

Montgomery County Emergency Services District No. 10

DATE: May 12, 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, May 12, 2016 at 2:00 p.m. inside the boundaries of the District.

At 2:09 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:

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

All 5 Commissioners were present thus constituting a quorum.

Also present were Fire Chief Gary Vincent 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, and Ryan Fortner with Sales Revenue Inc.

The following business was transacted:

AGENDA ITEM:

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

Commissioner Arnold 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 Bryant and seconded by Commissioner Carraway, the Board unanimously approved the minutes of the District's Regular meeting of April 28, 2016 with the revision to Item # 13 to reflect 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.

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 May 12, 2016 is attached hereto as **Exhibit A**.

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

- 1509 to Witmer in the amount of \$1,345.00 for Bunker Gear - 5 Pr. Bunker Boots;
- 1510 to Hickory Corral in the amount of \$60.00 for May 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.

There was no Tax Report.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Wall, the Board unanimously authorized Municipal Accounts & Consulting, L.P. to reinvest the following:

Operating Fund CD's:

- Third Coast Bank, SSB to mature on August 31, 2016
- The Bank of River Oaks to mature on October 31, 2016
- Independent Bank to mature on December 31, 2016

Tax Fund CD:

None

The Investment Policy will be reviewed at the next meeting.

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

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

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

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Carraway, the Board unanimously adopted the Montgomery Central Appraisal District "Verification of Exemption" request for the year of 2016, as follows:

Homestead	\$	0.00
Over 65	\$	<u>50,000.00</u>
Disability	\$	<u>50,000.00</u>

A copy of the "MCAD Request for Verification of Exemption Information for use on the 2016 Notices of Appraised Value and 2016 Assessment Rolls", is attached hereto as **EXHIBIT C**.

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 Arnold 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 1499 in the amount of \$367,422.58 for Payroll and check number 1500 in the amount of \$66,339.81 for Maintenance & Operations.

A copy of the Bookkeeper's Report May 12, 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.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved payment of check number(s):

2016 Capital:

1496 to Dooley Tackaberry in the amount of \$2,362.85 for Adapters for new Tanker 185 and 6 Reed Hoods;

1497 to Grace Industries, Inc. in the amount of \$1,647.49 for Grace Equipment for 4 New Trucks;

1498 to Magnolia Hardware in the amount of \$799.98 for 2 Chain Saws for new engines;

1502 to The Murillo Company in the amount of \$611.00 for Station 188 & 189 Materials Testing;

1504 to Witmer Public Safety Group, Inc. in the amount of \$859.59 for Bunker Gear - 2 pr. Bunker Boots & 6 Shields;

1509 to Witmer Public Safety Group, Inc. in the amount of \$1,345.00 for Bunker Gear - 5 pr. Bunker Boots.

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.

No action was necessary.

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 MVFD May 2016 Board Report with special mention to the Board about the following topics:

Station 185 needs a new Air Conditioner Unit and presented a bid in the amount of \$4,500.00.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved up to \$5,000.00 for a new Air Conditioner Unit for Station 185.

Hand-Outs: Response Time vs. Budget graph, Ferrara 5 year warranty risk variance, Hovercraft quotes, Hydratek vehicles information, Station 184 Furniture from TCI.

Let the records reflect at 3:58 pm the meeting was suspended. The meeting reconvened for regular business at 4:28 pm.

12. To receive a financial report from the Department.

Fire Chief Gary Vincent presented the April 2016 Rolling Budget.

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

Commissioner Carraway gave the Board an update of his prior discussions previous to the creation of the Board's Committee, with Jonny Williams as a City of Magnolia Representative and he is trying to get the City of Magnolia, County Commissioner Charlie Riley, and the Board's Committee Members as decided at the April 28, 2016 meeting, to find a mutual date for all to meet for discussions about the District's Sales Tax Revenue.

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

Upon a motion duly made by Commissioner Buschardt and seconded by Commissioner Carraway, the Board unanimously approved to extend the currently extended Service Contract with the Department for 120 Days.

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 Arnold and seconded by Commissioner Wall, the Board approved Pay Applications #8 for Station 188 and 189 as presented:

Station 188	\$100,814.00
Station 189	\$ 42,851.65

Discussion ensued regarding New Station 181 but no action was necessary.

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 or construction.

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 a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved the proposed Public Comment Policy as presented.

23. To review and take action to update any officer or contact designations to reflect changes to Board of Commissioners, including but not limited to updating the Records Management Officer and designated contact with cooperative purchasing groups.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Arnold, the Board unanimously approved to appoint Johnnie Bryant as the Records Management Officer.

Discussion also ensued regarding updating the State of Texas CO-OP Program Agent of Record Name Change Form.

24. 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.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board approved to pay the lump sum back pay in the amount of \$345,285.00 as provided by TCDRS with Commissioners Buschardt, Arnold, Bryant, and Carraway voting for and Commissioner Wall abstaining.

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

No action was necessary.

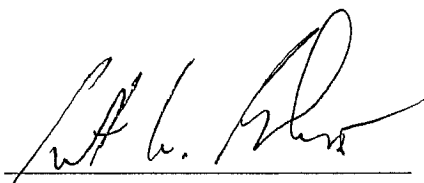
26. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022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

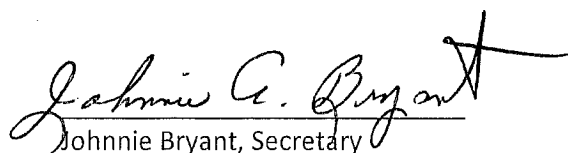
The Board did not meet in Closed Session.

ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved adjourning the meeting at 5:55 pm.

Next regularly scheduled meeting will be on June 23, 2016 at 2:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary