



Montgomery County Emergency Services District No. 10

**DATE:** April 13, 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, April 13, 2017 at 2:00 p.m. inside the boundaries of the District.

At 2:08 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:

<b>COMMISSIONER</b>	<b>BOARD POSITION</b>	
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, 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 legal counsel, of Coveler & Peeler, and Ryan Fortner with Sales Tax Revenue.

**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.**

Darick Endecott with Sign Express spoke on digital signs and provided a digital sign demonstration.

**4. 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 March 23, 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 April 13, 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:

- 1709 to Siddons-Martin in the amount of \$ \$2,824.00 for lights for 2 Command Vehicles (Tahoe's);
- 1710 to VFIS in the amount of \$461.53 to add 2016 Dodge pickup to the policy;
- 1711 to The Murillo Company in the amount of \$663.00 for Materials Testing for Station 188;
- 1712 to The Blue House in the amount of \$66.00 for April Meeting Expense;
- 1713 to Casco Industries in the amount of \$2,708.00 for a Scene light and K12 Saw for new Engine 185.

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

Ms. Branco presented the March 2017 tax report.

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

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

Ryan Fortner presented the April Sales and Use Tax Report.

A copy of the March 2017 Tax Report is attached hereto as **Exhibit C**.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously authorized the Board President to execute a letter to the State Comptroller authorizing the District's Sales Tax Consultant Ryan Fortner to receive Confidential Local Tax Reports for the District via email.

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

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously adopted the Montgomery Central Appraisal District "Verification of Exemption" request for the year of 2017, as follows:

Homestead .....	\$	0.00
Over 65 .....	\$	50,000.00
Disability .....	\$	50,000.00

A copy of the "MCAD Request for Verification of Exemption Information for use on the 2017 Notices of Appraised Value and 2017 Assessment Rolls", is attached hereto as **EXHIBIT D**.

**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 1702 in the amount of \$457,796.17 for Payroll and check number 1703 in the amount of \$85,362.08 for Maintenance & Operations.

A copy of the Bookkeeper's Report April 13, 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):

1694 to Huffines Chrysler/Dodge in the amount of \$37,764.69 for Mechanic Truck Purchase 2017;  
1705 To Plastix Plus in the amount of \$1,450.00 for Radio Compartments for 2 Command Vehicles (Tahoe's);  
1701 to Lowe's in the amount of \$283.10 for Equipment for new Engine 185;  
1700 to Hutton Communications in the amount of \$1,168.28 for Communications equipment for new Engine 185;  
1708 to Witmer Public Safety in the amount of \$635.02 for Equipment for new Engine 185;  
1709 to Siddons-Martin in the amount of \$ 2,824.00 for lights for 2 Command Vehicles (Tahoe's);  
1713 to Casco Industries in the amount of \$2,708.00 for a Scene light and K12 Saw for new Engine 185;  
1711 to The Murrillo Company in the amount of \$663.00 for Materials Testing for Station 188.

**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.**

Upon discussion of this topic the Board asked Ms. Branco to bring a revised 2017 Capital Budget for approval at the next meeting.

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

1. We are hosting the 3-D printer manufacturer today who is doing a video and story on how our 3-D printer is helping the Fire Department provide new innovative upgrades to the fire service.
2. We went to the Hydratrek production facility and have worked out all the final details with the production supervisors and the design team.
3. We have the Parade Truck ready to go except for the final last minute touches. It is so exciting to see the project come together for our community.
4. The new Mechanic Truck is here and in service.
5. Hose Testing has been completed. We had very little failures, which is always a good thing and saves us money! Pump and Ladder testing are coming!
6. We will have a reallocation check of \$32,033.29 for the ESD next month from our first quarter financials! We really need the funds for Bunker Gear, as we have a large number of sets that are going out of service this year combined with new hires for the new stations.
7. We continue to work on new Engine 185 and the Command Vehicles. Parts have been ordered and they are being installed as we receive them.
8. The Door Lock project has been scheduled with the vendor.
9. We participated in raising funds for the Montgomery County Firefighters Memorial. We raised around \$7,700.00 for the Memorial. As always, our community was very supportive of the Department and the fallen firefighters Memorial.
10. I will be speaking at the Clear Creek HOA on Saturday the 22nd if you are in the area.
11. The Fire Board is inviting each of you to our first ever Spring Bar-B-Que event at Unity Park on April 22nd from 1-5. It is your opportunity to let the firefighters and their families know how much you appreciate their efforts.

12. Stations 188 and 189 are hosting a Grand Opening on May 20th. We will be hosting the ceremonies back to back so please come and enjoy the Grand Opening Ceremony!

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Arnold, the Board unanimously approved up to the amount of reallocation check of \$32,033.29 to purchase Bunker Gear.

**Let the records reflect at 3:25 pm the meeting was suspended.**

**The meeting reconvened for regular business at 3:57 pm.**

**13. To receive a financial report from the Department.**

Assistant Chief Kevin Walters presented the 1st Quarter 2017 Rolling Budget.

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

No action was taken initially subsequently the item was re-opened and discussion ensued thereto a motion was duly made by Commissioner Bryant and seconded by Commissioner Arnold to file a 30 day extension on FY 2016 Audit whereto the Board unanimously approved the motion.

**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.**

No action was necessary.

**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 Bryant, the Board unanimously approved Pay Application #13 for Station 187 in the amount of \$71,893.15 as presented, with a combination of remaining loan funds and District funds and authorized the draw from the District's Operating Fund by the Bank.

**19. To review and take action on proposals received for the LED signs at District fire stations, including action to select a vendor for the project.**

The District's legal counsel announced that four (4) bids were received from LED OEM Partners, Affordable LED's, Sign Express, and Ad Corp Sign Systems thereto this topic was Tabled.

**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.

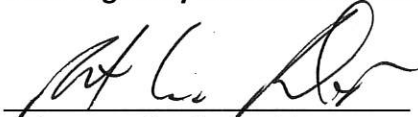
**23. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022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

The Board did not meet in Closed Session.

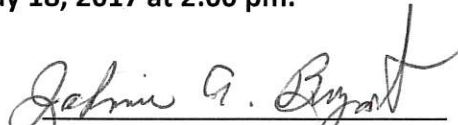
#### **ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 4:27 pm.

**Next regularly scheduled meeting will be on May 18, 2017 at 2:00 pm.**



Robert Buschardt, President



Johnnie Bryant, Secretary