



Montgomery County Emergency Services District No. 10

**DATE:** June 08, 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, June 08, 2017 at 2:00 p.m. inside the boundaries of the District.

At 2:09 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	Present
Johnnie Bryant	Secretary	Present
	Treasurer/Investment Officer	Vacant Position
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 Rusty Griffith, 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, Ryan Fortner of Sales Revenue Inc., and Jon Watson of BrooksCardiel, PLLC.

**AGENDA ITEM:**

**2. Roll Call, Pledge of Allegiance, Pledge of Texas and Invocation.**

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Bryant led the Pledge to Texas.

The Invocation was given by Commissioner Wall.

**3. To receive public comment.**

Fire Chief Gary Vincent commented on behalf of the Magnolia Community that he appreciates and is pleased to see Commissioner Wall returned to the community.

**4. To approve the Minutes of prior meeting(s).**

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved the minutes of the District's Regular meeting of May 18, 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 June 08, 2017 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved the payment of district bills as presented in the Bookkeeper's Financial Report with the addition of check numbers:

1746 to Municipal Accounts & Consulting, L.P. in the amount of \$3,709.42 for Bookkeeping Fees May 2017;

1747 to Municipal Emergency Services in the amount of \$10,798.60 for RIT Paks & Cylinders;

1748 to Dooley Tackaberry in the amount of \$211.45 for Equipment for new Engine 185;

1749 to Payment Remittance Center in the amount of \$1,336.96 for 3 new Stations Soft Costs purchased on Gary Vincent's Department credit card;

1750 to Payment Remittance Center in the amount of \$2,504.93 for Cummins Diagnostic Laptop Kit purchased on August Naumann's Department credit card replacing check number 1736 to Payment Remittance Center in the amount of \$2,503.94;

1754 to The Blue House in the amount of \$67.00 for June Meeting Expense;

discussion ensued where to the Board unanimously approved the following:

Operating Fund CD's:

Reinvest the Allegiance Bank CD maturing 06/10/2017, Compass Bank CD maturing 06/14/2017, and Independent Bank CD maturing 06/14/2017 with all three (3) maturity dates no greater than six (6) months.

Tax Fund CD:

No action was necessary.

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

There was no tax report.

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

Ryan Fortner with Sales Revenue Inc. presented the June 2017 Sales and Use Tax Report.

A copy of the June 2017 Sales and Use Tax Report is attached hereto as **Exhibit B**.



**8. 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 Buschardt 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 1742 in the amount of \$457,796.17 for Payroll and check number 1743 in the amount of \$85,362.08 for Maintenance & Operations.

A copy of the Bookkeeper's Report June 08, 2017 is attached hereto as **Exhibit A**.

**9. 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 Buschardt and seconded by Commissioner Bryant, the Board unanimously approved the payment of check number(s):

1735 to Dooley Tackaberry in the amount of \$1,986.25 for Equipment for new Engine 185;

1737 to Magnolia VFD in the amount of \$744.00 for Soft Costs - Restroom Furnishings for 3 new Stations;

1747 to Municipal Emergency Services in the amount of \$10,798.60 for RIT Paks & Cylinders;

1748 to Dooley Tackaberry in the amount of \$211.45 for Equipment for new Engine 185;

1749 to Payment Remittance Center in the amount of \$1,336.96 for 3 new Stations Soft Costs purchased on Gary Vincent's Department credit card;

1750 to Payment Remittance Center in the amount of \$2,504.93 for Cummins Diagnostic Laptop Kit purchased on August Naumann's Department credit card replacing check number 1736 to Payment Remittance Center in the amount of \$2,503.94;

**10. 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 a motion by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved to have the bookkeeper adjust the ESD's budget for an additional \$15,000.00 to be allocated from Capital Outlay Other to the Fire Department Maintenance & Operations on the ESD's 2017 Budget.

**Let the records reflect at 3:37 pm the meeting was suspended.**

**The meeting reconvened for regular business at 4:18 pm.**

**11. 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 June 2017 Board Reports with special mention to the Board about the following topics:

- We need a mid-year budget adjustment of 15k for the Equipment/Repair budget if available.
- We would like to request \$13,500.00 for the purchase of 300 sets of Extrication Gloves for the membership. It would improve the life of our more expensive Fire Gloves, which is what the guys are forced to use on MVA extrications currently. Blood exposure is another issue with the Fire Gloves.

- We have purchased the trailer for the Hydratrek. We purchased locally in order to save the Department money. In addition, we have purchased one 20' trailer for the Hydratrek and are using our existing 16' trailer for the Raft instead of the 40' trailer for both units. This saves us about \$5,000.00 from this year's capital budget. The downside is we will need two vehicles to deploy both the Hydratrek and the Raft at an event if we utilize both units.
- Work continues on Engine 185. Equipment has been coming in and is being mounted as fast as possible. The firefighters are doing the work themselves to save the Department quite a bit of money. It is a little slower process, but does reduce our expenses.
- We are working on the finishing touches for Stations 188 and 189. Thanks to everyone who was able to attend the Grand Opening. It was a pretty remarkable day to open two Fire Stations on one day!
- The Door Lock project is under way and installation has been completed in many of the fire stations. The programming is the next step and will take a little time to complete. This is a much better system than what we had for accountability purposes and reduced service costs.
- Presented the Magnolia Volunteer Fire Department 2016 Annual Report to the Board.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved up to \$13,500.00 for 300 sets of Extrication Gloves.

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

Gary Vincent presented the May 2017 GL, 2nd Quarter 2017 Rolling Budget, and the 2017 Annual Summary Rolling Budget.

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

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved the 2016 Final Audit to submit to Commissioners Court.

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

No action was necessary.

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

Fire Chief Gary Vincent presented a list of damaged/expired PPE Gear and asked for approval to dispose of it.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Bryant, the Board unanimously approved the Department to dispose of the obsolete gear as presented.

**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.**



Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved Pay Application #15 for Station 187 in the amount of \$28,666.25 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.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Bryant, the Board unanimously authorized the District's legal counsel to demand reimbursement from Bass Construction for legal and engineering fees incurred due to the Station 188 pond issue.

**18. 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.**

Upon discussion of this topic no action was taken.

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

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 records management procedures, including action to revise or amend the Records Management Program.**

Upon discussion of this topic no action was necessary.

**22. To review and take action to approve a Correction Affidavit regarding the Deed of Trust in favor of First Financial Bank, N.A. related to the construction financing of Stations 187, 188 and 189.**

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved to execute the Correction Affidavit regarding the Deed of Trust in favor of First Financial Bank, N.A. as presented which will put new boundary legal descriptions so the bank has the most up to date and current description of surveys of Stations 187, 188 and 189.

**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 entered in Closed Session at 5:29 pm and reconvened for regular business at 5:49 pm.

**ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved adjourning the meeting at 5:50 pm.

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



Robert Buschardt, President



Johnnie Bryant, Secretary