



Montgomery County Emergency Services District No. 10

**DATE:** June 23, 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, June 23, 2016 at 2:00 p.m. inside the boundaries of the District.

At 2:07 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	Present
Buck Carraway	Assistant Secretary/Treasurer	Absent

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., John Peeler, the District's Attorney, Ryan Fortner with Sales Revenue Inc., and Jon Watson with BrooksCardiel.

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 Arnold and seconded by Commissioner Bryant, the Board unanimously approved the minutes of the District's Regular meeting of May 12, 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 June 23, 2016 is attached hereto as **Exhibit A**.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved the payment of district bills as presented in the Bookkeeper's Financial Report to include payment of additional check numbers:

1530 to BrooksCardiel, PLLC. in the amount of 9,500.00 for the Final Invoice for 2015 Audit;

1531 to Hickory Corral in the amount of \$60.00 for May Meeting Expense.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved to accept the 2015 Financial Report presented by Jon Watson.

The Board re-opened this topic without objection, after item #15 was approved thereto Commissioner Arnold made an amended motion and was seconded by Commissioner Bryant of which the Board unanimously approved payment of additional check numbers:

1530 to BrooksCardiel, PLLC. in the amount of 9,500.00 for the Final Invoice for 2015 Audit;

1531 to Hickory Corral in the amount of \$60.00 for May Meeting Expense;

1532 to Cover & Katz in the amount of \$810.83 for Professional Services rendered during May 2016;

1533 to State Comptroller in the amount of \$100.00 for State of Texas CO-OP Program Annual Membership Participation Fee.

**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 May 2016 Tax Report.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Wall, the Board unanimously approved to accept the Investment Policy as presented.

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

Ryan Fortner with Sales Revenue Inc. presented the June 2016 Sales Tax Report.

**7. 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 Arnold and seconded by Commissioner Wall, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1518 in the amount of \$367,422.58 for Payroll and check number 1519 in the amount of \$66,339.81 for Maintenance & Operations.

A copy of the Bookkeeper's Report June 23, 2016 is attached hereto as **Exhibit A**

**8. To review and take action on the payment of capital 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 payment of check number(s):

**2016 Capital:**

- 1513 to Casco Industries in the amount of \$42, 659.55 for 2 Thermal Imagers and Bunker Gear - Helmets, Gloves, Coats, and Pants;
- 1528 to Waytek in the amount of \$274.26 for Apparatus install supplies for 3 new engines;
- 1529 to Witmer Public Safety Group in the amount of \$269.00 for Bunker Gear - 1 Pr. Bunker Boots;
- 1520 to MES in the amount of \$12,535.00 for Air Pack Repairs;
- 1523 to Plastix Plus in the amount of \$7,734.00 for Compartment organization & Cab mounting for 3 new engines;
- 1514 to Dooley Tackaberry in the amount of \$681.00 for Bunker Gear - 3 Reed Hoods;
- 1517 to Magnolia Hardware in the amount of \$86.05 for Install equipment for 3 new engines;
- 1527 to The Murillo Company in the amount of \$444.00 for Station 188 & 189 Materials Testing;
- 1516 to J & K A/C & Heating in the amount of \$4,500.00 for Station 185 Air Conditioner;
- 1526 to Texas Correctional Industries in the amount of \$2,656.00 for Station 184 Office Furniture.

**9. 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.**

No action was necessary.

**10. 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 MVFD and ESD June 2016 Board Reports with special mention to the Board about the following topics:

-Presented 2 checks from Magnolia Volunteer Fire Department.

1. \$2,656.00 to reimburse the District for the purchase of Station 184 Office Furniture.
2. \$328.37 to reimburse the District from Rene' Bates Auction proceeds from the sale of the grill guard that was removed from Cascade 181.

- There were 133 Air Pac Cylinders that required testing per the Texas Commission on Fire Protection regulations. Requesting 4,083.00 to cover the cost of the hydrostatic testing and \$4,547.00 to cover the flow testing and needed repairs to our Air Packs.

- We obtained bids for a 3-D printer that would be used to reduce the cost on our Digital Station Signs project, as well as numerous other projected uses.

Requesting up to \$12,000.00 to purchase a 3-D printer plus \$8,000.00 for materials to create the signs.

- Requesting up to \$4,500.00 to modernize our current When-To-Work scheduling program with a new more user friendly scheduling software program called eSchedule.

- We hosted the HYDRATREK company who came and demonstrated their all terrain vehicle. It is a versatile multi-use flood vehicle and would work well in our flood situation. Requesting the purchase of a HYDRATREK vehicle and trailer per the quotes presented.

-Requesting up to \$7,000.00 for a new copier.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Arnold, the Board unanimously approved up to \$8,700 for Hydrostatic Testing, Flow Testing, and needed repairs to Air Packs.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved up to \$30,000.00 for the purchase of a 3-D printer and materials.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Bryant, the Board unanimously approved up to \$4,500.00 for eSchedule Software.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved up to \$120,000.00 for a HYDRATREK vehicle and trailer.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Arnold, the Board unanimously approved up to \$7,000.00 for the purchase of a new copier.

Let the records reflect at 4:33 pm the meeting was suspended at which time Commissioner Wall exited the meeting. The meeting reconvened for regular business at 5:06 pm.

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

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

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

No action was necessary.

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

No action was necessary.

**14. To review and take action on mutual aid agreement(s) for emergency services.**

No action was necessary.

**15. To review and take action to renew State of Texas Cooperative Purchasing Program Annual Membership.**

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved to renew the State of Texas Cooperative Purchasing Program Annual Membership.

**16. 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.

**17. 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 Arnold and seconded by Commissioner Bryant, the Board unanimously approved Pay Applications #9 for Station 188 and 189 as presented:

Station 188     \$ 84,813.15

Station 189     \$ 68,253.70

Assistant Chief Rusty Griffith presented a Fire Station Project Update for the 3 new stations to include an estimate from Pinehurst Utility Construction for gas service installation at Station 188, and Soft Costs estimate for the 3 New Stations.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously agreed to the preliminary approval of the purchase and installation of soft costs for the 3 new stations, not to exceed \$420,000.00.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved \$4,107.30 for gas service installation at Station 188 as presented in the estimate from Pinehurst Utility Construction, LLC.

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

No action was necessary.

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

No action was necessary.

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

This item was taken up under item #10 so no action was necessary.

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

No action was necessary.

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

No action was necessary.

**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 Arnold and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 6:10 pm.

Next regularly scheduled meeting will be on July 14, 2016 at 2:00 pm.

  
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Robert Buschardt, President

  
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Johnnie Bryant, Secretary