



Montgomery County Emergency Services District No. 10

DATE: October 27, 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, October 27, 2016 at 2:00 p.m. inside the boundaries of the District.

At 2:10 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 of said Commissioners were present thus constituting a quorum.

Also present were Fire Chief Gary Vincent, Assistant Chief Kevin Walters, 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 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).

Commissioner Carraway made a motion to approve the minutes of the District's Special meeting of September 8, 2016. Discussion subsequently ensued where to Commissioner Carraway withdrew his motion followed by a motion duly made by Commissioner Bryant and seconded by Commissioner Carraway, the Board unanimously approved the minutes of the District's Special meeting of September 8, 2016, Regular meeting of September 8, 2016, and Special meeting of September 14, 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 October 27, 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:

1595 to The Murillo Company in the amount of \$492.00 for Materials Testing Station 187;

1596 Voided;

1597 to Hickory Corral in the amount of \$60.00 for October Meeting Expense;

1598 to Wassell Industries in the amount of \$250.00 for Email Services.

No action was necessary on District investments.

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

Ms. Branco presented the September 2016 Tax Report. Commissioner Carraway made a motion to accept the September 2016 Tax Report. No action was necessary thereto Commissioner Carraway withdrew his motion.

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

The Board reviewed 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 1582 in the amount of \$367,422.58 for Payroll and check number 1583 in the amount of \$64,613.57 for Maintenance & Operations.

A copy of the Bookkeeper's Report October 27, 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:

1576 to Big Daddy Electric in the amount of \$11,300.00 for Soft Costs - Station 188 & 189 Cabling;

1577 to Bubba's Beds in the amount of \$5,400.00 for Soft Costs - Dorm Beds for 3 new stations;
1578 to Casco Industries in the amount of \$1,732.00 for Equipment for 3 new engines;
1580 to DACO Fire Equipment in the amount of \$250.15 for Power Jet Siphon 6 inch storz for 1 new engine;
1581 to Hutton Communications in the amount of \$997.59 for Soft Costs - Emergency Alerting for 3 new stations;
1586 to Parts Express in the amount of \$1,275.78 for Soft Costs - Emergency Alerting and PA Speakers for 3 new stations;
1587 to Quill in the amount of \$1,206.57 for Soft Costs – Towel dispensers, wall clocks, floor mats, and vacuums for 3 new stations;
1589 to The Murillo Company in the amount of \$472.00 for Materials Testing Station 187;
1593 to EMS eSchedule Inc. in the amount of \$4,440.00 for Scheduling Software;
1594 to Building Consulting Services in the amount of \$1,950.00 for Field Reports for 3 new stations - Station 187 Field Report #4 and #5, Station 188 Field Report #11 and #12, Station 189 Field Report #11 and #12;
1595 to The Murillo Company in the amount of \$492.00 for Materials Testing Station 187.

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.

Fire Chief Gary Vincent presented a check in the amount of \$15,699.37 representing the Department's 3rd Quarter 2016 reallocation.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved the reallocation as presented.

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 October 2016 Board Reports with special mention to the Board about the following topics:

- Chief Paulk is the new President of the Executive Fire Board
- The service agreement with the Department has been signed
- Updates on the 3 new stations, 183 Spook House, and the procurement of the Hydratek vehicle
- Presented the Department's 3rd Quarter Roster
- The exterior of Station 183 needs painted
- Presented a proposal for a Mechanic's Trailer and Supplies for use as a portable Preventative Maintenance Trailer
- Presented a proposal for Digital Signs
- Presented a list of obsolete inventory
- Presented Station 1810 land acquisition report from Holcombe Properties

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved \$4,845.00 towards the purchase of a Mechanic's Trailer as presented in the estimate presented.

Commissioner Wall exited the meeting at 3:16 pm.

11. To receive a financial report from the Department.

Assistant Chief Kevin Walters presented the August and September 2016 GL and September 2016 Rolling Budget.

Let the records reflect at 3:46 pm the meeting was suspended.

The meeting reconvened for regular business at 4:30 pm.

Commissioner Wall returned to the meeting at 4:30 pm.

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 real estate matters, including but not limited to purchase, sale, utilities, encumbrances and/or easements.

No action was necessary.

14. 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 discussion of the Digital Signs Project presentation no action was necessary.

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 \$304,852.15:

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

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

Upon discussion of this topic no action was necessary.

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

Upon discussion of this topic no action was necessary.

17. 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 ISO project.

No action was necessary.

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

No action was necessary.

20. 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.

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

Upon discussion of this topic Commissioner Arnold made a motion to approve the disposal of obsolete inventory as presented to which the motion was seconded by Commissioner Bryant whereto the Board unanimously approved the motion.

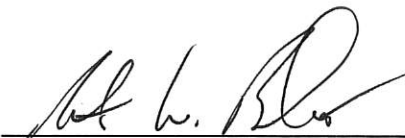
22. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022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


The Board did not enter into 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 5:41 pm.

Next regularly scheduled meeting will be on November 17, 2016 at 2:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary