



Montgomery County Emergency Services District No. 10

DATE: May 26, 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 26, 2022 at 3:43 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 3:43 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	Absent
Kelly Violette	Secretary/Treasurer	Present
Heath Schultz	Assistant Secretary/Treasurer	Absent
Jeffrey Cunningham	Board Member	Present

3 of 5 Commissioners were present thus constituting a quorum.

Also present was 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 and Krystine Ramon of Coveler & Peeler, PC; Ross Winkler of Winkler Public Relations; and Montgomery County Constable Deputy Eric Gray.

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

Commissioner Smith led the Pledge to the Texas Flag.

Commissioner Cunningham gave the Invocation.

3. To receive public comment.

Commissioner Smith welcomed everyone to the meeting of the ESD 10 and invited comments from the public as recorded on the Public Comment Sign-In Sheet

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

No action on this item

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

No action on this item

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

General Counsel noted application for 30-day extension for filing of Audit Report for Montgomery County Emergency Services District No. 10 until July 1, 2022; District Business Manager Eloise Roberson notes the District's auditors, Brooks Watson & Co, request for completion of the annual management questionnaire. She then reviewed the District general ledger for the period end April 30, 2022 and for the period May 1 – May 24, 2022 for approval consideration. The Board unanimously approved the report and payment of the District's invoices and purchase orders for payment as presented.

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

No action on this item

8. To review and act on District insurance policies.

Ms. Roberson reported that the Texas Mutual Quarterly report was submitted last month and a quarterly premium was paid.

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

No action on this item

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

Ross Winkler noted an internal newsletter for the staff is in development stating that he would be working with Chief Jason Herrman on the development of life event storied content within the Department.

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.

Mr. Peeler reported on the completion of paperwork with the MVFD Executive Board and counsel for the transfer of property from the MVFD to the District. Motion by Commissioner Violette and second by Commissioner Cunningham to accept the property and authorize Board members to execute any documents necessary to finalize the transfer of same.

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 grant provided an update on the trucks which have been ordered and are under construction. He also noted that the Department plans to look into the purchase of an additional pumper-tanker in the near future.

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.

The District Business Manager, Eloise Robeson discussed the Request for Proposal (RFP) prepared for IT Services for the District noting qualified IT service providers would be submitting their proposals by June 8th for subsequent review and action by the Board. She then noted the successful proposer will be requested to enter into contract with Montgomery County Emergency Services District No. 10 for a length of 2 years, renewable to a maximum of up to 6 years. Chief grant reported that 2 vendors have already contacted him to conduct on-site visits.

14. To review and act on records retention matters.

Ms. Roberson reported that staff is working with vendor Iron Mountain on plans to archive and dispose of documents under records retention schedules.

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

The Fire Chief provided an overview on the recent developments within the Department, including new fire suppression staffing, planned construction and renovation of two stations, minor damage to a fire truck, and noted that Ms. Reinholz is still out due to an injury.

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

No action on this item

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.

Fire Chief, Jeffrey Hevey informed the board that the Department wants to list three (3) surplus items with Rene Bates Auctioneers. The items listed are Unit 55 (Old Booster 182), Unit 57 & 59 (Old Watercraft 184), and the Forklift and that Reserve 18 is going to the TAMU Forest Service Helping Hands program to be provided to a smaller department in the state. The Board approved the requested disposition via unanimous consent.

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

The Fire Chief informed the Board that LaW Construction awarded services contract for Magnolia Fire Station 183 Renovations and Logistics Center. Counsel John Peeler provided the contracts between the District and the LaW Construction for Magnolia Fire Station 183 Renovation and Logistics Center Board review and approval consideration. There was a motion by Commissioner Jeff Cunningham, seconded by Kelly Violette to award LaW Construction the bid for the renovations of station 183 and for the Logistic Center with the Board additionally authorizing Commissioner Larry Smith to execute the final contract documents. The motion carried. Ms. Roberson noted that 15% of the annual the facility repairs budget item has been expended year to date.

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 went into closed session at 4:15 PM; and exited at 5:03 PM

20. To meet in Closed Session pursuant to Government Code § 5 51. 072 to deliberate regarding real estate matters.

The Board went into closed session at 4:15 PM; and exited at 5:03 PM

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 went into closed session at 4:15 PM; and exited at 5:03 PM

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 went into closed session at 4:15 PM; and exited at 5:03 PM

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

No action on this item

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.

Chief Hevey reported that a firefighter had recently resigned over discipline issues. He also presented a revised uniform policy for approval, noting it will allow staff to wear a designation of Eagle Scout if they have earned such distinction. The policy also addressed allowances for full-time, part-time and volunteer firefighters.

Motion by Commissioner Violette and second by Commissioner Cunningham to approve the uniform policy as presented. Motion was approved by a vote of 3 to 0.

25. 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.

Motion by Commissioner Violette and second by Commissioner Cunningham to engage a surveyor to address the location of buildings and detention pond "as built: for the Station 188 property. Motion was approved by a vote of 3 to 0.

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

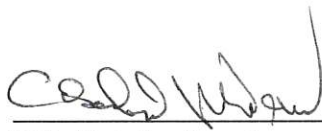
Regular Meeting on June 9, 2022 at 2:30 p.m.

27. ADJOURNMENT

There being no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 5:05 p.m.



Larry Smith, President



Kelly Violette, Secretary

CHARLES McDONALD Vice President