



Montgomery County Emergency Services District No. 10

**DATE:** April 28, 2016

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 Volunteer Fire Department, Station 181, 18215 Buddy Riley Blvd, Magnolia Texas 77354 on Thursday, April 28, 2016 at 2:00 p.m. inside the boundaries of the District.

At 2:06 p.m., Commissioner Buschardt 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:

<b>COMMISSIONER</b>	<b>BOARD POSITION</b>	
Robert Buschardt	President	Present
Scot Wall	Vice President	Present
Johnnie Bryant	Secretary	Present
Dwight Arnold	Treasurer/Investment Officer	Absent
Buck Carraway	Assistant Secretary/Treasurer	Present

4 of 5 Commissioners were present thus constituting a quorum.

Also present were Fire Chief Gary Vincent, Assistant Chief Rusty Griffith and Rhonda Reinholz of Magnolia Volunteer Fire Department ("MVFD" and the "Department"), Cathy Branco of Municipal Accounts & Consulting LP., and John Peeler, the District's Attorney,

The following business was transacted:

**AGENDA ITEM:**

**1. Roll Call, Pledge of Allegiance, Pledge of Texas and Invocation.**

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Bryant led the Pledge to Texas.

The Invocation was given by Commissioner Wall.

**2. To receive public comment.**

There was no public comment.

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

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Wall, the Board unanimously approved the minutes of the District's Regular meeting of March 10, 2016 as presented.

**4. To receive a Financial Report from the District Bookkeeper and pay District bills.**

Ms. Branco presented the Bookkeeper's Report including a listing of the disbursements presented, for the Board's approval and signature.

A copy of the Bookkeeper's Report for April 28, 2016 is attached hereto as **Exhibit A**.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Wall, the Board unanimously approved the payment of district bills as presented in the Bookkeeper's Financial Report whereto await clarification from Ms. Branco of the YTD vs. Budget Comparisons on page 5 and to include payment of additional check numbers:

1491 to CASCO in the amount of \$8,380.00 for Equipment for 4 Honda Generators for 4 new trucks;

1492 to Sales Revenue, Inc. in the amount of \$2,500.00 for Sales Tax tracking April Billing;

1493 to Building Consulting Services in the amount of \$2,600.00 for Field Reports for New Stations 188 & 189;

1494 to Hickory Corral in the amount of \$60.00 for April Meeting Expense.

**5. To receive a tax report from the District Bookkeeper, including report on District investments and take action on investment of District Funds, including annual review of Investment Policy.**

Ms. Branco presented the March 2016 Tax Report. No action was necessary on investment of District Funds.

**6. To receive and review the monthly sales tax report.**

The Board reviewed the March 2016 Sales Tax Report from Sales Revenue, Inc.

**7. To review and take action to grant tax exemptions for 2016.**

Upon discussion of this topic and review of the MCAD 2016 Preliminary Estimates this item was Tabled.

**8. To review and take action on the payment of operations funding pursuant to budget and service agreement with the Department.**

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Bryant, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1476 in the amount of \$66,339.81 for Maintenance and Operations and check number 1475 in the amount of \$367,422.58 for Payroll moreover the board unanimously approved the payments of capital funding pursuant and service agreement with the Department as presented in the Bookkeeper's Report with check numbers:

1481 to Weisser Engineering Company, Inc. in the amount of \$1,980.00 for Professional Service Fees;

1482 to Magnolia Volunteer Fire Department in the amount of \$8,258.00 for Reimbursement for PSTrax Equipment Inventory Software 6 Station Renewal Contract;

1483 to Bass Construction Company, Inc. in the amount of \$7,920.00 for Station 187 additional design work;

1484 to CASCO in the amount of \$10,007.00 for Portable lights and extinguishers for 4 new trucks;

1485 to Dooley Tackaberry in the amount of \$3,132.30 for Fire Hose for New Tanker 185;

1486 to Galls, LLC in the amount of \$1,218.00 for EMS Bags for 3 New Engines;

1487 to Plastix Plus in the amount of \$2,380.00 for Poly Work New Tanker 185;

1488 to Southern Care in the amount of \$4,133.00 for Concrete repair Station 181 parking lot;

1489 to The Murillo Company in the amount of \$3,372.00 for Station 188 & 189 Materials Testing;

1490 to Witmer Public Safety Group in the amount of \$71.18 for Gas cans for 4 new trucks;

1491 to CASCO in the amount of \$8,380.00 for 4 Honda Generator for 4 new trucks;

1493 to Building Consulting Services in the amount of \$2,600.00 for Field Reports for New Stations 188 & 189.

A copy of the Bookkeeper's Report April 28, 2016 is attached hereto as **Exhibit A**.

**9. To review and take action on the payment of capital funding pursuant to budget and service agreement with the Department.**

Action was taken on item #8.

**10. To receive a report and take action as appropriate to revise District and or Department operating and capital budgets pursuant to Department quarterly re-allocations and/or other matters.**

Fire Chief Gary Vincent presented a check in the amount of \$22,663.45 representing the Department's 1st Quarter 2016 reallocation.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved the reallocation check as presented with additional funding to allocate up to \$30,000.00 for Bunker Gear.

**11. To receive a report from Magnolia VFD regarding the good and welfare of the Fire Department.**

Fire Chief Gary Vincent presented the Fire Chief's ESD April 2016, MVFD April, and MVFD May 2016 Board Reports with special mention to the Board about the following topics:

Our members finished outfitting Tanker 185 and it was placed In-Service this month. Thank you to the Board for your support to improve the fire protection in our community. It is an amazing fire truck and should serve the Department well for many years to come! It will be the primary response vehicle for Fire Station 185 serving the Lake Windcrest, Mostyn Manor, and Thousand Oaks communities, as well as providing Water Tanker response for the FM 1488 and FM 2978 areas.

We repaired the concrete drive at Station 181. We videoed the repair process and have sent it to Mr. Peeler for consideration on the Station 181 repairs issues.

We are pleased to present a Quarterly Re-Allocation check to the ESD this month in the amount of \$22,663.45.

We have hired several new members for the Duty Crew to keep up with the increased staffing. Of course, this has challenged our budget and we are requesting the re-allocation funds be re-issued for needed Bunker Gear for the new members of the Department.

The CAFS Unit repair for E-181 has begun. The final cost was a little over \$14,000.00. The Board approved \$10,000.00, and I was able to fund the difference out of our repair budget this month.

We met with PSTrax this month and continue to improve the Inventory Control System.

The Annual Hose Testing is complete. We appreciate the ESD's continued support as the Hose Testing records are very important to our upcoming ISO evaluation. The Axxcess Hose Testing company actually LOWERED their rate for MVFD this year based on our long term relationship. The 1/2 cent per foot price reduction is appreciated when looking at our hose inventory...over 30,000 feet of hose.

Chief Naumann and myself went to the FDIC Vendor Exhibit in search of new ideas and technology to improve the Department. We will be presenting ideas in the near future.

We continue to use our Computer Fire Simulator to train with. Thank you for this investment in safety. It is a great training tool.

Both Chambers recognized one of our members this month as the Firefighter of the Quarter.

I am going to leave the \$30,142.12 for the 38KW Emergency Generator for Station 185 on the monthly report for consideration each month, dependent upon funds available. If we do not have any major unexpected expenses, I would ask the Board to consider funding this project mid to late summer if possible. Some of the recent changes at 187 offer new opportunities for discussion ..

We were able to support our local Congressman's efforts to repeal the WEP, which is very harmful to many of our members, as well as many teachers and police officers who work multiple jobs. The WEP unfairly penalizes our members who pay into Social Security and have earned a government pension thru another job. The Congressman appreciates our efforts to support his legislation.

We are working to fund the digital signs for each station. We will have to fund these signs on an individual basis as funds become available from the Capital Budget. Stations 187, 188, and 189 signs can be funded within the construction budget. We are looking at funding the digital signs for Stations 185 and 186. This will have to be funded from the Capital Budget.

We had the outside brick on Station 181 cleaned. The lawn sprinkler system's hard water had discolored the brick with a white salt appearance. It was very difficult to remove, but the station now looks much better. We are sealing the brick as well.

We are pricing the concrete driveway repair at Station 185 for consideration.

**Let the records reflect at 4:18 pm the meeting was suspended. The meeting reconvened for regular business at 4:49 pm.**

**12. To receive a financial report from the Department.**

Fire Chief Gary Vincent presented the March 2016 GL and Rolling Budget.

**13. To review and take action on any municipal action(s) affecting the District and provision of District services.**

Upon discussion of this topic no action was taken. However the Board formed a committee made up of Commissioner Wall, Commissioner Carraway, Fire Chief Gary Vincent, and the District's Attorney to discuss issues with the City of Magnolia representatives.

**14. To review and take action on Service Contract with Magnolia Volunteer Fire Department.**

No action was necessary.

**15. To review and take action on real estate matters, including but not limited to purchase, sale, utilities, encumbrances and/or easements.**

No action was necessary.

**16. To receive a report and take action on construction, improvements, repairs and construction for District facilities, including utilities, construction payments, engagement of architectural or engineering services and selection of contractors.**

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Carraway, the Board approved Pay Applications #7 for Station 188 and 189 as presented:

Station 188	\$ 87,507.35
Station 189	\$144,557.70

**17. To review, discuss and take action on the need for Station 1810.**

No action was necessary.

**18. To review and take action on District debt, including refinancing existing debt and incurring debt for new acquisitions.**

No action was necessary.

**19. To review and take action to approve the purchase of capital assets, including vehicles, fire fighting apparatus and equipment.**

No action was necessary.

**20. To review and take action on ISO project.**

No action was necessary.

**21. To review and take action on long term apparatus purchases and operational changes.**

No action was necessary.

**22. To review and take action on Public Comment Policy.**

Upon discussion of the public comment resolution presented by the District's attorney this item was Tabled.

**23. To review and take action on employment/personnel issues, including hiring, retention, compensation, benefits and scheduling for District employees, including administrative staff, Fire Chief, suppression staff and command staff.**

No action was necessary.

**24. To review and take action on the disposition of surplus or salvage property.**

No action was necessary.


**25. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022 to review sales tax information.**

The Board did not meet in Closed Session.

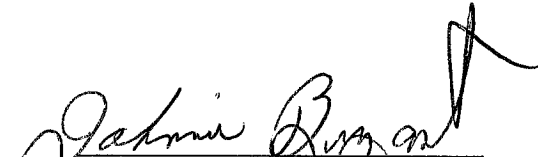
**ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 6:03 pm.

**Next regularly scheduled meeting will be on May 12, 2016 at 2:00 pm.**



Robert Buschardt, President



Johnnie Bryant, Secretary