



Montgomery County Emergency Services District No. 10

**DATE:** January 18, 2018

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, January 18, 2018 at 2:30 p.m. inside the boundaries of the District.

**AGENDA ITEM:**

**1. Call Meeting to order**

At 2:38 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 | Present |

All 5 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Gary Vincent, District Office Manager Rhonda Reinholz, Cathy Branco of Municipal Accounts & Consulting LP., and District legal counsel John Peeler of Coveler & Peeler arrived at 2:44 pm.

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Bryant led the Pledge to Texas.

The Invocation was given by Commissioner Wall.

*The Board agreed to take some items out of order as posted on the Agenda and moved to item #5 before addressing item #3.*

**5. To receive public comment.**

There was no public comment.

The Board agreed to take some items out of order as posted on the Agenda and moved to item #9 before addressing item #6.

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

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

**10. 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 January 18, 2018 is attached hereto as **EXHIBIT A**.

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

1886 to Payment Remittance Center in the amount of \$974.24 for Soft Costs – TV for Station 187 purchased on Assistant Chief Naumann's credit card;

1887 to Lowe's in the amount of \$289.46 for Soft Costs – Station 187 Station Supplies;

1888 to Northwest Communications in the amount of \$1,108.59 for Station 187 Alerting;

1889 to Hickory Corral in the amount of \$69.83 for January Meeting Expense.

No further action was necessary.

**3. To administer the oath of office to recently appointed/re-appointed commissioners.**

The District's legal counsel administered the oaths of office to Robert Buschardt and Scot Wall for the two (2) year term ending December 31, 2019 after reappointment as District Commissioners by Montgomery County Commissioner Charlie Riley.

**4. To elect Board Officers for the 2018 term.**

Upon a motion duly made by Commissioner Bryant, and seconded by Commissioner Robinson, hearing no other nominations, the Board unanimously approved for all officers to remain the same as 2017 thereto Commissioners Bryant, Buschardt, Carraway, Robinson, and Wall voting for the motion.

**6. To review and take action to retain the law firm Coveler & Peeler, P.C. to serve as District counsel.**

After discussion a motion was duly made by Commissioner Bryant and seconded by Commissioner Buschardt, whereto the Board unanimously approved to retain Coveler & Peeler to serve as District counsel.

**7. To review and take action on engagement of Auditor to prepare District 2017 Audit.**

Upon discussion of this topic no action was necessary.

**8. To review and take action to retain Municipal Accounts and Consulting to serve as District bookkeeper.**

Upon discussion of this topic no action was necessary.

**11. To review and take action on District 2018 Investment Policy.**

After discussion a motion was duly made by Commissioner Carraway and seconded by Commissioner Bryant, whereto the Board unanimously approved the 2018 Investment Policy as presented.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved to assign Katherine Turner and Mark Burton with Municipal Accounts as the District's Investment Officers.

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

Ms. Branco presented the December 2017 tax report.

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

**The meeting was recessed at 4:17 pm.**

**The meeting reconvened for regular business at 4:51 pm.**

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

The Board reviewed the January Sales Tax Report from Sales Revenue Inc.

A copy of the January 2018 Sales and Use Tax Report is attached hereto as **Exhibit C**.

**14. 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.

**15. 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 Carraway, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1875 in the amount of \$561,759.38 for Payroll and check number 1876 in the amount of \$94,489.79 for Maintenance & Operations.

A copy of the Bookkeeper's Report January 18, 2018 is attached hereto as **Exhibit A**.

**16. 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 Robinson, the Board unanimously approved the payment of check number(s):

1871 to Casco Industries in the amount of \$5,228.00 for Soft Costs – Gear Racks for Station 187;

1873 to First In Software in the amount of \$5,700.00 for Responder 360 system software for MDT Terminals Project;

1874 to Industrial Networking Solutions in the amount of \$9,205.53 for Modems for MDT Terminals Project;

1881 to Wells Fargo Visa in the amount of \$4,880.25 for Soft Costs – Wall Beds for 3 New Stations purchased on G Vincent's ESD Wells Fargo Visa;

1882 to Magnolia Volunteer Fire Department in the amount of \$4,939.81 for Reimbursement for the purchase of Tablets for MDT Terminals Project;

1883 to Quill in the amount of \$148.67 for Soft Costs – Kitchen appliances for Station 187.

1886 to Payment Remittance Center in the amount of \$974.24 for Soft Costs – TV for Station 187;

1887 to Lowe's in the amount of \$289.46 for Soft Costs – Station 187 station supplies;

1888 to Northwest Communications in the amount of \$1,108.59 for Soft Costs – Station 187 Alerting.

**17. 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 4<sup>th</sup> Quarter Reallocation check in the amount of \$63,666.22 for an annual total of \$149,478.36.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Carraway, the Board unanimously accepted the 2017 4<sup>th</sup> Quarter Reallocation check from the Department as presented.

**Commissioner Bryant exited the meeting at 5:07 pm**

**18. 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.**

Fire Chief Gary Vincent presented the Fire Chief's ESD and MVFD January 2018 Board Reports and handouts with special mention to the Board about the following topics:

- The Department will begin to man Station 187 on January 21<sup>st</sup>
- Presented a quote from Reliable Chevrolet for a 2017 Tahoe to be used as a Medical Response Vehicle at Station 187.
- Presented the 2017 Annual Reallocation Report
- Presented the 2017 Annual Department Roster

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

Fire Chief Gary Vincent presented the December 2017 GL, the 2017 4th Quarter Rolling Budget, and the 2017 Annual Summary Rolling Budget.

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

Upon discussion of this topic no action was necessary.

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

No action was necessary.

**22. 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.

**23. 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 discussion of this topic no action was necessary.

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

Upon discussion of this topic no action was necessary.

*The Board agreed to take some items out of order as posted on the Agenda and moved to item #26 before addressing item #25.*

**26. 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 the Board agreed to review the Building Access Policy drafted by legal counsel for probable execution at the next meeting.

**25. 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 taken on this topic.

**27. 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.

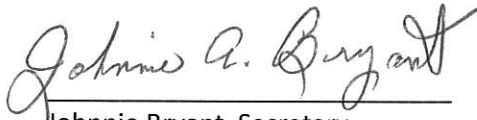
#### **24. ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made by Commissioner Wall and seconded by Commissioner Robinson, the Board unanimously approved adjourning the meeting at 5:56 pm.

**Next regularly scheduled meeting will be on February 8, 2018 at 2:00 pm.**



Robert Buschardt, President



Johnnie Bryant, Secretary