



# Montgomery County ESD No. 10 Magnolia Fire Department

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**DATE:** August 19, 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, August 19, 2024, at 8:30 a.m. inside the boundaries of the District.

## **AGENDA ITEM:**

### **1. Call meeting to order.**

At 8:30 a.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
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 Chiefs Adam Vulgamott; 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; 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.**

No public comments were received.

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

There were no awards to present at this time.

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

There were no minutes to present at this time.

**6. 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.**

Assistant Chief of Administration Chuck Grant reported the following:

- A September delivery date was provided for the temporary building and rental home for the firefighters at Station 182.
- The relocation of the mobile home/temporary housing unit, currently at the Dobbin Huffsmith property, to Station 186 for future Station updates was also discussed.
  - An estimate was given; \$5,000 for the relocation and an additional \$5,000 for utility connections. A more accurate estimate will be provided by Chief Grant at the next Board Meeting.

Eloise Roberson presented an invoice totaling \$382,406.32 from LAW Construction for Board review and approval. This invoice is for the Logistics Center and Station 183 remodel.

Commissioner McDonald motioned to pay the Law Construction invoice totaling \$382,406.32 from the Operations account, which Commissioner Cunningham seconded. **The motion was approved 5 to 0.**

***The Board moved to address Item # 11***

**11. 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.

**12. 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.**

No action was taken at this time.

**13. 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 Violette motioned to pay the District bills, which was seconded by Commissioner McDonald. **The motion was approved 5 to 0.**

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

Mark Frank will have the monthly investment report available before the following Board meeting. He also reported on the recently approved Procurement Policy as well as a new policy for Accounts Payable.

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

No further action was taken on this item.

**16. To address sales tax matters, including reviewing monthly sales tax information.**

Eloise reported \$897,557.84 was received in sales tax in August. A possible increase is being anticipated due to the recent hurricane.

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

Ross Winkler reported on the following:

- The finalized Year in Review spanning from 2021-2024 was presented to the Board. Commissioner Violette

requested additional images be added on the next run of the publication. Additional plans to share on the District's social media were discussed

- Community Impact released an article on the Department's new drone program
- Fire Chief Committee updates to be shared once made available

**18. 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 Hevey reported on the following

- Four Engines to be delivered in late December or early January. Several apparatus committee members will be taking a trip to South Dakota in December to inspect the apparatus.
  - A loan will have to be taken out sometime in October to pay for the apparatus. Chief Grant will provided final numbers for the loan by the first meeting in October.

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

Fire Chief Jeffrey Hevey reported on the Department's IT consultant, SHAPE Integrations, having stopped an external hacking attempt from Brazil. They are also working on several other projects and updates within the Department.

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

Fire Chief Jeffrey Hevey had the following to report:

- An arson attempt caught on video and sent to the local news media.
- A trench entrapment in Waller/Harris with assistance from multiple other Districts.
- Ongoing budget meetings with staff.
- Job description for Firefighters was sent to HR for review. New job posting will be out by September.
- Procurement Policy being distributed and published today.

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

There are no pending contracts for review. Eloise Roberson informed the Board that current contracts are being uploaded to the Dropbox for Board access and review.

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

Angela Zacharias is working on the Disability policy. Eloise Roberson has spoken with the District's insurance and is currently recommending to increase sick time hours and eliminate short term disability. No further action was taken.

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

No action was taken at this time.

**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 at this time.

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

No action was taken at this time.

***The Board agreed to enter into Closed Session at 9:53 a.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 11:09 a.m.***

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

September 4, 2024, at 3:30 pm

September 18, 2024 at 3:30 pm

27. Adjournment.

With no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 11:10 am