



Montgomery County Emergency Services District No. 10

DATE: August 9, 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, August 9, 2018 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:16 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	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 Office Manager Rhonda Reinholz, Cathy Branco of Municipal Accounts & Consulting LP., Deputy McKeon, District legal counsel John Peeler of Coveler & Peeler, and Ryan Fortner of Sales Revenue Inc.

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Bryant led the Pledge to Texas.

The Invocation was given by Fire Chief Gary Vincent.

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 Robinson, the Board unanimously approved the minutes of the District's Regular Meeting, July 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 August 9, 2018 is attached hereto as **EXHIBIT A.**

A copy of the Debt Service Report 08/01/2018 – 08/01/2050 is attached hereto as **EXHIBIT B.**

A copy of the Quarterly Investment Report Period Ending June 30, 2018 is attached hereto as **EXHIBIT C.**

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) Allegiance Bank CD maturing 09/04/2018.

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:

1988 VOID

1983 VOID

1989 Replaces 1983 to Magnolia VFD in the amount of \$93,273.98 for M&O Transfer 09/18

1990 to Hickory Corral in the amount of \$86.04 for August Meeting Expense

1991 to Kristina McKeon in the amount of \$160.00 for Security for August Meeting

1992 to Casco Industries in the amount of \$7,710.00 for ¼ Turn Hydrant Valves.

No further action was necessary.

Further discussion ensued on this topic after Item 22 was readdressed and upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved additional check number 1993 to Kristina McKeon in the amount of \$40.00 for an additional one (1) hour of Security Services for the August Meeting.

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

There was no tax report.

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

Ryan Fortner with Sales Revenue Inc. presented the August 2018 Sales and Use Tax Report.

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

The meeting was recessed at 2:52 pm.

The meeting reconvened for regular business at 2:57 pm.

8. To review, discuss and take action on the proposed District 2019 budget.

Once the proposed District 2019 budget was reviewed, Commissioner Bryant made a motion to accept the District 2019 budget. Commissioner Robinson seconded the motion and the Board approved the motion with Robert Buschardt, Johnnie Bryant, and Tate Robinson voting for the motion and Commissioner Wall and Carraway were absent.

A copy of the proposed District 2019 Budget is attached hereto as **EXHIBIT E** with a correction to the Maintenance Tax Collection Revenue to reflect the Certified Values instead of Preliminary Values.

A copy of the MC – ESD 10 GOF Profit & Loss January through December 2018 is attached hereto as **EXHIBIT F**.

A copy of the Estimate of Value-Tax Calculation for 2018 Tax Year-Tax Rate for Montgomery ESD No. 10 with 0.1000 Tax Levy for 2018 is attached hereto as **EXHIBIT G** with corrections to reflect accurate tax rates. Let the minutes reflect that the bookkeeper is to provide the District with a copy once corrections are complete.

9. To review and take action on the 2018 Tax Rate, including action to adopt a rate at or below the Effective Tax Rate or to propose a rate above the Effective Tax Rate and to schedule public hearings and to authorize publication of newspaper notices required by the Tax Code.

Once the tax rate information was reviewed, Commissioner Robinson made a motion to propose a property tax rate of \$0.10/\$100 of taxable value. Commissioner Bryant seconded the motion and the Board approved the motion with Robert Buschardt, Johnnie Bryant and Tate Robinson voting for the motion, and Scot Wall and Buck Carraway were absent. Of the 5 said commissioners, there were three (3) voting in favor, none voting against, none present and not voting, and two (2) absent where to the Board unanimously approved the tax adoption schedule of public hearings on August 23rd at 2:00 pm, and August 30th at 2:00 pm, with the final action taken to adopt the rate on September 6, 2018 at 2:00 pm of which all meetings will be held at the Magnolia Volunteer Fire Department located at 18215 Buddy Riley Blvd, Magnolia Texas 77354, thereto the Board authorized Mr. Peeler to coordinate with the Tax Office on the required notices.

A copy of the following reports are attached hereto as **EXHIBITS B, E, F, & G**;

E) MC ESD 10 - GOF Proposed Budget FYE 2019 with noted corrections

F) MC – ESD 10 – GOF Profit & Loss January through December 2018

G) Estimate of Value-Tax Calculation for 2018-Tax Rate for Montgomery ESD No. 10 with 0.1000 Tax Levy for 2018 with noted corrections

B) ESD No. 10-District Debt Service Payments 08/01/2018 - 08/31/2050

The meeting was recessed at 3:41 pm.

The meeting reconvened for regular business at 4:22 pm

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 Buschardt 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 1982 in the amount of \$561,759.38 for September 2018 Payroll and check number 1989 in the amount of \$93,273.98 for September 2018 Maintenance & Operations.

A copy of the Bookkeeper's Report August 9, 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 Buschardt and seconded by Commissioner Bryant, the Board unanimously approved the payment of check number(s):

1985 to D3 and Sons, Inc. in the amount of \$63.00 for Fire Station 181 FDC Sign as part of the Annual Inspection/Testing/Repair of Fire Alarms, Fire Sprinklers, Hood Extinguishers, and Fire Extinguishers for the Department;

1986 to First In Software in the amount of \$1,180.00 for Fees and Software to operate the new MDC system;

1987 to Hutton Communications in the amount of \$90.32 for Equipment for MDT Project

1992 to Casco Industries in the amount of \$7,710.00 for ¼ Turn Hydrant Valves Project.

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.

Fire Chief Gary Vincent presented the 2018 2nd Quarter reallocation check in the amount of \$65,004.81.

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 August 2018 Report and MVFD August 2018 Board Reports, and handouts with special mention to the Board about the following topics:

- Presented Fire Chief's ESD Board Report August 2018 Packet to include a prospective MVFD Organizational Chart inclusive of a Communications Division
- Presented Helmet Safety Flashlights and Station Security Cameras Packet request to purchase at a combined cost of \$42,000.00 utilizing the 2018 2nd Quarter Reallocation Check presented on Item 12 and District Reserve Account funds of \$23,000.00
- Presented MVFD Number of Shits Staffed for the Year of 2018
- Presented current amount of available funds in the capital budget as of August 9, 2018
- Presented Medical Responder Vehicle Log
- Presented Medical Response Vehicles Packet to request an amount of \$45,000.00 for each Medical Response Vehicle and equipment which includes
 - a. a quote from Silsbee Fleet Group for five (5) 2019 Dodge Durangos at a price of \$26,759.00 each with an additional \$600.00 HGAC Fee for each vehicle.
 - b. a price estimate for emergency lights, sirens, radios, etc. using existing equipment
 - c. a price estimate for vehicle striping, console, etc.
- Presented Booster 187 Packet to request an amount of \$102,000.00 for the vehicle and equipment which includes price estimates for the following:
 - a. Truck \$40,00.00
 - b. Skid Unit \$18,000.00
 - c. Emergency lights, sirens, etc. using existing equipment \$15,000.00
 - d. Front bumper, spring upgrade, installation \$6,000.00
 - e. Striping, console, etc. \$3,000.00
 - f. 2 portable and 1 mobile radio \$20,000.00
- Presented Rescue Truck Examples Packet

- Presented Fire Apparatus Proposal Packet from HGAC vendor Ferrara Fire Apparatus, Inc. via Hall Motors for Two (2) Ferrara Fire Apparatus, Inc. custom tanker/pumper mounted on a Cinder chassis for a total of \$1,327,282.00 to include optional financing options
- Presented the MVFD 2018 Employee Appreciation Ceremony Invitation

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, and after further discussion, the Board unanimously approved up to \$42,000.00 for the purchase of Helmet Safety Flashlights and Station Security Cameras.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, and after further discussion, the Board unanimously approved up to \$150,000.00 to purchase three (3) Medical Response Vehicles and equipment.

Commissioner Robinson made a motion to purchase two (2) Ferrara Cinder Tankers as presented in the proposal from Ferrara Fire Apparatus, Inc. and with a delivery after May of 2019. The motion was seconded by Commissioner Bryant then after further discussion about the loan terms in the proposal, the motion was withdrawn by Commissioners Robinson and Bryant.

The Board was in agreement for Ms. Branco and legal counsel to solicit loan estimates for the purchase of two (2) Ferrara Cinder Tankers as specified in the proposal.

14. To receive a financial report from the MVFD.

Fire Chief Gary Vincent presented the July 2018 3rd Quarter Rolling Budget and June 30, 2018 GL.

15. To review and take action on Magnolia VFD Executive Fire Board applicants for appointment effective September 1, 2018.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved the recommendations to fill three (3) Fire Board positions with the reappointment of Mr. Chris Thornton and Mr. Adam Vulgamott and the appointment of Mr. Scott St. John to serve on the Executive Fire Board of the Magnolia Volunteer Fire Department for a two year term effective September 01, 2018 thru August 31, 2020.

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

No action was necessary

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

Fire Chief Gary Vincent gave a verbal report of which to also reference his MVFD August 2018 Fire Chief Report whereto no action was necessary.

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

Fire Chief Gary Vincent gave a verbal report whereto no action was necessary.

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

Fire Chief Gary Vincent gave a verbal report whereto no action was necessary.

20. 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.

Fire Chief Gary Vincent gave a verbal report about replacing an A/C Unit at Station 181 where to no action was necessary.

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

This topic was addressed under Item 13.

22. 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.

Further discussion ensued on this topic after Item 24 was addressed, at which time Ms. Reinholz gave a verbal report on the vision plan renewal, stating that after review of the vision plan insurance proposals it was advantageous to keep the prior vision plan in place where to no action was necessary.

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

The District's legal counsel gave a verbal update where to no action was necessary.

The meeting was recessed at 6:28 pm.

The meeting reconvened for regular business at 6:30 pm.

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

Fire Chief Gary Vincent gave a verbal update where to no action was necessary.

The Board agreed to go out of order as posted on the Agenda and readdressed item #22 and #5 before addressing item #25.

25. 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 6:34 pm and reconvened for regular business at 6:52 pm.

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

The Board entered into Executive Session at 6:34 pm and reconvened for regular business at 6:52 pm.


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

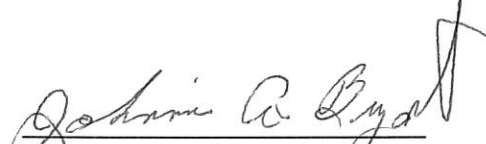
The Board did not enter into Executive Session.

28. 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 6:52 pm.

Next regularly scheduled meeting will be on September 6, 2018 at 2:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary



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