



Montgomery County Emergency Services District No. 10

**DATE:** December 14, 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, December 14, 2017 at 2:30 p.m. inside the boundaries of the District.

**AGENDA ITEM:**

**1. Call Meeting to order**

At 2:33 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:

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

<b>COMMISSIONER</b>	<b>BOARD POSITION</b>	
Robert Buschardt	President	Present
Scot Wall	Vice President	Present
Johnnie Bryant	Secretary	Present
Tate Robinson	Treasurer/Investment Officer	Present
Buck Carraway	Assistant Secretary/Treasurer	Absent

4 of 5 said Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Assistant Chief Kevin Walters, and MVFD Assistant Chief August Naumann, District Office Manager Rhonda Reinholz, Cathy Branco of Municipal Accounts & Consulting LP., District legal counsel John Peeler of Coveler & Peeler, and sales tax consultants Ryan Fortner and Lizandro Campos of Sales Revenue Inc. Let the minutes reflect that Commissioner Wall arrived at 2:45 pm.

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Robinson 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 Buschardt and seconded by Commissioner Robinson, the Board unanimously approved the District's Regular Meeting of November 9, 2017 minutes.

**The Board agreed to take some items out of order as posted on the Agenda and moved to item #7 before addressing item #5.**

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

Ryan Fortner and Lizandro Campos presented the December 2017 Sales Tax Report.

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

**Mr. Fortner exited the meeting at 2:46 pm**

**5. To receive a Financial Report from the District Bookkeeper and to pay District bills and to address financial matters including depositories, Investment Policy 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 December 14, 2017 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Robinson 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:

1867 to Sigma Surveillance DBA STS360 in the amount of \$30,017.70 for Soft Costs – Station 187 Video and Access Control;

1868 to Sigma Surveillance DBA STS360 in the amount of \$11,001.06 for Soft Costs – Station 187 Cabling;

1869 to Sigma Surveillance DBA STS360 in the amount of \$46,668.65 for Access Control for Stations 182, 183, 184, 185, and 186 Door Lock Project.

No further action was necessary.

**The meeting was recessed at 3:04 pm.**

**The meeting reconvened for regular business at 3:51 pm.**

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

Ms. Branco presented the October and November 2017 tax report.

A copy of the October and November 2017 Tax Report is attached hereto as **Exhibit B**.

**8. To review and discuss District reserve fund in light of expected revenues and expenditures for FY 2018 and beyond, including the amount that should be available in reserve and how to reach that amount.**

No action was necessary.

**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 Wall and seconded by Commissioner Robinson, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1856 in the amount of \$561,759.38 for Payroll and check number 1857 in the amount of \$94,489.79 for Maintenance & Operations.

A copy of the Bookkeeper's Report December 14, 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 Robinson and seconded by Commissioner Bryant, the Board unanimously approved the payment of check number(s):

1861 to Sigma Surveillance DBA STS360 in the amount of \$2,295.57 for Video Cameras for Stations 182, 183, 184, 185, and 186 Door Lock Project;

1862 to Miller Mechanical in the amount of \$3,901.02 for Soft Costs – Ice Machine for Station 187;

1863 to Quill in the amount of \$21,883.36 for Fire Proof File Cabinets;

1867 to Sigma Surveillance DBA STS360 in the amount of \$30,017.70 for Soft Costs – Station 187 Video and Access Control;

1868 to Sigma Surveillance DBA STS360 in the amount of \$11,001.06 for Soft Costs – Station 187 Cabling;

1869 to Sigma Surveillance DBA STS360 in the amount of \$46,668.65 for Access Control for Stations 182, 183, 184, 185, and 186 Door Lock Project.

**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.**

No action was necessary. Discussion later ensued to roll over the 2017 unspent Capital Funds to the 2018 Capital Budget where to no action was necessary.



**12. To receive a report from Magnolia Volunteer Fire Department ("MVFD") regarding the good and welfare of the Fire Department and take action on requests for equipment and expenses for the Department.**

Assistant Chief August Naumann presented the Fire Chief's ESD and MVFD December 2017 Board Reports and handouts with special mention to the Board about the following topics:

- Presented a quote from Casco Industries for \$13,950.00 for a Skid Unit and requested up to \$14,500.00 to replace Booster 185 Skid Unit with a 300 Gallon Tank from Casco Industries to include additional incidental expenses that may be necessary.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved up to \$14,500.00 for the purchase of a Skid Unit for Booster 185 as presented by Assistant Chief Naumann. Upon discussion the motion was suspended pending clarification that the quote presented included a 300 Gallon Tank where to the Board moved to Item # 13.

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

Assistant Chief Kevin Walters presented the November 2017 GL and the 2017 4th Quarter November Rolling Budget.

Discussion on item #12 resumed immediately after item #13 where to Commissioner Bryant made a motion to approve up to \$14,500.00 for the purchase of a Skid Unit with a 300 Gallon Tank for Booster 185 to include any necessary incidental expenses, the motion was seconded by Commissioner Robinson thereto the Board unanimously approved the motion.

**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.**

No action was necessary.

**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 Robinson and seconded by Commissioner Bryant, the Board unanimously approved Pay Application #16 for Station 187 in the amount of \$59,570.70 as presented, with a combination of remaining loan funds and District funds and authorized Municipal Accounts to wire funds as instructed by the bank.

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

The Board addressed Item #12 and #18 together.

**19. 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 this topic was Tabled for further information from the Bookkeeper.

**20. 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.**

No action was necessary.

**21. 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 into Closed Session to consult with legal counsel at 4:47 pm and exited at 5:15 pm.

No action was taken on the items discussed during Closed Session.

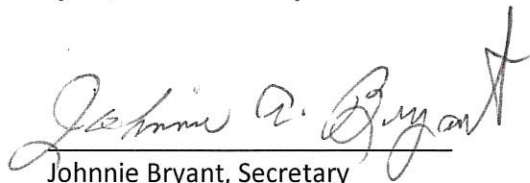
#### **24. ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved adjourning the meeting at 5:27 pm.

**Next regularly scheduled meeting will be on January 18, 2018 at 2:00 pm.**



Robert Buschardt, President



Johnnie Bryant, Secretary