



Montgomery County Emergency Services District No. 10

**DATE:** October 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, October 18, 2018 at 2:00 p.m. inside the boundaries of the District.

**AGENDA ITEM:**

**1. Call Meeting to order**

At 2:05 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	Absent
Buck Carraway	Assistant Secretary/Treasurer	Absent

3 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Gary Vincent, and District Assistant Office Manager Julie Biscamp, Mark Miller of Municipal Accounts & Consulting LP., Deputy Silvio, Ryan Fortner of Sales Revenue Inc., and District legal counsel John Peeler of Coveler & Peeler, PC.

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 Bryant and seconded by Commissioner Wall, the Board unanimously approved the minutes of the District's Regular Meeting held September 6, 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.**

Mr. Miller 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 October 18, 2018 is attached hereto as **EXHIBIT A**.

During the presentation of the current financial report, Mr. Miller also noted that certain FY 2019 budget items which were based upon the 2018 preliminary appraisal values might need to be adjusted during the 2019 mid-year budget review due to the change between the preliminary values and certified values. Mr. Peeler agreed that a mid-year budget review would resolve any issues.

Upon a motion duly made by Commissioner Wall 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:

2025 to Hickory Corral in the amount of \$87.96 for October Meeting Expense.

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

Mr. Miller presented the September 2018 tax report.

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

Ryan Fortner presented the October 2018 Sales Tax Report from Sales Revenue Inc.

**8. 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.**

No action was necessary.

**9. 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 Bryant, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 2019 in the amount of \$561,759.38 for November 2018 Payroll and check number 2020 in the amount of \$93,275.98 for November 2018 Maintenance & Operations.

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

**10. 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 Buschardt and seconded by Commissioner Bryant, the Board unanimously approved the payment of check number(s):  
2009 to Altex Electronics in the amount of \$986.72 for Station Security Camera Project supplies;  
2010 to Atlas RFID in the amount of \$1,483.00 for 300 RFID Tags for 300 Helmet Flashlights;  
2011 to Magnolia Volunteer Fire Department in the amount of \$16.57 for Station Security Camera Project supplies purchased at Lowe's;  
2012 to Magnolia Volunteer Fire Department in the amount of \$3,370.63 for 27 Station Security Cameras purchased from Amazon on Gary Vincent's Department credit card.

**11. 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.**

Fire Chief Gary Vincent presented the 2018 3rd Quarter reallocation check in the amount of \$1,527.33

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved to accept the 2018 3<sup>rd</sup> Quarter Reallocation Check.

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

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

-The Department has begun the conversion from Firehouse to Fire Programs for our daily recordkeeping operations and recordkeeping capability.

- We have had another great month in MVFD! The Employee Appreciation Ceremony was another success, and we were able to avoid a major motor vehicle accident, E-184, that could have been much worse. We had a minor injury, but the firefighter has already recovered and is back at work.

- Station 187 was struck by lightning and sustained a major hit. An electrical contractor has been contacted to evaluate the damage and provide us documentation for our insurance company.

- We would like to change the Traffic Pre-emption equipment installations from MR-181 and MR-186 to Engine 182 and Engine 185. We should take delivery of the new MR cars in January and we will be removing the Traffic Pre-emption equipment almost as soon as we install it if we put it on the MR cars today. It would be much more efficient to install it on two Engines and install the traffic Pre-emption equipment on the new MR cars as we put them in service.

- We are requesting \$15,000 to fund rolling out the Inventory Accountability Project to the Stations. We have developed an inventory system that works and have been using it on a trial basis at the Administration office to fine tune the system with the funds that you have previously approved. We are now ready to roll it out to the various stations Department wide.

- We have been in contact with the insurance company on Engine 184. They have been very helpful, and they are working on it but, this will be a long, slow process to rebuild the Engine and get it back in service. Please be patient and be prepared for this to take a long time.

- The Executive Fire Board has signed the contract with T-Mobile on the Tower Lease at Station 182. Thank you to Mr. Peeler for his assistance on that project. The final agreement did not include a joint Emergency Generator for Station 182 so, we will still need one at Station 182 at some point in the future.

- We have been working very hard on the Tanker quotes and would like to share our information with the Board.

- The two old E-One Engines have been readied for delivery to Todd Mission Fire Department and Shiro Fire Department. Both Departments are very appreciative of Magnolia's support and have asked that I let the Board know how much it means to those communities.

- We have added the outside security camera's to Station 182. At this time, Stations 181, 182, 187, 188, and 189 are completed both inside and outside. Stations 183, 184, 185, and 186 are completed inside, and we are working

on the installations for the outside to finish the project. We are trying to squeeze this in between other higher priority repairs and projects.

- Our forklift is almost operational! We need (12) 2-Volt batteries to operate the forklift. The old batteries that came with the donated forklift are not holding a charge and did not respond to reconditioning. The quote to replace the batteries is \$3,500.00

- We have started adding the new EMS bags to the fleet. They fit the larger Oxygen Cylinders that the rest of the county has been using, and our modernization avoids MCHD having order Oxygen Cylinders that fit only our old EMS bags. We are the last FD in the county to convert our EMS bags. This is in part due to the number of EMS Bags we carry compared to other Fire Departments.

- I am requesting up to \$4,500.00 from the Capital Budget for T-shirts and Polos. We have not had a bulk purchase in quite a while, and it is time to restock the Quartermaster with these items that are our daily uniforms. I have the quotes for you to review.

- National Night Out was another success. Hundreds of members of the community participated.

- Our 1952 American LaFrance Fire Parade truck is almost completed. It is running and looks amazing!! It has a little more fine tuning to do, but it is running!!

- The Helmet flashlight project has been inventoried and the flashlights are being distributed currently. EVERYONE loves the new flashlight and has expressed their thanks to the Board for the new safety tool!!

- We will be submitting an AFG grant this year for 6-Battery Operated Rescue Equipment Systems (Spreader, Cutters, Ram). Last year's request for 86 Air Pacs, 200 individual facepieces, and 2 FIT Testing equipment stations (\$901,000.00) was not approved by AFG. It is a numbers game, as there are ALWAYS many more requests for funding than there are funds available for the grant requests, but we keep trying. Please know this is a lot of work to just apply!!

- We have added a post fire Decon kit to our Engines to try to reduce our firefighters exposure to cancer causing products of combustion. Every little step to prevent cancer helps!

- We are looking for \$10,000 for a device to determine if electrical lines are energized. The kit includes the chargers and testing tools. Currently, we have no method to determine if power lines are energized or not on our apparatus.

- We have a Quarterly reallocation check of \$1,527.33. This was a difficult Quarter for us, as we are squeezing a lot of project work into the last two quarters of the year this year.

- I would like to ask you consider buying the remaining 3 Medical Response cars. They would be \$67,000.00 each since we would not have any reusable old equipment from existing MR cars at stations 187, 188, and 189. It would be much easier to manage the project once than twice. If we wait until January 2019 to purchase the remaining 3 MR cars, it just reduces our efficiency on the project. We can make a purchase order adjustment to the existing purchase order and get all 9 off the same Purchase Order at the same existing price, and possibly avoid a price increase in the future.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved up to \$10,000.00 as presented to purchase 9 Electrical Line Evaluation Kits.

The Board discussed the purchase of 3 additional MR cars and was in agreement to add 3 MR cars to the existing purchase order whereupon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved up to \$201,000.00 as presented to purchase 3 additional MR cars.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved up to \$3,500.00 to purchase batteries as presented for the donated forklift.

**The meeting was recessed at 3:38 pm.**

**The meeting reconvened for regular business at 4:17 pm.**

Commissioner Buschardt readdressed the motion for the forklift batteries thereto discussion ensued and Commissioner Bryant amended the motion that allocated funds up to \$8,000.00 as presented to purchase T-Shirts and Polos, and batteries for the donated forklift whereupon the motion was unanimously approved.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Bryant, the Board unanimously approved up to \$15,000.00 as presented for the Inventory Accountability Project.

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

Fire Chief Gary Vincent presented the September 2018 3rd Quarter Rolling Budget, and July, August, and September 2018 GL's.

**14. To review and take action on revisions to District 2019 budget.**

As discussed earlier, the Board agreed that they probably will not need to amend the 2019 Adopted Budget until mid-year 2019 budget review.

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

No action was necessary.

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

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously declared units 40 and 41 as surplus and authorized the sale of the two (2) 2000 E-One Fire Engines, Unit #40 to the Todd Mission Fire Department and Unit 41 to the Shiro Fire Department for \$22,500 each.

**17. 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.

**18. 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.

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

This topic was discussed under Item 12.

**20. 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.

**21. To review and act on District administrative procedures and policies, including matters related to public access to District facilities and meeting procedures.**

No action was necessary.

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

No action was necessary.

**23. To review and take action to approve legislative services under legal services representation.**

Mr. Peeler reminded the Board that the preparations for the 2019 Texas Legislative Session are underway and asked the Board to approve the addition of legislative services, including retaining consultants, under the District's previously approved engagement agreement with Coveler & Peeler, PC. Discussion ensued on this topic where to Commissioner Buschardt made a motion to approve addition of legislative services, including retaining consultants, under the District's previously approved engagement agreement with Coveler & Peeler, PC and to fund up to \$20,000.00 to that project where to the motion was seconded by Commissioner Bryant, Commissioner Wall abstained due to his work as a chaplain for the Legislature, thereto the motion passed by a majority of the Commissioners present and voting.

**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.**

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

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

**27. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.**

The Board entered into Closed Session under items 24 and 26 at 5:09 pm and reconvened for regular business at 5:35 pm. The Board did not conduct Closed Session under items 25 and 27.

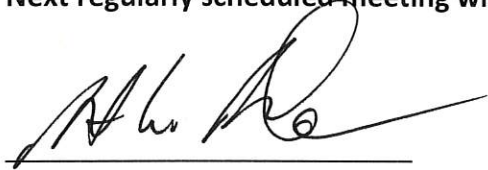
28. To review and take action regarding District Commissioner appointments for the 2019 – 2020 term, including making non-binding recommendation to Commissioners Court.

No action was necessary.

**29. ADJOURNMENT**

There being no further business to come before the Board, the Board unanimously approved adjourning the meeting at 5:38 pm.

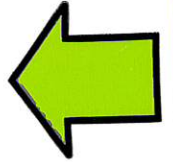
Next regularly scheduled meeting will be tentatively on November 8, 2018 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary



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