



Montgomery County Emergency Services District No. 10

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

At 2:07 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
	Treasurer/Investment Officer	Vacant Position
Buck Carraway	Assistant Secretary/Treasurer	Present

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., Adam Tabak, the District's legal counsel, of Coveler & Peeler, Mr. Heath Schultz, and Commissioner Precinct 2 Charlie Riley.

AGENDA ITEM:

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

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Carraway led the Pledge to Texas.

The Invocation was given by Commissioner Bryant.

3. To administer the oath of office to newly appointed commissioner.

No action was necessary.

4. To receive public comment.

Mr. Heath Schultz was introduced to the Board and expressed his interest to serve on the Board.

5. To approve the Minutes of prior meeting(s).

Commissioner Bryant made a motion to approve the minutes of the District's Regular meeting of June 08, 2017 as presented, Commissioner Buschardt seconded the motion, and Commissioner Carraway abstained where to the motion carried.

6. 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 July 13, 2017 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Carraway 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:

1771 to Big Daddy Electric in the amount of \$7,015.00 for Soft Costs - Electrical work at Station 187, 188, and 189;

1772 to Casco Industries in the amount of \$11,188.00 for Equipment for new Engine 185;

1773 to NRS in the amount of \$738.65 for Equipment for new Engine 185;

1774 to Payment Remittance Center in the amount of \$1,444.64 for MDC equipment to outfit 2 Command Vehicles purchased on August Naumann's Department credit card;

1775 to Witmer Public Safety Group in the amount of \$259.06 for Equipment for new Engine 185;

1776 to The Blue House in the amount of \$48.00 for July meeting expense;

1777 to Lowe's in the amount of \$102.12 for Equipment for new Engine 185;

1778 to Magnolia Volunteer Fire Department in the amount of \$6,360.00 for Cabinets to outfit 2 Command Vehicles.

No other action was necessary.

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

Ms. Branco presented the June 2017 tax report.

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

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

The Board reviewed the July 2017 Sales and Use Tax Report.

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

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 Carraway 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 1764 in the amount of \$457,796.17 for Payroll and check number 1765 in the amount of \$85,362.08 for Maintenance & Operations.

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

1756 to Building Consulting Services in the amount of \$325.00 for Station 187 Field Report Number 12;

1757 to Casco Industries, Inc. in the amount of \$36,936.00 for Equipment for new Engine 185 (\$5,021.00) and Bunker Gear (\$31,915.00);

1759 to D3 and Sons, Inc. in the amount of \$887.00 for Signage for Station 187;

1761 to Dooley Tackaberry in the amount of \$1,228.75 for Equipment for new Engine 185;

1762 to Fire Safety USA, Inc. in the amount of \$994.50 for Equipment for new Engine 185;

1766 to Metro Fire Apparatus Specialists, Inc. in the amount of \$21,883.00 for Equipment for new Engine 185;

1768 to Northwest Communications, Inc. in the amount of \$7,462.28 for Soft Costs - Emergency Alerting Station 187, 188 and 189;

1771 to Big Daddy Electric in the amount of \$7,015.00 for Soft Costs - Electrical Work at Station 187, 188 and 189;

1772 to Casco Industries in the amount of \$11,188.00 for Equipment for new Engine 185;

1773 to NRS in the amount of \$738.65 for Equipment for new Engine 185;

1774 to Payment Remittance Center in the amount of \$1,444.64 for MDC equipment to outfit 2 Command Vehicles purchased on August Naumann's Department credit card;

1775 to Witmer Public Safety Group in the amount of \$259.06 for Equipment for new Engine 185;

1777 to Lowe's in the amount of \$102.12 for Equipment for new Engine 185;

1778 to Magnolia Volunteer Fire Department in the amount of \$6,360.00 for Cabinets to outfit 2 Command Vehicles.

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.

Ms. Branco presented the Amended 2017 District Budget whereto upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved to adopt the 2017 Amended Budget as presented.

A copy of the Amended 2017 District Budget is attached hereto as **Exhibit D**.

Fire Chief Gary Vincent presented a check in the amount of \$28,680.82 representing the Department's 2nd Quarter 2017 reallocation.

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

12. To review and take action on the contract renewal with Municipal Accounts and Consulting, L.P. as the District's Bookkeeper.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Carraway, the Board unanimously approved the contract renewal with Municipal Accounts and Consulting, L.P.

13. 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 July 2017 Board Reports with special mention to the Board about the following topics:

- Gary Vincent presented the Departments 2016 Incident Responses
- The Hydratrek is scheduled for delivery on August 7th
- We are still waiting on the trailer delivery for the Hydratrek
- The repair work at Station 182 is almost completed
- Engine 185 is scheduled for the In-Service Ceremony on Wednesday, July 26th at Station 185.
- Requesting \$25,000.00 from the Capital Budget to purchase MDT terminals for the Heavy Fire Apparatus

Commissioner Bryant made a motion to allocate up to \$25,000.00 to purchase MDT's and the motion was seconded by Commissioner Buschardt thereto discussion ensued and Commissioner Bryant amended the motion that the allocated funds must purchase a minimum of 9 units whereto the motion was unanimously approved.

Let the records reflect at 4:00 pm the meeting was suspended.

The meeting reconvened for regular business at 4:40 pm.

14. To receive a financial report from the Department.

Assistant Chief Kevin Walters presented the June 2017 GL and the 2nd Quarter 2017 Rolling Budget.

15. To review and take action on Magnolia VFD Executive Fire Board applicants for appointment effective September 1, 2017.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Carraway, the Board unanimously approved the reappointment of Mr. Bill Wright, Mr. Alan Paulk, Mr. David Ward, Mr. Gary Pangarakis to serve on the Executive Fire Board of the Magnolia Volunteer Fire Department for a two year term effective September 01, 2017 thru August 31, 2019 and to include the appointment of Mr. Adam Vulgamott to replace Ms. Catherine Chapman's term thru August 31, 2018.

16. To review and take action on first responder agreement with Montgomery County Hospital District.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved to enter into the First Responder Agreement with Montgomery County Hospital District as presented.

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

No action was necessary.

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

No action was necessary.

19. 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.

20. 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.

No action was necessary.

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

No action was necessary.

22. 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.

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

No action was necessary.

24. 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 5:15 pm and reconvened for regular business at 5:25 pm.

No action was necessary on items discussed in Closed Session.

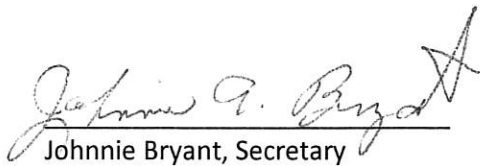
ADJOURNMENT

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 5:25 pm.

Next regularly scheduled meeting will be on August 10, 2017 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary