



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: September 18, 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, September 18, 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
Jeffrey Cunningham	Assistant Secretary/Treasurer	Present
Laurie Clifton	Board Member	Present

4 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 Chiefs Adam Vulgamott; Office Manager Rhonda Reinholz; Assistant Office Manager Joanna Padilla; District Legal counsel Krystine Ramon of Coveler & Peeler, PC; Dennis Winker of Winkler Public Relations; Mark Frank from Frank Financial; 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 Cunningham 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.

There were no public comments presented.

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

Fire Chief Jeffrey Hevey introduced Jared Roetzler, a part-time firefighter who is being recommended for full-time employment. No further promotions or recognitions were made.

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

There were no minutes to present at this time.

6. To receive a presentation from FERC regarding grants and take any necessary action.

Department Volunteer Cindi Sedberry is assisting the department with procuring grants for several requested and much-needed items. She presented several available channels to proceed with and requested information from the Department for submission. Commissioner Clifton offered assistance through her work at the Chamber of Commerce. No further action was taken.

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

Business Manager Eloise Roberson informed the board that she has paid a recent LAW construction invoice for the temporary housing for Station 182, totaling \$132,198.15, from the reserve account as previously instructed. She has also presented a new invoice from LAW Construction for \$251,397.63. This invoice is for the logistics center, and as there are no more funds in the loan taken out for this project, Eloise requested guidance from the board on obtaining money for this invoice. After further discussion, Commissioner McDonald motioned to pay the \$251,397.63 invoice out of the TexPool operations account. Commissioner Cunningham seconded the motion, and **it was approved 4 to 0.**

Eloise also presented several invoices from Martinez Architects: \$3,512, \$8,780, and \$11,475. After further discussion, Commissioner Clifton motioned to pay the Martinez invoices from the operations account, and Commissioner Cunningham seconded. **The motion was approved 4 to 0.**

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, resolutions, and other matters related to real property transactions, including engagement of realtor (s)/broker(s) and acquisition financing.

Joe Mark presented a lease extension for the cheer center to May 2025. Business Manager Rhonda Reinholz also informed the Board of potential changes to the insurance policy for the building.

Joe Mark also informed the Board of a potential closing date in October for the acreage being sold from the Coe Loop Property. 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 presented the District General Ledger and bills for consideration and approval. After further discussion, Commissioner McDonald motioned to pay the District bills, which was seconded by Commissioner Clifton. **The motion was approved 4 to 0.**

15. To receive a report from Mark Frank and take any necessary actions.

Mark Frank of Frank Financial provided the current status of the District's accounts. He has also been in contact with Gregory at TexPool to confirm the Department's current interest rates and any changes that may occur. Beginning September 26, Mr. Frank will also provide departmental training for the Procurement Policy. Any changes or updates to the policy will be considered.

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

Eloise Roberson commented that the sales tax received was lower than originally projected but still greater than last year's. To adopt a lower budget, the sales tax will be projected to a lower amount, and a reduction in staff expenses has been requested. Also presented were the requested budget comparisons from 2022, 2023, and 2024. No further action was taken.

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

No action was taken at this time.

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

Dennis Winkler from Winkler Publication inquired about any new information to share from the Fire Chief selection committee. He is working with Angela Zacharias, HR consultant, to put together shareable information.

Communications between Winkler Publication and Captain Bryan Perry regarding October events have been ongoing. Fire Prevention Month and the Haunted House are currently the focus. Per Chief Grant, the Open House for the Logistics Building has been delayed and moved to sometime in November.

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 Grant provided updates for the four engines and one tower. A select group will visit the apparatus for a final inspection before finalizing the units. Afterwards, the company will have about 90 days to deliver the apparatus, estimated to be in January or February 2025. Legal Counsel Krystine Ramon estimates that the department should go out for loan bids sometime in November. No further action was taken.

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

No action was taken at this time.

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

Fire Chief Jeffrey Hevey spoke about the upcoming Department Banquet, which will take place on January 10, 2025. He credited Chief Chris Thornton with planning and organizing the event. The firefighters have requested that it not be mandatory to attend business casual and that alcohol be available. Chief Thornton is working with the Woodlands Marriott to provide alcohol for sale and book rooms for overnight stays. The event budget of \$24,000 covers all expenses except for alcohol. No further action was taken.

22. To review, discuss, and act on contracts with the District.

The following contracts were discussed:

- **Ready Rebound**
 - Legal Counsel will request a one-year contract with no auto-renewal. The Board will vote to either renew or cancel the contract at the first October Board meeting.
- **Grace and Guidance**
 - The current contract expires on January 11, 2025.
 - A usage report was requested by the Board, Chief Herrman to provide at the next meeting.
 - Legal counsel, Krystine Ramon, to provide an updated contract for a one year renewal.
- **Better Bookkeeping**
 - No end set date; cancellation effective upon notice.
- **Iron Mountain**
 - Contract expires in April 2025
- **The Winkler Group**
 - Contract expires in January 2025.
- No action was taken.

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

No action was taken at this time.

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

Per Chief Herrman, the Plantersville Fire Department is requesting assistance in building its tool supply. They will provide a list of their needs and hope that we can assist. No further action was taken.

25. 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.

Office Manager Rhonda Reinholz informed the board that open enrollment is currently active, so eligible employees can make changes to their benefits. No further action was taken.

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

No action was taken at this time.

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

October 09, 2024, at 3:30 pm

October 23, 2024, at 3:30 pm

The Board agreed to enter into Closed Session at 5:02 p.m. on the following agenda items:

- 7. 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.**
- 8. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 9. 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.**
- 10. 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 6:31 p.m.

28. Adjournment.

With no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 6:32 pm