related to such a transfer of funds and operations. The Board agreed to decline to accept responsibility for the Scholarship Fund at this time.

12. 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.

Chief Hevey discussed the capital needs of the department including a pumper-tanker that would take over a year to receive upon order and noted an upcoming production inspection visit to the ladder truck manufacturer by Assistant Chief of Administration Chuck Grant. He also noted the Department will soon begin work on its 2023 Annual budget request for presentation at a future meeting.

13. 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.

Mrs. Roberson reviewed the request for proposals for the District's information technology ("IT") services and discussed the details of engagement for consultants for the maintenance and improvement of the District's IT infrastructure. She presented the scope of work and outlined the schedule for acceptance of vendor proposals noting Chief Grant's availability for site visits for prospective bidders. She noted the bid due date of June 10, 2022.

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

Chief Hevey informed the Board of the hiring of three (3) new Battalion Chief (internal) and twelve (12) new fire fighters. He the informed Commissioners of six (6) Firefighters attending the FDIC International Conference which offers thousands of Fire & Rescue professionals from around the world, quality world-class instructors, classrooms, workshops, H.O.T. Evolutions and the most innovative products and services available to the industry displayed by over eight hundred (800) exhibiting companies. He concluded noting invitation extended to him to attend a Summit in New Mexico from July 13-15, 2022 and other suppression personnel attending rescue training in the surrounding areas.

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

Assistant Chief Grant presented information regarding the planned disposition of old air packs through the TAMU Helping Hands Program, and the Board approved said disposition by unanimous consent.

Chief Hevey reported that the Department has determined it no longer needs the 3-D printer and suggested putting it up for bid as surplus or transferring it to a local high school or community college. The Board asked legal counsel to review the options for transferring it to a public education institution in the county.

Chief Hevey asked the Board to designate an old pumper for surplus disposition to a volunteer fire department in Polk County via the TAMU Forest Service Helping Hands Program, and the Board approved disposition by unanimous consent.

Chief Hevey asked the Board to designate an old forklift for disposition as surplus via the online auction site Rene Bates, and the Board approved disposition by unanimous consent.

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

Assistant Chief Grant updated the Board on the development of the Station 183 renovation and Logistics/Maintenance Facility project noting that the design is expected to be completed by June 6th with the construction manager ready to seek bids to establish the Guaranteed Maximum price in mid-June. He noted that the Montgomery County Hospital District is expected to participate in funding the renovation since they requested much of the work. He noted the team is hoping for the GMP to fall within the \$3.5 – 4.0 million range.

The Board also authorized counsel to prepare an RFP for construction financing with secured by a pledge of property taxes once the architect could give a firmer price and expected GMP date. They asked that the RFP request that payments would start next year.

17. 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 from 4:31 pm until 4:50 pm

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

The Board convened in Closed Session on this item from 4:31 pm until 4:50 pm

19. 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; or to hear a complaint or charge against an officer or public 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 convened in Closed Session on this item from 4:31 pm until 4:50 pm

20. 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 convened in Closed Session on this item from 4:31 pm until 4:50 pm

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

No action was taken on this item.

22. 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, including renewal of Fire Chief's employment contract.

No action was taken on this item.

23. To review and act on real estate matters, including but not limited to purchase, sale, lease, utilities, encumbrances, easements and other matters related to real property transaction.

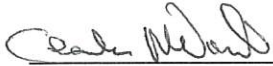
No action necessary

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

Next Regular Meeting scheduled on May 26, 2022 at 3:30 p.m.

26. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 4:58 p.m.



Charles McDonald, Vice President



Kelly Violette, Secretary

