



Montgomery County Emergency Services District No. 10

DATE: March 8, 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, March 8, 2018 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:13 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.

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

4 of 5 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Gary Vincent, Assistant Chief August Naumann, District Office Manager Rhonda Reinholz, Cathy Branco of Municipal Accounts & Consulting LP., sales tax consultant Ryan Fortner of Sales Revenue Inc, Deputy Constable Silvio, and District legal counsel John Peeler of Coveler & Peeler.

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 Robinson and seconded by Commissioner Bryant, the Board approved the minutes of the District's Regular Meeting, January 18, 2018.

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.

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

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

The Board agreed to take some items out of order as posted on the Agenda and moved to item #12 before addressing item #5.

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.

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

- Out of Service Bunker Gear list and Out of Service parts list
- Presented the Department Annual Incident Report for 2017
- Request for up to \$8,000.00 to fund the fees and software to operate new MDC system
- ISO update
- Presented the 2017 Capital Budget savings data
- Annual Emergency Standby Generator Maintenance Quotes

Commissioner Bryant made a motion to allow up to \$8,000.00 to fund the fees and software to operate the new MDC system, the motion was seconded by Commissioner Robinson, where discussion ensued and the Board unanimously approved the motion.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the board unanimously approved \$6,060.00 for the generator maintenance contract as presented.

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 March 8, 2018 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:

1913 Voided;

1914 to Johnnie Bryant in the amount of \$752.21 for reimbursement of expenses incurred from 2018 SAFE-D Conference;

1915 to Buck Carraway in the amount of \$401.38 for reimbursement of expenses incurred from 2018 SAFE-D Conference;

1916 to Tate Robinson in the amount of \$907.34 for reimbursement of expenses incurred from 2018 SAFE-D Conference;

1917 to Robert Buschardt in the amount of \$531.28 for reimbursement of expenses incurred from 2018 SAFE-D Conference;

1918 to Hickory Corral in the amount of \$61.77 for March Meeting Expense;

1919 to Generator Supercenter in the amount of \$6,060.00 for 2018 Generator Maintenance Contract.

No further action was necessary.

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

There was not a February 2018 tax report to present however a copy of the January 2018 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.

Discussion ensued about establishing a line of credit for a minimum six (6) month operating budget for the purpose of emergency operations whereto Ms. Branco is to research terms for the Board to review.

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 Robinson, the Board unanimously approved the March 2018 payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1895 in the amount of \$561,759.38 for Payroll and check number 1896 in the amount of \$95,215.66 for Maintenance & Operations.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved the April 2018 payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1905 in the amount of \$561,759.38 for Payroll and check number 1906 in the amount of \$95,215.66 for Maintenance & Operations.

Discussion ensued and no further action was necessary.

A copy of the Bookkeeper's Report March 8, 2018 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 Robinson, the Board unanimously approved the payment of check number(s):

1890 to Casco Industries in the amount of \$13,950.00 for Booster 185 Skid Unit;

1894 to Lowe's in the amount of \$75.90 for Soft Costs – Station 187 station supplies;

1897 to Motorola in the amount of \$12,622.50 for Radio Equipment for two (2) Command Vehicles;

1900 to CLS Technology in the amount of \$625.00 for Soft Costs – Program Fire Alarms for 3 New Stations;

1904 to Lowe's in the amount of \$721.24 for Soft Costs – Station 187 Kitchen Table, Blinds, utility pump, and range filler plate.

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.

The meeting was recessed at 3:56 pm.

The meeting reconvened for regular business at 4:33 pm.

13. To receive a financial report from the Department.

Fire Chief Gary Vincent presented the January 2018 GL, the 2018 1st Quarter January Rolling Budget, and 2018 1st Quarter February Rolling Budget.

14. To review, discuss and take action on renewal of communication tower leases and related easements at District fire stations.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously authorized the District's legal counsel to negotiate the renewal of the communication tower lease for the Board to review at the next meeting.

15. 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.

16. To review, discuss and take action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.

No action was necessary.

17. 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 taken.

18. To receive a report and take action on improvements, repairs, maintenance and construction of District facilities, including utilities, construction payments, engagement of architectural or engineering services and selection of contractors.

No action was necessary.

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.

Upon discussion of this topic no action was taken.

21. To review and take action on District administrative procedures and policies, including matters related to laws passed during the 2017 legislative sessions and related to public access to District facilities.

District legal counsel presented a draft policy regarding access to District facilities – those used by the fire department and those used for District administration. Counsel presented concerns regarding potential premises liability issues, employee safety and potential workplace harassment concerns. After general discussion of this topic the Board instructed counsel to draft 2 Building Access policies - one dealing with access by the general public and a separate one for access by the District Commissioners, employees, and contractors.

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.

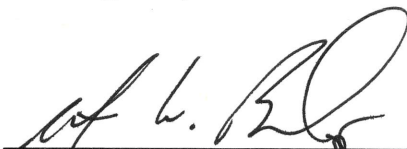
The Board entered into Closed Session at 6:12 pm and reconvened for regular business at 7:00 pm.

No action was necessary on items discussed in Closed Session.

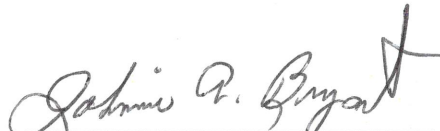
24. ADJOURNMENT

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 7:01 pm.

Next regularly scheduled meeting will be on April 12, 2018 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary