



Montgomery County Emergency Services District No. 10

DATE: March 23, 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, March 23, 2017 at 1:00 p.m. inside the boundaries of the District.

At 1:05 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 1:22 pm, 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., and John Peeler, the District's legal counsel, of Coveler & Peeler.

AGENDA ITEM:

2. 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.

3. To receive public comment.

There was no public comment.

4. 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 February 9, 2017 and the District's Special meeting of February 22, 2017 as presented.

5. 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 March 23, 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:

1691 to Hickory Corral in the amount of \$77.00 for March Meeting Expense;

1692 to Waytek in the amount of \$905.87 for Installation supplies for new Engine 185;

1693 to Payment Remittance Center in the amount of \$132.00 for Soft Costs – HDMI Cables for Station 188 & 189 purchased from monoprice.com that was charged to Assistant Chief Naumann's Department Wells Fargo Visa.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved to assign Mark Burton with Municipal Accounts as the Investment Officer upon the advice from the District's legal counsel.

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

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

Ms. Branco presented the February 2017 tax report.

A copy of the February 2017 Tax Report is attached hereto as **Exhibit B**.

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

The Board reviewed the March 2017 Sales and Use Tax Report from Sales Revenue Inc.

8. To review and take action on granting tax exemptions.

Upon discussion of this topic this item was Tabled.

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 1676 in the amount of \$457,796.17 for Payroll and check number 1677 in the amount of \$85,362.08 for Maintenance & Operations.

A copy of the Bookkeeper's Report March 23, 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):

1682 To Lowe's in the amount of \$766.44 for Soft Costs - Appliance installation supplies for Station 189;
1683 Magnolia Hardware in the amount of \$23.27 for Soft Costs - Appliance installation supplies for Station 189;
1684 to Metro Fire in the amount of \$10,342.00 for Paratech Bags for 3 New Engines;
1687 To STS360 in the amount of \$7,860.00 for Soft Costs – Video and Access Control for Station 188 and 189;
1688 to Quill in the amount of \$773.43 for Soft Costs – Cork Boards and Dry Erase Boards for 3 New Stations;
1689 to Building Consulting Services in the amount of \$650.00 for Station 187 Field Reports #8 and #9;
1690 to Witmer Public Safety in the amount of \$364.97 for Pelican Cases for 3 New Engines;
1691 to Waytek in the amount of \$905.87 for Installation supplies for new Engine 185;
1693 to Payment Remittance Center in the amount of \$132.00 for Soft Costs – HDMI Cables for Station 188 & 189 purchased from monoprice.com that was charged to Assistant Chief Naumann's Department Wells Fargo Visa.

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.

Commissioner Carraway made a motion to hire a financial consultant to prepare an analysis regarding future District growth and revenue projection and District expenses where to after further discussion of this matter the motion did not carry.

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 March 2017 Board Reports with special mention to the Board about the following topics:

- We participated in the Shattered Lives Program again this year. It was another success and very well received in the community.
- We took delivery of all new Zoll AED's from the Hospital District. This was a \$200K effort countywide by the MCHD.
- Engine 185 has been delivered. To finish the outfitting of the new Engine 185, we had originally requested \$70,000.00. The Board approved \$50,000.00, which we have now spent on equipment (See list). We are short and need approval of \$29,89.00 to finish outfitting the new Engine 185. Requesting authorization for up to an additional \$33,000.00 with any unused funds to remain with the ESD.
- Request approval of a Door Security Project for Old Station 181, Station 182, 183, 184, 185 and 186.
- Request approval to purchase a second Mechanic's Truck.
- Request approval to dispose of obsolete gear.
- Request funding to finish outfitting the two (2) Command Vehicles (2 new Tahoe's).

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved to purchase equipment for new Engine 185, not to exceed \$33,000.00.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Arnold, the Board unanimously approved to purchase a Door Lock System for the Department as presented, not to exceed \$49,999.00, pending completion of Form 1295.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved up to \$38,000.00 to purchase a second Mechanic Truck as presented.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously authorized the Fire Chief to dispose of obsolete gear as listed.

Let the records reflect at 2:49 pm the meeting was suspended.

The meeting reconvened for regular business at 3:24 pm.

Assistant Chief Griffith reported on the following topics:

- A Public Assistant Grant for 2016 Flood Disasters to be received from FEMA in the amount of \$38,901.00.
- Request funding for RIT Packs.
- Presented equipment list for the two (2) Command Vehicles (2 new Tahoe's).
- Reported on the 3 New Stations Project.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved up to \$89,500.00 to outfit the two (2) Command Vehicles.

Upon a motion duly made Commissioner Carraway and seconded by Commissioner Arnold, the Board unanimously approved the purchase of three (3) 4500 PSI RIT Packs, not to exceed \$12,000.00.

13. To receive a financial report from the Department.

Fire Chief Gary Vincent presented the February 2017 Rolling Budget, the January 2017 GL, and the February 2017 GL.

14. To review and take action on District FY 2016 Audit.

Upon discussion of this topic no action was necessary.

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

No action was necessary.

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

This topic was reviewed on Item #12.

17. 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.

18. 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 Carraway, the Board unanimously approved Pay Application #12 for Station 187 in the amount of \$148,226.60 as presented, with a combination of remaining loan funds and District funds and authorized Municipal Accounts to wire funds as instructed by the bank.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Carraway, the Board unanimously authorized for the Board President to execute documents for a County Septic System Permitting, and to engage Coast to Coast Septic Maintenance for a two (2) year initial maintenance contract for Station 187.

19. To review and take action on approval of a Door Security Project for Old Station 181, Station 182, 183, 184, 185, and 186.

This topic was reviewed on Item #12.

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

No action was necessary.

21. 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.

22. To review and take action on records management procedures, including action to revise or amend the Records Management Program.

Upon discussion of this topic no action was necessary.

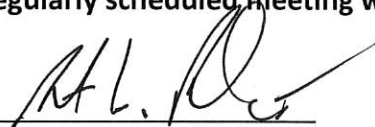
23. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022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

The Board did not meet in Closed Session.

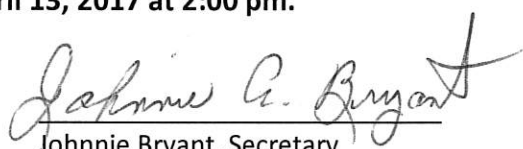
ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 4:38 pm.

Next regularly scheduled meeting will be on April 13, 2017 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary