



Montgomery County Emergency Services District No. 10

DATE: January 12, 2017

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, January 12, 2017 at 2:00 p.m. inside the boundaries of the District.

At 2:11 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	Absent
Johnnie Bryant	Secretary	Present
Dwight Arnold	Treasurer/Investment Officer	Present
Buck Carraway	Assistant Secretary/Treasurer	Present

4 of said Commissioners were present upon Commissioner Carraway's arrival at 2:18 pm, thus constituting a quorum.

Also present were Fire Chief Gary Vincent, Assistant Chief Rusty Griffith, Assistant Chief August Naumann, and Assistant Chief Kevin Walters, 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, of Coveler & Katz, Ryan Fortner with Sales Tax Revenue, Inc, and Hieu Hart of Weisser Engineering.

AGENDA ITEM:

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

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Arnold led the Pledge to Texas.

The Invocation was given by Commissioner Bryant.

2. To administer the oath of office to recently appointed/re-appointed commissioners.

Prior to conducting business John Peeler, the District's Attorney administered the oaths of office to Dwight Arnold and Johnnie Bryant for the two (2) year term ending December 31, 2018 after reappointment as District Commissioner by Montgomery County Commissioner Charlie Riley.

Upon arrival of Commissioner Carraway, John Peeler, the District's Attorney administered the oath of office to Buck Carraway for the two (2) year term ending December 31, 2018 after reappointment as District Commissioner by Montgomery County Commissioner Charlie Riley.

3. To elect Board Officers for the 2017 term.

Upon a motion duly made by Johnnie Bryant, and seconded by Dwight Arnold, hearing no other nominations, the Board unanimously approved for all officers to remain the same as 2016 thereto Commissioners Arnold, Bryant, and Buschardt voting for the motion and Commissioners Carraway and Wall were absent.

4. To receive public comment.

There was no public comment.

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

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved the minutes of the District's Regular meeting of December 08, 2016 as presented.

6. To receive a Financial Report from the District Bookkeeper and to pay District bills and to address financial matters including depositories and investments.

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 January 12, 2017 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 with the addition of check numbers:

1655 to Lowe's in the amount of \$976.90 for Soft Costs - Station Supplies for Station 188 and 189;

1656 to Wells Fargo in the amount of \$1,212.36 for Soft Costs - TV and TV mounts for Station 188 and 189;

1657 to Texas Department of Criminal Justice in the amount of \$4,374.00 for Soft Costs - Furniture for 3 New Stations;

1658 to Dell Marketing in the amount of \$3,089.88 for Soft Costs - Computers for Station 188 and 189;

1659 to Building Consulting Services in the amount of \$975.00 for Field Reports #6 for Station 187, and #13 for Station 188 and 189;

1660 to The Blue House in the amount of \$60.00 for January Meeting Expense.

No other action was necessary.

7. To receive a tax report from the District Bookkeeper.

Ms. Branco presented the December 2016 tax report.

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

Ryan Fortner presented the January 2017 Sales and Use Tax Report.

9. 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 1646 in the amount of \$457,796.17 for Payroll and check number 1647 in the amount of \$85,362.08 for Maintenance & Operations.

A copy of the Bookkeeper's Report January 12, 2017 is attached hereto as **Exhibit A**

10. 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 the payment of check number(s):

Check Number:

1649 to Quill in the amount of \$194.98 for Coffee Makers for Station 188 and 189;
1651 to Siddons-Martin EVS in the amount of \$7,264.00 for lights and accessories for 2 new Tahoe's;
1652 to The Murillo Company in the amount of \$975.00 for Field Reports #6 for Station 187, and #13 for Station 188 and 189;
1654 to Wells Fargo in the amount of \$339.96 for Soft Costs - Station Supplies for Station 188 and 189;
1655 to Lowe's in the amount of \$976.90 for Soft Costs - Station Supplies for Station 188 and 189;
1656 to Wells Fargo in the amount of \$1,212.36 for Soft Costs - TV and TV mounts for Station 188 and 189;
1657 to Texas Department of Criminal Justice in the amount of \$4,374.00 for Soft Costs - Furniture for 3 New Stations;
1658 to Dell Marketing in the amount of \$3,089.88 for Soft Costs - Computers for Station 188 and 189;
1659 to Building Consulting Services in the amount of \$975.00 for Field Reports #6 for Station 187, and #13 for Station 188 and 189.

11. To receive a report and take action as appropriate to revise District and or Department Operating and capital budgets pursuant to Department quarterly reallocations and/or other matters.

Ms. Branco presented the Amended 2017 District Budget whereto upon a motion duly made by Commissioner Arnold and seconded by Commissioner Carraway, the Board unanimously approved to adopt the 2017 Amended Budget as presented.

No other action was necessary.

12. To receive a report from Magnolia VFD regarding the good and welfare of the Fire Department and take action on requests for equipment and expenses for the Department.

Fire Chief Gary Vincent presented the Fire Chief's MVFD and ESD January 2017 Board Reports with special mention to the Board about the following topics:

- We are working on a major Comparative Data Analysis of Departments and the Communities they serve;
- The Station Emergency Generator Maintenance Contract needs to be renewed for 2017;
- The 4th Quarter 2016 Reallocation has been calculated and will be presented next month;
- The 4th Quarter 2016 Department Roster.

13. To receive a financial report from the Department.

Assistant Chief Kevin Walters presented the November and December 2016 GL and 4th Quarter 2016 Rolling Budget.

14. 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 necessary.

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

No action was necessary.

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.

Assistant Chief August Naumann presented the 2017 Station Emergency Generator Maintenance Contract proposal.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved the renewal of the Station Emergency Generator Maintenance Contract as presented pending completion of the Form 1295.

Assistant Chief Rusty Griffith updated the Board of the 3 New Stations Project.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved Pay Applications #10 for Station 187, and #16 for Stations 188 and 189 as presented for a combined total of \$211,305.70:

Station 187	Pay Application # <u>10</u>	\$ <u>63,137.95</u>
Station 188	Pay Application # <u>16</u>	\$ <u>79,921.30</u>
Station 189	Pay Application # <u>16</u>	\$ <u>68,246.45</u>

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

No action was necessary.

18. 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.


19. 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 entered into Closed Session at 2:54 pm and reconvened for regular business at 3:30 pm.

ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Arnold and seconded by Commissioner Carraway, the Board unanimously approved adjourning the meeting at 4:16 pm.

Next regularly scheduled meeting will be on February 09, 2017 at 2:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary