



Montgomery County Emergency Services District No. 10

DATE: August 25, 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, August 25, 2022 at 3:45 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 4:15 p.m., 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	Present

All 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 Administration Chuck Grant, Division Chief of Training, Jason Herrman, Battalion Chief Jeff Jackson and Magnolia Steward of the Montgomery County Professional Firefighters Association IAFF Local 4183;; Battalion Chief, Jay Smith; Lieutenant Brian Wischnewsky, Training Captain, Christopher Thornton; Captain Evan Ballew; Firefighters Steve Guidry, Regan Holcomb, Marcus Holcomb, Brandon Bever, Thomas Hussey, Pete Alexiou, William Wright, Travis Eggert, Mort Smith, Corbin Sterle, Daniel Johnson, Bryan Fuentes, Cliff Langton, Cameron Caldwell; Ricardo Martinez, President of Martinez Architect firm, Montgomery County Constable Deputy Eric Gray, Ross Winkler of Winkler Public Relations; District legal counsel John Peeler and Krystine Ramon of Coveler & Peeler, PC. Members of the public were Paul Gregory, Cyndie Phillips, Vickie McDonald.

The Board dispensed of the Pledges and Invocation since they were done at the Special Meeting that preceded.

3. To receive public comment.

Commissioner Smith welcomed everyone to the meeting of the ESD 10 and invited comments from the public whereto there was no public comment.

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

Jeffrey Hevey (Fire Chief) presided over the Engine Operator Pinning Ceremony in the promotion of Steven Guidry, Pete Alexiou, William Wright, Mort Smith, Marcus Holcomb, and Thomas Hussey from the position of Firefighter.

The Board was in agreement to enter into Closed Session before addressing Item #5.

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

No action was necessary.

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

Ms. Roberson presented the August 31, 2022 unaudited General Ledger for the Board's review and consideration; Discussion ensued where Ms. Roberson noted she received a payroll reimbursement from TEEEX for one of our firefighters participating in special operations.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner McDonald, the Board approved the payment of the District's bills and accepted the financial report as presented.

Ms. Roberson then made special mention on the following topics:

\$17.1 Million Budget; currently at \$11.2 Million expenditures;

The Shah Group audits the financial records on a quarterly basis, which will be by the end of September;

The Board readdressed this topic after readdressing Item #13

The Board accepted the TCDRS actuarial contribution of 10.87% as presented by unanimous consent.

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

Chief Hevey noted to anticipate an adjustment to the 2023 budget in September or October as it continues to be reviewed and discussed.

Ms. Roberson went on record that the transfer was completed for the \$8 Million Debt Service to the TexPool Account which is an interest bearing account, she will provide monthly reporting the same as all other accounts, there will be proceeds from the interest on the account, board approval will be required for all transactions which will require two (2) Board signatures, from the Investment Officer and the President the facilitators of the construction project understand that they are to gather expenditures for monthly presentation to the Board for subsequent payment approval.

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

Ross Winkler provided an update on the Magnolia360 newsletter; The first edition was distributed department wide; he thanked everyone who had a hand in putting it together; discussions are underway for the second edition; hoping for some feedback of the first edition with a goal to continue make it better as the District grows.

The Community Impact ran a story by their new reporter yesterday on the firefighters graduation ceremony using photos from Walter Sassard. The story headline said the 12 new firefighters join Montgomery County ESD 10 emphasizing that the District continues to grow and serve this community with 71 Full-Time Fire and Professional personnel.

Chief Hevey reported that the Community Impact and the Magnolia news will be conducting an interview on August 30th.

The Board asked if there has been feedback on the newsletter. It was reported by staff that feedback has been received in passing and feel it has been well received, discussed doing a year-end recap in booklet form.

9. 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.

No action was necessary.

10. 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 noted the total cost for Engine 18 will be close to \$25,000.00 as it will be going to Segno Volunteer Fire Department that has an annual budget of \$10,000.00; Chief Grant provided an update on new Ladder 181 – the midpoint inspection will be in October, December is the anticipated arrival date to the Houston dealer, January is still the expected delivery time.

11. 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 Hevey noted that QZIP has been prompt in responding to our requests.

12. To review and act on records retention matters.

Chief Hevey reported that he just finished the records retention policy to be reviewed by the Board. Discussion ensued on this topic where to no action was necessary

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

Chief Hevey reported on the following topics:

The hiring of 12 Firefighters has been beneficial, as it has helped with staffing

Provided an update on the newly promoted Engine Operators

Engine Operator Test is forthcoming

Tanker 184 was out of service for 7 months with a leak in the tank. It was repaired and taken to the station today. Most of the wait was trying to get the company here to fix it.

Chief Hermann reported on the Leadership Class that was held yesterday. Nate Maxwell was an outside presenter, he is a leadership coach and presenter, he also has a leadership book out that is called Back to the Basics, he focuses more on interpersonal leadership skills rather than fire service related skills. Chief Hevey noted that Mr. Maxwell’s guidance will help with managing people.

Everybody has been very busy, there are a lot of moving parts; he noted to the Board’s support continues to benefit the Department.

The Board readdressed this topic after Item #23

Chief Herrman provided an update on the RFQ’s for Medical Exams which has been closed; Graded the RFQ’s as a group; received 6 responses from Memorial Hermann, Kelsey Seybold, AFC, On Duty Health, Life Scan, and First Response Clinic; based on the grading criteria the group unanimously agreed to recommend First Response Clinic where to we are already utilizing them already for pre-employment medical screening First Response Clinic, and the exam meets NFPA standards.

Chief Hevey conveyed to the Board that the medical exam will be a voluntary medical exam covered by the District and is available to the District Employees and Commissioners. It is also open to spouses for a minimal out of pocket cost. The medical information remains between the First Response Clinic and the individual.

Chief Herrman conveyed to the Board that he is not requesting funding because it is already a budgeted item and the potential cost is over \$50,000.00 which is why we requested RFQ's therefore making a recommendation to the Board that we use First Response Clinic as the vendor for the Annual Medical Exams.

Upon a motion duly made by Commissioner Schultz and seconded by Commissioner Violette, the Board approved the staff's recommendation to use First Response Family Clinic as the vendor for the District's Annual Medical Exams.

14. To review and act on mutual aid agreements with neighboring emergency services providers.

Chief Hevey reported that there is no action necessary. Waller County providers are not in a position that would be beneficial to the District to enter into mutual aid agreements with them at this point.

15. To review, discuss and act on the disposition of surplus and/or salvage property.

No action was necessary.

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

Chief Grant provided an update on the Station 183 remodel and Logistics Building construction project; Martinez Architects should have brought the GMP to today's meeting, however upon review, it was decided they weren't ready to present it to Board today; the current schedule brings it to the Construction Manager for review on or about September 1st, with the expectation that they will then present the GMP to the Board on September 8th; Station 183 - there was an unexpected cost to bring water to the station to add a fire sprinkler system; Station 187 Logistics Building – there is a new 439 home subdivision going in behind Station 187, there will only be four (4) homes that will back up to our property, the south side of it will be one of the entrances and the other side borders the natural gas pipeline, hoping to be able to hook up to their water and sewage, which will be a cost savings, the alternate system is a water storage tank for the fire sprinkler system.

Discussion ensued about the large number of single-family homes under development in the community. The number was over 30,000.

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 4:28 p.m. to 5:55 p.m.

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 4:28 p.m. to 5:55 p.m.

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 4:28 p.m. to 5:55 p.m.

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 4:28 p.m. to 5:55 p.m.

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

No action was necessary.

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 of Fire Chief's employment contract.

Chief Hevey conveyed to the Board that he will be sending some Policies and SOG's to the Board for review by the end of the week. He reported that staff has completed the Master Mechanic and Assistant Master Mechanic job descriptions and will probably be asking to hire a 3rd mechanic.

23. 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.

The Board was in agreement to readdress Item #13 after Item #23

The Board was in agreement to readdress Item #6 after readdressing Item #13

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

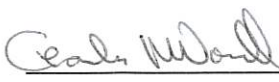
Regular Meeting on September 8, 2022 at 3:30 p.m.

26. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 6:50 p.m.



Larry Smith, President



Kelly Violette, Secretary
CHARLES McDONALD Vice President

