



Montgomery County Emergency Services District No. 10

DATE: June 7, 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, June 7, 2018 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:08 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	Present
Tate Robinson	Treasurer/Investment Officer	Present
Buck Carraway	Assistant Secretary/Treasurer	Absent

4 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 Silvio, and District legal counsel John Peeler of Coveler & Peeler.

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.

There was no public comment.

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

Upon a motion duly made by Commissioner Robinson, seconded by Commissioner Buschardt, and Commissioner Bryant abstained, the Board approved the minutes of the District's Regular Meeting, May 10, 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 June 7, 2018 is attached hereto as **EXHIBIT A**

Upon a motion duly made by Commissioner Bryant 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:

1962 to Coveler and Peeler in the amount of \$2,517.51 for Legal Services May 2018;

1963 to Wells Fargo Payment Remittance Center in the amount of \$849.99 for Soft Costs- Compressor for Station 187 purchased on Chief Naumann's Wells Fargo Visa;

1964 to Hickory Corral in the amount of \$87.96 for June Meeting Expense.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved to reinvest the following CD's with maturity dates no greater than six (6) months:

- 1) Third Coast Bank CD maturing 12/11/2017.

No further action was necessary.

6. To review and discuss appraisal values of the District and authorize counsel to prepare and publish Effective Tax Rate Notice.

Upon discussion of this topic, the Board was in agreement to adopt a tentative 2018 Tax Rate Calendar:

- August 9, 2018 Regular Meeting at 2:00 pm to discuss tax rate; if proposed tax rate will exceed the rollback rate (whichever is lower), take record vote and schedule public hearing.
- August 23, 2018 First Public Hearing at 2:00 pm
- August 30, 2018 Second Public Hearing at 2:00 pm
- September 6, 2018 Regular Meeting at 2:00 pm to Adopt Tax Rate
- September 13, 2018 backup date of Regular Meeting at 2:00 pm if there is not a quorum for the meeting scheduled on September 6, 2018

Discussion further ensued and upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board authorized counsel to prepare and publish the Effective Tax Rate Notice.

A copy of the Preliminary Tax Roll is attached hereto as **EXHIBIT B**.

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

There was not a Tax Report.

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

There was not a Sales Tax Report from Sales Revenue Inc.

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.

The Board agreed to tentatively schedule a workshop on November 1, 2018 at 2:00 pm to address this topic.

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 Robinson and seconded by Commissioner Bryant, the Board unanimously approved the August 2018 payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1954 in the amount of \$561,759.38 for Payroll and check number 1955 in the amount of \$95,215.66 for Maintenance & Operations.

A copy of the Bookkeeper's Report June 7, 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 Robinson and seconded by Commissioner Wall, the Board unanimously approved the payment of check number(s):

1951 to Brett Eaton in the amount of \$750.00 for Soft Costs - Lot Maintenance for overgrown vegetation at 3 New Stations for overgrown vegetation;

1957 to Rios Fence Company in the amount of \$7,546.50 for Soft Costs - Generator and HVAC Fences for 3 New Stations;

1963 to Wells Fargo Payment Remittance Center in the amount of \$849.99 for Soft Costs- Compressor for Station 187 purchased on Chief Naumann's Wells Fargo Visa.

The meeting was recessed at 3:31 pm.

The meeting reconvened for regular business at 4:09 pm.

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

- Ladder testing is in progress
- The Department implementation phase of the Time and Attendance program with ADP continues to move forward with the first payroll by ADP scheduled for July 13th.
- Presented a list of old obsolete out of service air pac cylinders that has to be removed from service
- We continue to have dialog with the State on our Hurricane Harvey Reimbursement Grant issues. It appears they are listening to our concerns and are generating real interest and discussion within the system. We have finalized submissions on our two (2) 2017 Tax Day and Memorial Day Flood Grants.
- Request funding for a total of four (4) Traffic Signal Pre-emption vehicle units.
- Request funding for ¼ Turn Hydrant Valves for the Engines and Tankers to reduce our refill times which ISO measures, and should improve our ISO score slightly.
- Request funding to cover station repairs that are not within the Department budget for Annual Fire Systems Inspections and the associated repair items related to getting our Fire Alarm Systems, Sprinkler Systems, and Ansul Extinguishing Kitchen Hood systems up to code after the Annual Inspections were completed. Our line item was challenged by the purchase of the 183 Air Conditioner system this quarter.
- Request funding to purchase 70 Lapel Mikes of which we may request the additional 60 lapel mikes at a later date.
- Request funding for Motorola Software upgrades to improve our existing radios and extend the radio's useful life.
- Recommendation to purchase two (2) Red Tahoes for Medical Response Vehicles and one (1) 2500 Dbl Cab Long Bed Pick-up for a Booster. We need four (4) Medical Response Vehicles and one 1 Booster to stay on schedule.
- Recommendation to consider ordering a Tanker this year to be funded in 2019. We need two (2) Tankers to stay on schedule.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved to destroy the old obsolete out of service air pac cylinders as presented.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved up to \$16,000.00 to purchase four (4) Traffic Signal Pre-emption vehicle units as presented.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Robinson, the Board unanimously approved up to \$8,500.00 to purchase ¼ Turn Hydrant Valves for the Engines and Tankers as presented.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved up to \$8,000.00 for Annual Fire Alarm Systems, Sprinkler Systems, and Ansul Extinguishing Kitchen Hood inspections and repairs as presented.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved up to \$15,400.00 to purchase 70 Lapel Mikes as presented.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved up to \$33,000.00 to purchase Motorola Software upgrades as presented.

Discussion ensued regarding Heavy and Light Apparatus replacement schedule. The Board was in agreement for Ms. Branco to review the District loan payments for an affordable loan payment recommendation. Ms. Branco

will also prepare a Debt Service schedule to the end of the year to present at the next regularly scheduled meeting.

The Board unanimously agreed to authorize Fire Chief Gary Vincent to acquire quotes for four (4) 2019 Tahoes to be utilized as Medical Response Vehicles and also to acquire a quote for one (1) 2500 Dbl Cab Long Bed Pick-up to be utilized as a Booster.

14. To receive a financial report from the MVFD.

Fire Chief Gary Vincent presented the May 2018 2nd Quarter Rolling Budget.

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

The District's legal counsel informed the Board that the District doesn't own the property that the tower is on therefore, it is the recommendation of the District's legal counsel for the Magnolia Volunteer Fire Department to review and accept the offer of the tower lease agreement of which the Board was in agreement.

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.

No action was necessary.

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

This topic was discussed on item number 13.

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.

Upon discussion of this topic in Executive Session 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.

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.

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 entered into Executive Session at 5:43 pm and reconvened for regular business at 6:20 pm.

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

The Board entered into Executive Session at 5:43 pm and reconvened for regular business at 6:20 pm.


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

The Board entered into Executive Session at 5:43 pm and reconvened for regular business at 6:20 pm.

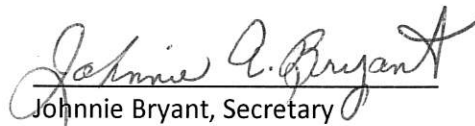
27. ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved adjourning the meeting at 6:21 pm.

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



Robert Buschardt, President



Johnnie Bryant, Secretary