



Montgomery County Emergency Services District No. 10

DATE: May 10, 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, May 10, 2018 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:19 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	Present
Johnnie Bryant	Secretary	Absent
Tate Robinson	Treasurer/Investment Officer	Present
Buck Carraway	Assistant Secretary/Treasurer	Absent

3 of 5 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Gary Vincent, and District Office Manager Rhonda Reinholz, Cathy Branco of Municipal Accounts & Consulting LP., Deputy Constable Ramirez, 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 Wall.

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, April 12, 2018.

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 May 10, 2018 is attached hereto as **EXHIBIT A** in addition to a copy of the Quarterly Investment Report 01/01/2018 – 03/31/2018 attached hereto as **EXHIBIT B**.

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

- 1947 to Kristina Ramirez in the amount of \$160.00 for Security Services at the District's May Meeting;
- 1948 was voided;
- 1949 to Hickory Corral in the amount of \$98.83 for May meeting expenses;
- 1950 to Payment Remittance Center in the amount of \$329.63 for MDC power cables for the MDT Project purchased on Assistant Chief Naumann's Department credit card.

No further action was necessary.

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

Ms. Branco presented the April 2018 tax report.

A copy of the April 2018 Tax Report is attached hereto as **EXHIBIT C**.

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

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

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

8. To review and take action on granting tax exemptions.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Wall, the Board unanimously adopted the Montgomery Central Appraisal District "Verification of Exemption" request for the year of 2018, commensurate to 2017, as follows:

Homestead	\$	<u>0.00</u>
Over 65	\$	<u>50,000.00</u>
Disability	\$	<u>50,000.00</u>

A copy of the "MCAD Request for Verification of Exemption Information for use on the 2018 Notices of Appraised Value and 2018 Assessment Rolls", is attached hereto as **EXHIBIT E**.

9. To review and discuss District reserve fund in light of expected revenues and expenditures, including the amount that should be available in reserve and how to reach that amount.

Upon discussion of this topic no action was necessary.

10. To review and act 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 June 2018 payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1941 in the amount of \$561,759.38 for Payroll and check number 1942 in the amount of \$95,215.66 for Maintenance & Operations.

A copy of the Bookkeeper's Report May 10, 2018 is attached hereto as **EXHIBIT A**.

11. To review and act on the payment of capital 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 check number(s):

1934 to Building Consulting Services in the amount of \$375.00 for Station 187 Field Report #13;
1945 to Northwest Communications in the amount of \$2,010.70 for GPS and WiFi Antennas for MDT Project;
1950 to Payment Remittance Center in the amount of \$329.63 for MDC power cables for the MDT Project purchased on Assistant Chief Naumann's Department credit card.

12. To receive a report and act 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.

13. 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 May 2018 Report, the Fire Chief's MVFD May 2018 Board Reports, and handouts with special mention to the Board about the following topics:

- We continue to work to improve our operations and remain within Budget. We are evaluating our service delivery area in order to improve our customer service. The risk is increasing within the territory and we must be proactive to stay ahead of the service demands on the Department.
- Our 2nd Annual Spring Employee Appreciation Bar-B-Que was a great success.
- We are in the implementation phase of our Time and Attendance program with ADP.
- Pump Testing has been scheduled.
- We have been working with our Texas State Representative, Mr. Cecil Bell, on our concerns with the FEMA process for reimbursement grant funding for our Hurricane Harvey expenses. He has listened to our concerns and we are working together to offer suggestions to improve the process going forward.
- We were able to send several (5) of our members to the FDIC Conference. They brought back some very valuable information and suggestions for consideration to improve our operations
- The Traffic Light Preemption program that the Hospital District has initiated countywide is contracted with Global Traffic Technologies (GTT). We are looking at the options for our vehicles. We have a map of where they are already installed and they are continuing to install more in our area.

- We will be addressing Radio upgrades to our existing radios in the very near future. Motorola is developing several upgrades that will improve our existing radios and extend the radio's useful life. Considering the cost of a new replacement radio, this will be a very good investment for the Department.

14. To receive a financial report from the MVFD.

Fire Chief Gary Vincent presented the March 2018 GL and the 2018 2nd Quarter April Rolling Budget.

The meeting was recessed at 3:26 pm.

The meeting reconvened for regular business at 4:14 pm.

15. To review, discuss and act on renewal of communication tower leases and related easements at District fire stations.

Upon discussion of this topic no action was necessary, though the Board asked counsel to review the issue and bring information regarding the ownership of the property to the next meeting.

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

No action was necessary.

17. To review, discuss and act for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code.

No action was necessary.

18. To review and act on real estate matters, including but not limited to purchase, sale, utilities, encumbrances and/or easements.

No action was necessary.

19. To receive a report and act on improvements, repairs, maintenance and construction of 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.

20. To review and act to approve the purchase of capital assets, including vehicles, fire fighting apparatus and equipment.

Upon discussion of this topic no action was necessary.

21. To review and act 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.

22. To review and act on District administrative procedures and policies, including matters related to public access to District facilities and procedures for providing material to the Board for review and action at meetings.

Upon discussion of this topic no action was necessary.

23. To review and act on interlocal agreement with Montgomery County Hospital District or other Emergency Services on traffic preemption equipment and procedures.

Upon discussion of this topic no action was necessary.

24. To meet in Closed Session, pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.

The Board did not enter into Closed Session.

The Board agreed to take some items out of order as posted on the Agenda and readdressed item #20 before addressing item #25.

20. To review and act to approve the purchase of capital assets, including vehicles, fire fighting apparatus and equipment.

Discussion ensued on how the future growth of the Magnolia area will affect the needs of the Department where to no action was necessary.

25. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

The Board did not enter into Closed Session.


26. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

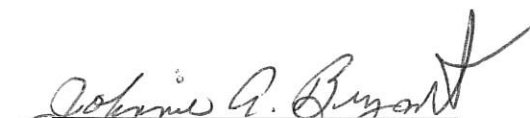
The Board did not enter into Closed Session.

27. 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 4:55 pm.

Next regularly scheduled meeting will be on June 7, 2018 at 2:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary