



## Montgomery County ESD No. 10

### Magnolia Fire Department

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## MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 10

### REQUEST FOR PROPOSALS

### FOR CONTRACTED PROFESSIONAL HUMAN RESOURCES SERVICES

#### GENERAL INFORMATION

The Montgomery County Emergency Services District #10 ("District") operates under Chapter 775, "Emergency Services Districts" of V.T.C.A., Health & Safety Code. The District was converted from a Rural Fire Prevention District on January 1, 1996, after voter approval on October 14, 1995. The District provides Emergency Service to an estimated 80,000 citizens within approximately 175 square miles, an area almost 4 times larger than The Woodlands, and 2/3 the size of Austin or Fort Worth, Texas. The District covers an area between Tomball, The Woodlands, Montgomery and Waller, Texas. Emergency Services Districts (ESDs) are political subdivisions of the State of Texas. They may support or provide local emergency services, including emergency medical services, emergency ambulance services, rural fire prevention and control services, and other emergency services authorized by the Texas Legislature. ESDs may impose a sales and use tax and/or property tax to support or provide these services. In addition to other powers, an ESD may also own real or personal property, enter into contracts, employ officers, agents, and employees, accept donations, adopt and enforce a fire code, and provide a fire marshal. The District utilizes the property and sales taxes it collects to provide funding to equip and operate the Magnolia Fire Department (MFD). The MFD currently operates nine Fire Stations and has more than forty Emergency Response Vehicles (Fire Engines, Ladder Trucks, Water Tanker Trucks, Medical Response vehicles, etc.) in service to respond to the community's needs.

#### A. INTENT OF PROPOSAL

The District is hereby soliciting a **Request for Proposals** to contract for Human Resources services. The District is seeking a firm and/or individual with extensive experience representing ESDs, municipalities and/or government agencies in the areas of human resources and that manages the District's operations and employees, to provide administration of the District's health insurance program and other benefits; workers' compensation; employee relations; recruitment and retention; job classification and compensation; employee and organizational training and development; and performance management. The District intends for the successful candidate to provide the District quality human resources services that will enable employees to better serve and meet the District's mission and organizational values. These general services are to include assisting with recruitment, employee relations, leadership and employee development, risk management, compensation and benefits administration, and regulatory compliance. The successful candidate is one who is familiar with employment trends and seeks out best practices and ensures human resource policies,

procedures, and reports are consistently reviewed and comply with legal requirements and government regulations.

## **B. SCOPE OF SERVICES**

The primary scope services to be provided by the contracted human resources representative shall include, but not be limited to, the following duties:

- Plan human resources initiatives; draft, administer, and implement human resource policies and procedures.
- Present information to the District Board of Directors and executive staff as required.
- Establish and/or coordinate employee training and development programs.
- Advise management, in conjunction with legal, in appropriate resolution of employee relations issues.
- Administer employee performance review program to ensure effectiveness, compliance, and equity with the District.
- Administer employee benefits programs such as life, health, dental, and disability insurances, retirement plans, paid time off, leaves of absence, and employee assistance.
- Develop employee recognition and engagement events.
- Prepare and administer a Human Resources budget.

## **C. STATEMENT OF QUALIFICATIONS**

The ideal candidate is affirm/person who is an experienced and transformational leader with a heart for inward and outward facing public service who possesses the creativity and flexibility to function effectively in a governmental service environment. A strong candidate must also be an exceptional communicator, willing to engage in collaborative decision-making, and skilled in the art of listening. The candidate must possess the utmost integrity and discretion, coupled with objectivity, and be a working leader focused on strategic human capital leadership, attracting and retaining the best talent available, training and employee development, employee relations, and developing programs that illustrate the District's commitment to the employees and the public they serve.

The Proposal, in its qualifications, should at a minimum include the following description of how the proposer meets the minimum education and experience requirements below:

- **Education:** A Bachelor's degree in Human Resources or Business Administration. Master's degree in Human Resources, Public Administration, Business Administration, Organizational Leadership, or a relevant degree major is preferred.
- **Experience:** A minimum of ten (10) years of professional human resources experience, and at least five (5) years of supervisory and leadership experience, with at least two (2) years preferably, at the Assistant Director or Director level in a governmental agency. Experience working in municipal, County, or special district government human resources is preferred.
- **Certifications:** A professional certification, such as PHR, SPHR, SHRM-CP, SHRM-SCP, IPMA-CP or IPMA-SCP is desirable.

The Proposal should also describe the qualifications of any representatives to be assigned to the District.

#### **D. RFP CONTACT PERSON AND INSTRUCTIONS FOR PROPOSAL SUBMISSION**

All proposals shall be submitted electronically and in writing with six (6) physical copies addressed to the attention of:

Mr. Larry Smith, Commissioner  
Phone#: 713-859-8816  
Email: [lsmith@magnoliaesd.org](mailto:lsmith@magnoliaesd.org)

1. Closing Submission Date.

Proposals must be submitted no later than 5:00pm CST on APRIL 6, 2023.

2. Proposals shall be delivered or mailed to:

Montgomery County Emergency Services District #10  
Attention: Mr. Larry Smith, Commissioner  
18215 Buddy Riley Blvd.  
Magnolia, TX 77354