



Montgomery County Emergency Services District No. 10

DATE: October 27, 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, October 27, 2022 at 3:30 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:33 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	Absent
Heath Schultz	Assistant Secretary/Treasurer	Absent
Jeffrey Cunningham	Board Member	Present

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; Training Captain Christopher Thornton; Division Chief of Logistics and Planning August Naumann; Quartermaster Ray Chavers; Dennis and Ross Winkler of Winkler Public Relations; District Legal Counsel John Peeler of Coveler & Peeler, PC; and Montgomery County Constable Deputy Eric Gray. District Volunteer Firefighter Oaths of Office attendees: Ana Santiago, Luis Bautista, Matthew Acosta, and Jacob Ekenseair.

Member(s) of the public recorded on the Public Comment Sign-In Sheet: Paul Gregory and Kevin Hoffart. Member(s) of the public observed to be in attendance were Vivian Kahla, Irene Collins, Cyndie Phillips, and family members of firefighters being sworn into the Department today.

Commissioner Smith 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 Smith reciting the verbiage from the Public Comment Item of the meeting notice: Texas Law and District policy establish that members of the public may offer comments on any subject of concern to the public. District policy establishes time limits to address the Board: 3 minutes for items on the agenda; 2 minutes for items not on the agenda; or 1 minute if the person has spoken on the same topic at any of the two preceding meetings. Anyone who interrupts the meeting intending to prevent or disrupt the Board from conducting the meeting by interjecting comments after the Public Comment item has concluded are subject to removal from the meeting and premises under Texas law after receiving reasonable warning from the presiding officer. He then welcomed comments from the public.

Paul Gregory: addressed the Board requesting the Board's consideration of a Homestead Property Tax Exemption and his concerns of the same.

Kevin Hoffart: it was noted that Mr. Hoffart signed up to provide Public Comment, but he declined to offer comment when allowed to do so.

There were other members of the public in attendance that were not recorded on the Public Comment Sign-In Sheet, nor did they offer public comment.

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

Chief Hevey presided over the Volunteer Firefighter Oaths of Office, noting there was a previous pinning ceremony. The Board thanked the new Firefighters for their service and their families for supporting the firefighters by attending the meeting.

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

Upon a motion duly made by Commissioner McDonald and seconded by Commissioner Cunningham, the Board unanimously approved the following minutes:

Amendment II Minutes of the District's Tax Meeting held August 8, 2022 as presented, noting a typo correction to the year "2021" to "2022" on Item #6;

Minutes of the District's Regular Meeting held August 11, 2022 as presented;

Minutes of the District's Tax Meeting held August 25, 2022 as presented;

Minutes of the District's Regular Meeting held August 25, 2022 as presented;

Minutes of the District's Regular Meeting held September 8, 2022 as presented;

Minutes of the District's Regular Meeting held October 13, 2022 as presented.

6. To review and act on improvements, repairs, maintenance and construction of facilities, including but not limited to permits, utilities, architectural or engineering services, selection of contractors, approval of costs/budgets for projects, and payment of construction related bills.

Chief Hevey reported to the Board of the finalization stages of the Station 183 and Logistics Building construction project.

Station 183 Remodel Project: Chief Grant presented signage options for the Station 183 and Logistics Building construction project, requesting adoption of the same with the caveat of Station 183 verbiage changes to which the Board was in unanimous agreement; he informed the Board that the manufactured housing for Station 183 temporary housing bids will close on October 31, 2022 at 5:00 pm whereto legal counsel recommended that the Board designate Chief Hevey to select the lowest price option for the temporary housing per the bid requirements, and the Board unanimous approved such delegation to Chief Hevey and authorize him to execute documents necessary to close the purchase; he provided an update on matters related to utilities, asbestos certification and retention.

Station 187 Logistics Building: Chief Grant reported the new subdivision developer who is acting in cooperation with the Southeast Regional Management District will provide water and sewer line installation as an add-on to their project for a preliminary cost of \$87,000.00 which will reduce project costs substantially compared to ESD 10 completing the installation separately. Mr. Peeler asked for additional time to review the proposed project due to only hearing about it this week.

Chief Hevey requested the Board's consideration and approval for payment to Martinez Architect in the amount of \$53,600.00 from loan proceeds for the Station 183 and Logistics Building project.

Upon a motion duly made by Commissioner McDonald and seconded by Commissioner Cunningham, the Board unanimously approved the payment to Martinez Architect as presented, in the amount of \$53,600.00 to be paid from the loan proceeds of the Station 183 and Logistics Building project.

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

Ms. Roberson presented the financial report and requested the Board's consideration for approval to pay the October bills as presented.

Upon a motion duly made by Commissioner Cunningham and seconded by Commissioner McDonald, the Board unanimously approved the financial report as presented and to pay the bills as presented.

Ms. Roberson reported: some of the expenditures that were approved at the last meeting are included in the current financial report; the voluntary cancer screenings have been concluded whereto discussion ensued about the number of participants. The District will receive collective data of overall outlook of the participants; the 2023 Final Budget will be presented at the next Board meeting noting a cost savings to the health insurance. After reviewing all of the plans, a recommendation will be presented at the next meeting for the Board's review and consideration. Discussion ensued regarding the insurance benefits, how it compares to other Districts, and how it can be utilized as a recruitment tool; she noted the anticipated Ad Valorem collection is \$10.1 Million for the 2023 budget and all things equal anticipated \$7.6 Million in Sales Tax revenue this year which may be closer to \$8.5 to \$9 Million for 2023.

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

This topic was addressed on Item #6. Chief Hevey conveyed to the Board that they will also need to determine how much to put in reserve upon approval of the 2023 Budget. Ms. Roberson reported the District's current reserve funds is a four (4) month approximate revenue to which the District aims to maintain a reserve of approximately six (6) month's revenue.

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

Ross Winkler reported: he has been in discussions with Chief Herrman and Lieutenant Sassard about the substantial amount of content for the upcoming Magnolia360 Newsletter; it should be completed by mid-November; he sent out a press release with an emphasis on Fire Prevention Month about the Open House scheduled for Saturday, October 29th from 1-4 pm noting it has been published on several media outlets, as well as the sign in front of the station spearheaded by Ms. Reinholz; he will be attending the Open House; Commissioner Smith spoke with a Community Impact reporter about the new HEB opening next week and what impact the sales tax will have on the District. Commissioner Smith stated that he expressed the importance of the sales tax to the reporter. Ross Winkler stated he attended the watercraft training at Indigo Lakes; it was well received by the community; there was an article in the Montgomery County Police Reporter about the impact of the training and the collaboration between the different agencies.

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 announced that Chief Grant and himself will be flying to Michigan to look at Ladder Truck. Mid inspection.

Chief Grant presented information on an Equipment Lift for Station 181 upstairs storage area for the Board's consideration and approval for a project budget estimate of \$11,000.00. The Lift Project consists of a Voyager Cargo Lift supplied by Galaxy Lift at a cost of \$9,134.00, electrical disconnect installation supplied by BD Electric at a cost of \$800.00, and miscellaneous costs of \$1,066.00. Discussion ensued about the utilization and necessity of the lift where to the Board approved the Lift Project by unanimous consent.

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.

No action was necessary.

12. To review and act on records retention matters.

Chief Hevey reported the Department's Record Retention standards have been reviewed and they are continuing to going through the records for disposition action.

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

Chief Hevey presented and referenced his written report with special mention on the following topics and occurrences during the last month:

Chief Hevey and Chief Grant informed the Board that there will be a formal groundbreaking ceremony for Station 183 and Logistics Building project where to Ross Winkler stated they will help plan by inviting local dignitaries and notifying the media.

Apparatus: submitted a fire grant through Firehouse Subs Foundation for a four (4) wheel drive ATV with both grass fires and rescue capabilities; Segno VFD took possession of Engine 18 on October 18, 2022; salvage and surplus items sold recently through Rene Bates have all been picked up by the respective buyers; the Fire Chiefs at Waller-Harris ESD No. 200 and ESD No.3 have expressed interest in purchasing the two (2) Medical Response Vehicles declared as surplus at the last meeting. The pricing will be based on Kelley Blue Book Private Seller Price and will also calculate the cost of the lights and sirens if they are sold to another ESD.

Meetings: 9/6/22 met with the staff member who is submitting the Firehouse Subs Foundation Grant application; 9/20/22 Initiated a Wellness and Fitness Committee designed to work on physical fitness for all members, built around the age and physical fitness of all employees; 9/15/22 Initiated a Health and Safety Committee. This group is designed to meet two (2) or more times each year, focused on the safety of the Firefighter in the station and at the emergency incident, proper protective clothing and equipment, Incident Command and other management tasks in the station and at the emergency scenes. The Protective Clothing Group is comprised of eight (8) Firefighters that have selected two (2) out of four (4) gear manufacturers which were reviewed. They will get test sets from Lyon and Fire Dex and will go through quality control testing then collect statistics and make decision for purchasing next year; 9/15/22 and 9/19/22 Quartermaster interviews, announced Ray Chavers was hired as the new Quartermaster; 10/18/22 met with volunteers to discuss new stipend.

Events: 10/6/22 Engine 181, Ladder 181, 1801, myself, and other officers participated in National Night Out at Unity Park together with law enforcement; various fire safety and public information gatherings with citizens, HOA's, and businesses upon their request; Montgomery County Office of Emergency Management is hosting a Citizen Emergency Response Team ("CERT") in the Station 181 Training Room; Interim Receptionist at front desk from a Temporary Hiring Agency; 10/11/22 & 10/12/22 Chief Hevey attended the Texas Intrastate Fire Mutual Aid System ("TIFMAS") Symposium in Waco. We are on TIFMAS call list but we do not have gear or equipment to fully participate.

Medical Evaluations: Employees and members were offered a medical evaluation provided by the Department/District.

Vehicles: New Ladder 181 is under construction. Assistant Chief Grant and I are flying to Michigan November 1st and 2nd to check on progress before it moves to Nebraska; Maintenance is catching up on vehicle maintenance and starting Preventative Maintenance on vehicles.

Preparing to hire a third mechanic with Diesel experience; advertised on 10/20/22 at UTI in Houston; will be seeking permission to advertise and hire volunteer firefighters for application available in November; Seeking to budget for 15-24 more Full-Time Firefighters in 2023, planning on two (2) classes, to advertise in December and will start in April; All needed items for the 2023 budget have been added to the budget.

Pay Increase: Requesting a 3 percent pay increase to base pay for all Full-Time Legacy fire suppression personnel to also include Chief Officers, Business Manager, and Training Division persons. The Battalion Chiefs that were just promoted will receive pay increases on their promotion date anniversary.

SOG's and Policies: updating Personnel Hiring Policy - currently being reviewed by staff; updating the Districts Equal Opportunity Policy; Report Writing Policy is being worked on by the Training Division; reviewing and updating Injury and Illness Reporting Policy.

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

Chief Hevey reported that there is no action necessary.

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

No action was necessary, as this was addressed in the Chief's report above.

16. 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 4:51 p.m. to 5:46 p.m.

17. 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 4:51 p.m. to 5:46 p.m.

18. 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 4:51 p.m. to 5:46 p.m.

19. 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 4:51 p.m. to 5:46 p.m.

20. To review and take action on matters related to lawsuits, claims or Public Information Requests.

No action was necessary.

21. 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 necessary.

22. 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 transactions.

No action was necessary.

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

Open House at Station 181 on October 29, 2022 from 1:00 p.m. to 4:00 p.m.

Regular Meeting on November 10, 2022 at 3:30 p.m.

Regular Meeting on December 15, 2022 at 3:30 p.m.

24. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 5:49 p.m.



Larry Smith, President



Kelly Violette, Secretary

Charles McDonald

Vice President