



Montgomery County Emergency Services District No. 10

DATE: December 13, 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, December 13, 2018 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:44 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 Office Manager Rhonda Reinholz, Deputy Silvio, Tommy Gage, 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 Tommy Gage.

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 unanimously approved the amended minutes of the District's Regular Meeting held August 9, 2018.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved the amended minutes of the District's Regular Meeting held October 18, 2018.

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 held November 8, 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. Reinholz presented the Bookkeeper's Report prepared by Ms. Branco, including a listing of the disbursements presented, for the Board's approval and signature.

A copy of the Bookkeeper's Report for December 6, 2018 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Buschardt and seconded by Commissioner Robinson, the Board unanimously approve to reinvest Third Coast Bank CD maturing 1/5/19 with a maturity date no greater than six (6) months.

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:

2057 to Coveler & Peeler in the amount of \$2,747.39 for Legal fees November 2018;

2058 to VFIS WinStar in the amount of \$679.44 for the addition of 6 Dodge Durango's to MAGNO-2 policy;

2059 to Cokinos-Young Attorneys At Law in the amount of \$152.50 for Professional services rendered in October 2018;

2060 to Plastix Plus in the amount of \$360.00 for Cubby inserts for mounting electronics in 9 new Dodge Durango's;

2061 to Consolidated Traffic Controls in the amount of \$27,180.00 for GPS Preemption Vehicle Kits for 9 new Dodge Durango's;

2062 to Motorola Solutions, Inc. in the amount of \$30,570.95 for Radio Software Upgrades.

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

Ms. Reinholz presented the October 2018 tax report prepared by Ms. Branco.

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

Ms. Reinholz presented the December 2018 Sales Tax Report prepared by Sales Revenue Inc.

8. 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 payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 2042 in the amount of \$615,833.33 for January 2019 Payroll and check number 2043 in the amount of \$98,045.83 for January 2019 Maintenance & Operations.

A copy of the Bookkeeper's Report December 6, 2018 is attached hereto as **EXHIBIT A**.

9. To review and act to approve the purchase, funding and payment for capital assets, including vehicles, fire-fighting apparatus and equipment.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved the payment of check number(s):

2047 to Moore Chrysler Dodge Jeep Ram in the amount of \$160,954.00 for Six (6) 2019 Dodge Durango's;

2048 to CDW Government in the amount of \$1,788.16 for Projectors and equipment for Training Room Projector Project;

2051 to Magnolia Hardware in the amount of \$63.89 for Installation supplies for Training Room Projector Project;

2053 to Payment Remittance Center in the amount of \$405.07 for Equipment for Training Room Projector Project purchased on A. Naumann's credit card;

2060 to Plastix Plus in the amount of \$360.00 for Cubby inserts for mounting electronics in 9 new Dodge Durango's;

2061 to Consolidated Traffic Controls in the amount of \$27,180.00 for GPS Preemption Vehicle Kits for 9 new Dodge Durango's;

2062 to Motorola Solutions, Inc. in the amount of \$30,570.95 for Radio Software Upgrades.

10. 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.

The meeting was recessed at 3:24 pm.

The meeting reconvened for regular business at 4:12 pm.

11. 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 MVFD December 2018 Board Report, ESD December 2018 Board Report and handouts with special mention to the Board about the following topics:

1. The Department has completed its 2018 Financial Audit. No unexpected issues or concerns were identified.

The firm of Ubersnosky and Majeres conducted the Audit.

2. We are now fully operational with the new Fire Programs operating software. The transition has gone very smoothly with minimal issues.

3. I would like to thank Cathy Branco and Municipal Accounts for their efforts and hard work on the 2019 budget. I believe we have all worked together to create a financial plan for the Department that allows us to continue to make progress within the anticipated revenue stream and a budget that is very practical for our needs.

4. We have taken delivery of six of the new Dodge Durango Medical Response vehicles, and anticipate the delivery of the others very soon. We are now moving forward with the striping and plastic console work. We will keep you informed as we make progress on the project. Our Chief Master Mechanic, Jerry Rosenquist has retired. We are beginning the process of looking for a suitable replacement.

5. We have had a large number of fires recently, and the Department has performed exceptionally well. I am very proud of the work the firefighters are doing and the community is getting a great value for sure.

6. Engine 184 has been taken to the repair shop. We are monitoring the repair work very closely.

7. We have filed the claim for the lightning strike at Station 187.

8. Todd Mission Fire Department has presented the funds for the purchase of one of the 2000 E-One fire engines. They took delivery of the Engine just before Thanksgiving. The Shiro FD accepted their Engine just after Thanksgiving. I would like to request that we use up to \$13,000.00 of the \$45,000.00 we received for two Engines to purchase winter coats for our firefighters. We have been trying to purchase the firefighters winter coats over the years from our Uniform budget, but the funds have not allowed us to provide winter coats to all our members. This is a great opportunity to solve the problem.

a) Todd Mission Engine	\$22,500.00
b) Shiro FD Engine	\$22,500.00
c) 182 Radio Tower sign on bonus	<u>\$7,500.00</u>
d) Total Revenue Income	\$52,500.00

9. The forklift is now fully operational and making life much easier for us! Thank you!

10. I would like to ask for the Boards support on the TCDRS and Health Care for the employee's family's issues. These are very important issues for our families.

11. I have attached the Review of the 2018 Projects List for the Board to look at. Once again, we have much to be proud of. We have accomplished many very large projects this year that have moved the Department forward, all while remaining under budget. Even though we operate on limited funds when compared to many of the best fire departments in the State of Texas, we continue to deliver a high-quality service to our community day in and day out. Thank you to both of our Boards for their continued support and commitment to excellence in Public Safety.

12. Update on the Chevrolet Booster Chassis issue and HGAC Contract Pricing Worksheet from Silsbee Ford.

13. Update on the Tanker Project.

14. Cascade 181 has been sold.

15. Ferrara Tanker vs Spartin Tanker handout.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved up to \$13,000.00 for the purchase of winter coats for the Department as presented.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved to purchase a 2019 Ford F350 from HGAC vendor Silsbee Ford in the amount of \$32,008.00 as presented, in place of a 2018 Chevrolet 3500 as Booster 187.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved up to \$1699.95 for the purchase of a MS906 BT Scan Tool as presented. The Board was in agreement that it will be added to the Department's inventory.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson whereto discussion ensued and the Board unanimously approved to purchase two (2) Tankers from Ferrara with Independent Front Suspension at HGAC pricing in the amount of \$672,593.00. The Board made an addendum to the motion authorizing Gary Vincent to negotiate for a lower price to which the Board approved up to \$800,000.00 each to include equipment for each tanker.

12. To receive a financial report from the MVFD.

Fire Chief Gary Vincent presented the November 2018 Rolling Budget.

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

Ms. Reinholz presented a Proposed Budget 2019 Revision #2 prepared by Ms. Branco for the Board's review. The Board was in agreement that there is a need to remedy the current year Capital not being expended and will approach Municipal Accounts about creating a line item for unexpended prior year Capital in the Capital Budget.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved Budget 2019 Revision #2 as presented.

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

No action was necessary.

15. To review, discuss and act on the sale or disposal of surplus and/or salvage property.

Gary Vincent announced that Unit 52, Cascade 181 has been sold. No action was necessary.

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

Upon discussion of this topic no action was necessary.

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.

The Board agreed to take items out of order as posted on the Agenda and moved to items #21 - #24 before addressing item #18.

19. 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.

20. To review and act on interlocal agreement(s) regarding traffic preemption or mutual aid.

No action was necessary.

21. 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 5:44 pm for items 21 - 24 and reconvened for regular business at 6:55 pm.

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

The Board entered into executive session at 5:44 pm for items 21 - 24 and reconvened for regular business at 6:55 pm.

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

The Board entered into executive session at 5:44 pm for items 21 - 24 and reconvened for regular business at 6:55 pm.

24. 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 executive session at 5:44 pm for items 21 - 24 and reconvened for regular business at 6:55 pm.

18. 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.

The Board readdressed this topic after item # 24. Upon a motion duly made by Commissioner Buschardt and seconded by Commissioner Robinson, the Board unanimously approved the District's TCDRS match from 1.5 to 1.0 employee contribution match to 2.0 to 1.0 employee contribution match effective January 1, 2019 forward. The motion was approved by a vote of 3 to 0 with Commissioners Buschardt, Bryant, and Robinson voting for and none voting against the motion.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Buschardt, the Board unanimously approved to "backfill" the District's TCDRS match 2.0 to 1.0 employee contribution match effective January 1, 2016. The motion was approved by a vote of 3 to 0 with Commissioners Buschardt, Bryant, and Robinson voting for and none voting against the motion.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Buschardt, the Board unanimously approved a C.O.L.A. increase effective January 1, 2019 for all ESD employees of 3%. The motion was approved by a vote of 3 to 0 with Commissioners Buschardt, Bryant, and Robinson voting for and none voting against the motion.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved all District Employee's to be evaluated by the end of January 2019 for potential merit raises. The motion was approved by a vote of 3 to 0 with Commissioners Buschardt, Bryant, and Robinson voting for and none voting against the motion.

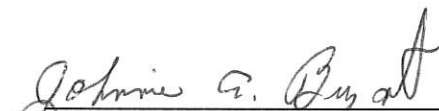
25. ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 7:00 pm.

Next regularly scheduled meeting will be on January 17, 2019 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary

