



Montgomery County Emergency Services District No. 10

DATE: November 17, 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, November 17, 2016 at 2:00 p.m. inside the boundaries of the District.

At 2:16 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	Absent

3 of said 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, Ryan Fortner with Sales Revenue Inc., and Paul Mendes with the City of Magnolia.

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 Arnold led the Pledge to Texas.

The Invocation was given by Commissioner Bryant.

2. To receive public comment.

Magnolia City Manager Paul Mendez presented information regarding revenue sharing opportunities with the Board.

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 October 27, 2016 as presented.

4. 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 November 17, 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:

1621 to Lone Star Groundwater Conservation District in the amount of \$30.00 for Operating Permit Fees for permit year January 1 – December 31, 2017;

1622 to VFIS in the amount of \$178.82 for add 2 new Tahoe's to auto insurance policy;

1623 to STS360 in the amount of \$16,692.34 for Soft Costs – Security Cameras Station 188 and 189, and Video Access Station 189;

1624 to Hickory Corral in the amount of \$44.00 for November Meeting Expense.

No other action was necessary.

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

Ms. Branco presented the October 2016 Tax Report.

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

Ryan Fortner presented the October 2016 Sales and Use 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 Bryant, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1616 in the amount of \$367,422.62 for Payroll and check number 1617 in the amount of \$64,613.57 for Maintenance & Operations.

A copy of the Bookkeeper's Report November 17, 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 Arnold and seconded by Commissioner Bryant , the Board unanimously approved the payment of check number(s):

2016 Capital:

Check Number:

1600 to Building Consulting Services in the amount of \$975.00 for Field Reports for Station 187, 188 and 189;
1601 to CASCO in the amount of \$12,376.00 for Soft Costs - Lockers for Station 188 and 189;
1602 to Countryside Trailer Sales in the amount of \$4,845.00 for 2017 Cargo Trailer (Mechanics Trailer);
1603 to D3 and Sons in the amount of \$4,435.00 for Soft Costs - Signage for Station 188 and 189;
1605 to Fire Station Outfitters in the amount of \$4,100.00 for Soft Costs - Love Seats for Station 188 and 189;
1607 to Lowe's in the amount of \$7,554.18 for Soft Costs - Appliances for Station 188 and 189;
1608 to Metro Fire in the amount of \$22,660.00 for Equipment for 3 New Engines;
1609 to James L. Miller Mechanical in the amount of \$7,545.32 for Soft Costs - Ice Machines for Station 188 and 189;
1610 to NRS in the amount of \$611.03 for Equipment for 3 New Engines;
1611 to Pinehurst Utility Construction in the amount of \$4,151.41 for Gas service installation at Station 188;
1613 to Reliable Chevrolet in the amount of \$68,848.00 for two (2) 2016 Chevrolet Tahoe's;
1614 to The Murillo Company in the amount of \$636.30 for Materials Testing Station 187;
1615 to Trophy House in the amount of \$414.00 for Soft Costs - Grand Opening plaques for 3 new stations;
1623 to STS360 in the amount of \$16,692.34 for Soft Costs - Security Cameras Station 188 and 189, and Video Access Station 189.

9. To receive a report and take action to amend District budget.

Ms. Branco presented the amended 2017 District budget. Upon discussion of this topic no action was taken.

10. 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 November 2016 Board Reports with special mention to the Board about the following topics:

- Update and request additional funding for the procurement of the Hydratrek Vehicle and Trailer
- Request funding for outfitting the two (2) new Tahoe's with lights and accessories using the remaining funds from the 3rd Quarter re-allocation.

11. To receive a financial report from the Department.

There were no financial reports.

12. 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.

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

No action was necessary.

14. 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.

15. 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 Bryant and seconded by Commissioner Arnold, the Board unanimously approved Pay Applications #7 for Station 187, and #13 for Stations 188 and 189 as presented for a combined total of \$261,270.90:

Station 187	Pay Application #7	\$199,921.80
Station 188	Pay Application #13	\$ 70,233.50
Station 189	Pay Application #13	\$ 34,696.85

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

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved to amend the approval of the Hydratrek purchase by an additional \$20,000.00 and also approved \$10,000.00 on outfitting the two (2) new Tahoe's with lights and accessories.

Let the records reflect at 4:16 pm the meeting was suspended.

The meeting reconvened for regular business at 4:26 pm.

17. 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 unanimously approved a 2017 salary increase for the ESD 10 employees with an effective date of January 01, 2017 as discussed in Closed Session.

18. To review and take action to approve legislative activities under existing engagement for legal services.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved legislative efforts by counsel including commitments for funding in the amount of \$19,000.00 as discussed in Closed Session.

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 4:26 pm pursuant to Government Code Section 551.074 and reconvened for regular business at 4:45 pm.

The Board entered into Closed Session at 4:50 pm pursuant to Government Code Section 551.071 and reconvened for regular business at 5:07 pm.

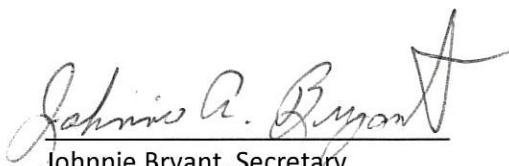
ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved adjourning the meeting at 5:09 pm.

Next regularly scheduled meeting will be on December 08, 2016 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary