



Montgomery County Emergency Services District No. 10

**DATE:** October 12, 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, October 12, 2017 at 2:00 p.m. inside the boundaries of the District.

At 2:03 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	Present
Tate Robinson		Present

All of said Commissioners were present thus constituting a quorum.

Also present were Fire Chief Gary Vincent and Rhonda Reinholz of Magnolia Volunteer Fire Department ("MVFD" and the "Department"), Cathy Branco and Mark Miller of Municipal Accounts & Consulting LP., John Peeler, the District's legal counsel, of Coveler & Peeler, Greg Parker, Ginger Russell, Sylvia Olzoway, and Tate Robinson.

**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.**

Greg Parker announced he will be running for Montgomery County Precinct 2 Commissioner.

Let the minutes reflect Sylvia Olzoway, the Montgomery County Commissioner Liaison administered the oath of office to Tate Robinson after appointment as District Commissioner by Montgomery County Commissioner Charlie Riley for term ending December 31, 2018 replacing Commissioner Dwight Arnold.

Ginger Russell stated the District's 2016 financials have not been updated on the District's website.

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

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved the District's Regular Meeting of September 14, 2017 minutes.

**The Board went out of order to Item #7 and 8. Item #5 was immediately taken up after #8.**

**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 October 12, 2017 is attached hereto as **EXHIBIT A**.

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

1830 to Darley in the amount of \$277.50 for Equipment Mounting Brackets for Engine 185;  
1831 to Fire Station Outfitters in the amount of \$2,130.00 for Soft Costs – Station 187 Love Seats;  
1832 was voided;  
1833 to Amazon-Synchrony Bank in the amount of \$1,811.66 for MDC's for 2 Command Vehicles;  
1834 to Amazon-Synchrony Bank in the amount of \$995.48 for Printers for Station 187, 188 & 189;  
1835 to The Meeting Place in the amount of \$89.44 for October meeting expense;  
1836 to Dental Select in the amount of \$12.03 to add 1 employee;  
1837 to Health Care Service Corporation in the amount of \$883.66 to add 1 employee.

No other action was necessary.

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

Ms. Branco presented the September 2017 tax report.

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

**Commissioner Wall exited the meeting at 3:07 pm**

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

The Board reviewed the October 2017 Sales and Use Tax Report that was prepared by Mr. Ryan Fortner of Sales Revenue Inc.

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

**8. To review and take action on the District's participation in reappraisals of properties damaged in a disaster area as was declared due to Hurricane Harvey under Texas Property Tax Code, Sec. 23.02.**

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved to participate in the reappraisal of properties damaged in a disaster area as was declared due to Hurricane Harvey under Texas Property Tax Code, Sec. 23.02.

**9. To review and discuss District reserve fund in light of expected expenditures for the remainder of FY 2017 and funding needs for FY 2018 and discuss the amount that should be available in reserve and how to reach that amount.**

No action was necessary.

**10. 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 Robinson 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 1825 in the amount of \$457,796.17 for Payroll and check number 1826 in the amount of \$98,081.66 for Maintenance & Operations.

A copy of the Bookkeeper's Report October 12, 2017 is attached hereto as **Exhibit A**.

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

1819 to Lowe's in the amount of \$279.30 for Soft Costs – Picnic Tables for Stations 187, 188 & 189;

1820 to Casco Industries in the amount of \$4,259.00 for 100 pair of Extrication Gloves;

1830 to Darley in the amount of \$277.50 for Equipment Mounting Brackets for Engine 185;

1831 to Fire Station Outfitters in the amount of \$2,130.00 for Soft Costs – Station 187 Love Seats;

1833 to Amazon-Synchrony Bank in the amount of \$1,811.66 for MDC's for 2 Command Vehicles;

1834 to Amazon-Synchrony Bank in the amount of \$995.48 for Printers for Station 187, 188 & 189.

**Let the records reflect at 3:16 pm the meeting was suspended.**

**The meeting reconvened for regular business at 3:45 pm.**

**12. To review and take action on any repairs to District Facilities or equipment necessitated by Hurricane Harvey, including emergency repairs.**

No action was necessary.

**13. To review and take action on emergency acquisition of equipment necessitated by Hurricane Harvey.**

No action was necessary.

**Commissioner Wall returned to the meeting at 3:56 pm**

**14. 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.**

Fire Chief Gary Vincent presented the 2017 Reallocation Report and announced that the amount of the 3<sup>rd</sup> Quarter Reallocation check is \$25,098.03.

**15. 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 2017 Board Reports with special mention to the Board about the following topics:

- Introduced the new Assistant Office Manager Ms. Julie Small.
- Booster 183 was the only damaged apparatus during Hurricane Harvey
- The Department was able to save about \$12,000.00 by changing from TML to VFIS for the Workers Compensation Insurance for 2018.
- The amount of the 3<sup>rd</sup> Quarter Reallocation check is \$25,098.03
- Various handouts

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

Assistant Chief Kevin Walters presented the 3<sup>rd</sup> Quarter September 2017 Rolling Budget and the August and September 2017 GL's.

**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.**

Upon discussion of this topic 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.**

Upon discussion of this topic 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 review and take action on District administrative procedures and policies, including policies on Commissioner Compensation and other matters related to laws passed during the 2017 legislative sessions.**

Upon discussion of this topic no action was necessary.

**25. To review and take action regarding appointment/re-appointment of commissioners, including advisory correspondence with Commissioners Court.**

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously agrees that the District supports the reappointment of Commissioners Buschardt and Wall.

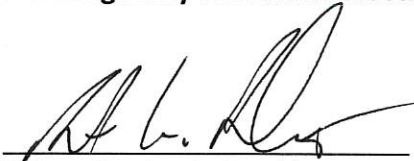
**26. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022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

The Board did not enter into Closed Session.

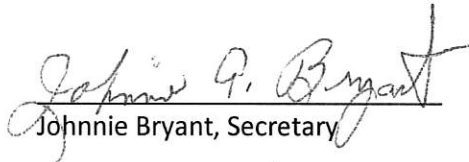
#### **ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 5:17 pm.

**Next regularly scheduled meeting will be on November 9, 2017 at 2:00 pm.**



Robert Buschardt, President



Johnnie Bryant, Secretary