



Montgomery County ESD No. 10

Magnolia Fire Department

18215 Buddy Riley ♦ Magnolia, Texas 77354

Office (281) 356-3288 ♦ Facsimile (281) 356-1572

www.magnoliafire.org ♦ www.magnoliaesd.org ♦ mfd@magnoliafire.org



DATE: May 01, 2024

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 Wednesday, May 01, 2024, at 3:30 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call meeting to order.

At 3:30 p.m., Commissioner Smith Called to order the Regular Meeting of the Montgomery County Emergency Services District #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.

Larry Smith	President	Present
Charles McDonald	Vice President	Present
Kelly Violette	Secretary/Treasurer	Present
Laurie Clifton	Board Member	Present

5 Commissioners were present, thus constituting a quorum.

Also present were Fire Chief Jeffrey Hevey; Business Manager Eloise Roberson; Assistant Chief of Operations Gary Pangarakis; Assistant Chief of Administration Chuck Grant; Division Chief of Logistics & Planning August Naumann; Division Chief of Training Jason Herrman; Battalion Chief of Training Chris Thornton; Battalion Chiefs Adam Vulgamott and Jeffrey Jackson; Office Manager Rhonda Reinholz; Assistant Office Manager Joanna Padilla; District Legal counsel Krystine Ramon of Coveler & Peeler, PC; Ross Winker of Winkler Public Relations; District human resources consultant Angela Zacharias from Organizology LLC; Ryan Fortner of Revenue Management Services; Joe Mark Robinson of Robinson Group Realtors; 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 Smith led the Pledge to the Texas Flag.

Commissioner McDonald gave the Invocation.

3. To receive Public Comment. 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.

Public Comments were received from the following:

Lesha Roberts: Addressed the Board regarding concerns with the Budget workshop, Firefighter staffing, current and past Administration staff and Commissioners.

Jeff Jackson: Requesting clarity on who the main point of contact is regarding benefits and medical leave processes including HRs role and responsibilities.

Eloise Roberson: Spoke about her nephew's recent passing and expressed gratitude to the Department for making his time with the Magnolia Fire Department a positive and memorable one.

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

There were no certificates to present at this time.

5. To receive a presentation from Mark Frank of Frank Financial and take any necessary action.

Was tabled until the next meeting. No action was taken.

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

After reviewing the minutes from the prior meeting, Commissioner Clifton made a motion to approve the presented minutes as written. The motion was seconded by Commissioner McDonald and was approved.

7. 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 Chuck Grant provided the following construction updates:

- The Maintenance Facility is projected to be open by end of June.
- Dobbin Huffsmith is officially on the market.
- No further updates regarding re-platting on Station 182

Commissioner Violette entered the meeting at 4:04pm

Eloise Roberson presented an invoice from LAW Construction for \$543,799.00 to the Board and is seeking guidance on the funding source as there is none left in the original loan.

Krystine is requesting a breakdown from Eloise and Chuck of how much of the Burn Building has been paid for to further review the loan documents and what can be paid out of the new loan.

Commissioner Violette made a motion to table payment until the following meeting, Commissioner Clifton seconded. The motion was approved and no further action was taken.

The Board moved to address Item #12

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

No action was taken at this time.

13. 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, including engagement of realtor(s)/broker(s) and acquisition financing.

Chief Grant provided updates for the home on Dobbin Huffsmith. Although the platting has not yet been completed, he plans to put the house on the market soon. No further action was taken.

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

Eloise Roberson presented the Districts monthly General Ledger to the Board for review and approval. Bills presented for payment approval are dated from April 1, 2024 – May 1, 2024. The Board was also informed that the sales tax will be posted on May 10th and the District's audit will be presented at the next meeting. After reviewing the General Ledger, Commissioner McDonald made a motion to approve payment of the District bills. The motion was seconded by Commissioner Violette and was approved.

The Board discussed a CD account, which has reached maturity, containing a balance of \$242,410.88. Commissioner Violette made a motion to have the funds moved to a Texas Class account, and was seconded by

Commissioner Clifton. The motion was approved.

15. To receive a report from Shah Group Consulting, Inc and act as appropriate to the District's budget.

Shah Group was not present. No action was taken.

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

Eloise presented the January 1, 2024 – September 30, 2024 Annual Budget for approval. All that is remaining is to reconcile all credit card expenses which currently total \$134,138.68. After further review and discussions, Commissioner McDonald made a motion to approve the Districts January 1, 2024 – September 30, 2024 Annual Budget, Commissioner Violette seconded. The motion was approved 4-0.

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

No action was taken.

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

Ross Winkler informed the Board of ongoing meetings with Chief Herrman and Chief Grant regarding updates on the year in review report.

Per Commissioner Clifton, Eden Café has plans to provide meals to those at Station 186 and the Woodtrace Community will be donating a grill to those at Station 184.

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.

Fire Chief Jeffrey Hevey and Chief August Naumann are in the process of acquiring two (2) trucks that will replace those of the Battalion Chiefs. An estimate of about \$300,000.00 was provided for the trucks with the additional equipment necessary. A loan will need to be taken out to finance the purchase. No further action was taken.

20. To review and act on information technology ("IT") matters, including engagement of consultants.

Joseph Chaudhary from Shape Integrations provided updates on recently completed security safeguards throughout the Department. A proposal was also presented which included recommendations on updating servers, storage, and security. A letter of authorization will be sent out to provide Eloise access to currently restricted accounts. No further action was taken.

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

Fire Chief Jeffrey Hevey reported on the following:

- Ongoing research for the BCs replacement vehicles. Currently, Ford F150s and Chevys are being considered for purchase.
- The Maintenance team has been busy with the apparatus
- The Maintenance/Logistics building still needs to be fully equipped before move in.
- There have been a few structure fires and motor vehicle accidents reported.
- Battalion Chief and Department Chaplain Mark Akers has been readily available for support and debriefing along with the critical stress team at Grace and Guidance.

22. To review and act on payroll procedures and policies, including implementation of services for same.

Angela Zacharias from Organizology, is working on the District's Workers Compensation and Disability Claim policies. No further action was taken.

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

No action was taken.

24. To review and act on employment/personnel issues, including policies, handbooks, procedures, hiring, firing, retention, compensation, benefits, scheduling, complaints and discipline of District employees, including administrative staff, fire suppression staff, executive staff and Fire Chief.

No action was taken.

25. To review and act on administrative policies and procedures.

No action was taken.

The Board agreed to enter into Closed Session at 5:16 p.m. on the following agenda items:

8. 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.

9. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

10. 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.

11. 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 re-convened Open Session at 7:40 p.m.

12. To review and act on scheduling District meetings and items to be added to meeting agendas.

May 15, 2024 at 3:30 pm

13. Adjournment.

With no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 7:44 pm