



DATE: January 12, 2023

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, January 12, at 3:33 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	Present
Jeffrey Cunningham	Assistant Secretary/Treasurer	Present

4 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; Dennis and Ross Winkler of Winkler Public Relations; Niraj (Nick) Shah of the The Shaw Group; District Legal Counsel John Peeler of Coveler & Peeler, PC; Montgomery County Constable Deputy Eric Gray; and other Department Officers and Staff.

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 welcomed comments from the public. The Board noted that no one had signed up to offer comments. There were members of the public in attendance that were not recorded on the Public Comment Sign-In Sheet, nor did they offer public comment.

4. To Administer Oath of Office for re-appointment of Commissioners

Larry Smith and Jeffrey Cunningham each, reappointed for a new 2-year term. Each respectively signed and read aloud their Oaths of Office to serve from January 1, 2023 – December 31, 2024

5. Take Action to Elect Board Officers for 2023 term.

By unanimous consent, Jeffrey Cunningham was appointed as Assistant Secretary /Assistant Treasurer. All other Board Officer positions remained unchanged: Larry Smith as President, Charles McDonald as Vice President and Kelly Violette as Secretary/Treasurer.

6. Presentation of Certificates for Promotions, Recognition and Appointments of the District Firefighters, fire officers and administrative Staff.

The District recognized Mrs. Rhonda Reinholz for having completed 15-years in the position of "Office Manager". The Commissioners along with Fire Chief Jeffrey Hevey presented Mrs. Reinholz with a certificate and personalized plaque in recognition of her longstanding work history with the Montgomery County Emergency Services District No. 10.

7. to receive a presentation from the Gulf Coast Blood Center representatives, Melissa Sanchez and Sarah Goodman, and take any necessary actions

Chief Jeffrey Hevey introduced Sarah Goodman and Melissa Sanchez (Gulf Coast Regional Blood Center) who provided the details on upcoming blood drive to be held Date: Saturday, February 4th; Time: 10:00 AM- 4:00 PM
Location: Training Room at 18215 buddy Riley, Magnolia, TX 77354

8. 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 of the District's Regular Meetings as presented: December 15, 2022. The motion carried.

9. 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.

Ricardo Martinez informed the Commissioners of the status of Permits, certain finalized documents and concerns as it relates to the Station's 182, 183 and other proposed site plans.

Ms. Roberson requested the Board's approval to pay the invoices received from Martinez Architects and Hearst Media from the loan proceeds.

Upon a motion duly made by Commissioner Violette and seconded by Commissioner Cunningham, the Board unanimously approved to pay the bills from Martinez Architect's and Hearst Media from the loan proceeds, as presented. The motion carried.

The board discussed items #15, #17, #18, #19, #21, #23 and #24 out of order

14. To review and act on matters related to lawsuits, claims against the District, or Public Information Act requests.

No action taken

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

Ms. Roberson presented District bills for payment & approval consideration as of January 12, 2023. Upon a motion duly made by Commissioner Violette and seconded by Commissioner Cunningham, the Board approved bills for payment as presented. The motion carried.

Mr. Niraj (Nick) Shah of the Shah Group informed the Commissioners of the Quarterly Financial Audit (fourth QTR.) and its completion and presentation at the next scheduled District meeting.

Commissioner Smith suggested posting of Quarterly Financials on District website minus identifying account numbers. District Legal Counsel, Coveler and Peeler re-visited the District Investment Policy in effect since 2020; The Commissioners noted ideal reserve amounts equal to 2-months of Operations Cost and 1-year Emergency Operations Reserves. Upon a motion duly made by Commissioner McDonald and seconded by Commissioner Cunningham, the Board unanimously agreed to re-appoint Commissioner Violette as the Investment Officer and to maintain the District's existing Investment Policy until as such time as they choose to re-visit. The motion carried.

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

No action taken

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

The Board reviewed and accepted the District's local Sales Tax Report for the month of December 2022 prepared by Ryan Fortner with Revenue Management Services, noting that Mr. Fortner could not attend today's meeting. Ryan Fortner (Revenue Management) was absent and no report was available for review.

18. To review and act on public outreach and communications, including reports from consultants and District Committees on same.

Ross Winkler reported on recent communications and public outreach matters noting the upcoming Magnolia360 newsletter and its content and collaboration with Chief Hevey on job recruitment flyers. Chief Hevey informed the Board of anticipation of hiring 24 new firefighters in 2023.

19. To review and act to approve the purchase, funding, financing and payment for capital assets, including construction, vehicles, fire-fighting apparatus and equipment and for non-capital items and expenses.

Chief Hevey provided an update on fire apparatus anticipated to be purchase by the District in the near future, the expected cost and delivery date. The Shaw group provided an estimate of the amount in reserves available in consideration of expected purchases.

20. To review and act 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 taken

21. To receive a report from the District Fire Chief (Jeffrey Hevey) and staffs regarding Fire Department activities and operations.

Chief Hevey provided a verbal summary of his written report, including: of long-term planning through 2026 has begun; announced housing developments will require additional stations; the need for training facilities and expansion of crew quarters at Stations 187, 188 and 189; and a summary of a recent fire scene where the Department rescued several reptiles.

22. to review and act on mutual aid agreements with neighboring emergency services providers.

No action taken

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

Staffs reported 2 – Durango's sold to to Waller Harris for \$30K each

24. To review and take action to solicit proposals for human resources services.

District Legal Counsel, Coveler and Peeler discussed consideration for Contract Human Resource services for the District.

The Board authorized counsel and staff to coordinate on the development of a Request for Proposal for such services.

25. 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, fire suppression staff, executive staff and Fire Chief.

No action taken

26. 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 taken

The Board agreed to enter into Closed Session at 5:10 p.m. on the following agenda items:

10. 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 entered into Closed Session at 5:10 p.m. on agenda item

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

The Board entered into Closed Session at 5:10 p.m. on agenda item

12. 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 Session discussion of the matters if they are present at the meeting.

The Board entered into Closed Session at 5:10 p.m. on agenda item

13. 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 entered into Closed Session at 5:10 p.m. on agenda item

The board reconvened open session at 7:05 pm

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

Regular Meeting on January 26, 2023 at 3:30 p.m.

Regular Meeting on February 9, 2023 at 3:30 p.m.

Regular Meeting on February 23, 2023 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 7:11 p.m.


Commissioner Larry Smith, President


Commissioner Kelly Violette, Secretary/Treasurer