



Montgomery County Emergency Services District No. 10

DATE: January 17, 2019

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, January 17, 2019 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:02 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	Present
Tommy Gage		Present

4 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, Ryan Fortner with Sales Revenue Inc, Cathy Branco of Municipal Accounts & Consulting LP, 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 administer the oath of office to recently appointed/re-appointed commissioners.

The District's legal counsel, in his role as a notary public, administered the oaths of office to Tommy Gage, Johnnie Bryant and Tate Robinson who were appointed by the Montgomery County Commissioners Court for the two (2) year term ending December 31, 2020.

4. To elect Board Officers for the 2019 term.

Commissioner Bryant made a motion to nominate Commissioner Buschardt as President, Commissioner Wall as Vice-President, Commissioner Gage as Treasurer, Commissioner Bryant as Secretary, and Commissioner Robinson as Assistant Secretary/Treasurer where to discussion ensued and Commissioner Robinson amended the motion, which was seconded by Commissioner Bryant, for all officers to remain the same as 2018 with the exception of Tommy Gage as Assistant Secretary/Treasurer thereto Commissioners Bryant, Buschardt, Gage, and Robinson voted for the motion, and Commissioner Wall was absent thereto the motion was unanimous.

5. To receive public comment.

There was no public comment.

6. To review and take action on engagement of Auditor to prepare District 2018 Audit.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved to engage Brooks Watson to perform the District's 2018 Audit.

The Board agreed to take items out of order as posted on the Agenda and moved to item #10 before addressing item #7.

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

Ryan Fortner presented the December 2018 Sales Tax Report prepared by Sales Revenue Inc.

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

Staff presented revisions to the November 8, 2018 minutes noting the correction of a date to item 10, and presented the minutes of the Regular Meeting held December 13, 2018.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved the Revised Minutes of the District's Regular Meeting held November 8, 2018, and the Minutes of the District's Regular Meeting held December 13, 2018.

8. 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 January 17, 2019 is attached hereto as **EXHIBIT A**.

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

2080 to TESSCO Incorporated in the amount of \$1,182.29 for Communication Equipment for the new MR Vehicles and Booster 187 ;

2081 to Houston Chronicle in the amount of \$62.86 for Advertising location of the District's Administration Office;
2082 VOID;

2083 to On Site Decals in the amount of \$2,680.00 for Graphics for two (2) Dodge Durango's, Unit 119 & 122;

2084 to Hickory Corral in the amount of \$82.85 for January meeting expense;

2085 to SAFE-D in the amount of \$255.00 for one (1) additional 2019 SAFE-D Conference registration;

2086 to Moore Chrysler Dodge Jeep Ram in the amount of \$80,477.01 for three (3) 2019 Dodge Durango's.

The Board readdressed this topic after item #20.

Ms. Branco presented Texas Class as another Money Market Fund.

Commissioner Bryant made a motion to approve opening Texas Class as another Money Market Fund, discussion ensued where to the Board made the following motions:

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved the Resolution to Participate in Texas Class.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously authorized Ms. Branco to move Fifty Percent (50%) from TEXPOOL to Texas Class.

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

Ms. Branco presented the December 2018 tax report.

11. 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 Robinson, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 2071 in the amount of \$615,833.33 for February 2019 Payroll and check number 2072 in the amount of \$98,045.83 for February 2019 Maintenance & Operations.

A copy of the Bookkeeper's Report January 17, 2019 is attached hereto as **EXHIBIT A**.

12. 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 Gage, the Board unanimously approved the payment of check number(s):

2063 to Casco Industries in the amount of \$16,025.00 for Booster 187 Skid Unit;

2064 to Casco Industries in the amount of \$2,194.00 for Auto Ejects for nine (9) MR cars and Booster 187;

2065 to Motorola in the amount of \$28,033.04 for Radios and equipment for B187, MR Cars 187, 188, and 189;

2066 to On Site Decals, LLC in the amount of \$1,340.00 for Graphics for one (1) Dodge Durango, Unit 116;

2078 to Wells Fargo in the amount of \$1,299.99 for MS906 Scanning Tool;

2079 to Wells Fargo in the amount of \$1,892.00 for Equipment for new MR Cars;

2080 to TESSCO Incorporated in the amount of \$1,182.29 for Communication Equipment for the new MR Vehicles and Booster 187;

2083 to On Site Decals in the amount of \$2,680.00 for Graphics for two (2) Dodge Durango's, Unit 119 & 122;

2086 to Moore Chrysler Dodge Jeep Ram in the amount of \$80,477.01 for three (3) 2019 Dodge Durango's.

13. To receive a report and act as appropriate to revise District and/or Department current year operating and/or capital budgets pursuant to Department quarterly re-allocations and/or other matters.

Fire Chief Gary Vincent presented the 4th Quarter 2018 Re-allocation check in the amount of \$77,460.93 and a FEMA Reimbursement check in the amount of \$4,610.59 for partial Hurricane Harvey reimbursement.

14. 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 and ESD January 2019 Board Reports and handouts with special mention to the Board about the following topics:

1. Presented the 2018 Annual Department Roster.

2. All 9 Medical Response Vehicles have arrived and the graphics have been installed on 3 with the rest scheduled. The radios and light packages are scheduled next.

3. Requesting approval to sell the old Expeditions so that we can get them to auction as soon as we are able to. We have 5 we anticipate selling in 2019.
4. The skid unit for Booster 187 has arrived. We are waiting on the chassis now.
5. We have placed the order for Tankers 188 and 189. We were able to reduce the price by an additional \$12,000.00 on the two tankers. We are scheduled for a Pre-Construction Conference meeting with the manufacturer January 22 & 23 in Louisiana.
6. Engine 184 is coming along at the body repair shop, and we hope to have it back soon.
7. We have a new Fire Department Mechanic. He started January 7th and has been a welcome addition to our team.
8. We had a baby who was burned in a house fire in Pinehurst and suffered burns over 20-30% of his body. He is recovering in Shriners Hospital. The baby was out of the house before MVFD arrived on scene.
9. We sold the old Cascade 181 truck and have a check for \$6,105.00. We were fortunate to sell it at auction for the minimum price we set.
10. We have received \$4,610.59 in FEMA reimbursement for Hurricane Harvey expenses. This is only a small partial payment for materials as part of our total submissions, which was about \$100K.
11. We have a re-allocation check of \$77,460.93 for the 4th Quarter of 2018. We have re-allocated \$158,560.71 for the year.
12. We hosted San Augustine FD this week, and will be working with them in the future.
13. The SAFE-D conference is February 7-9, 2019, and I plan on attending this year.
14. Presented the Departments 2018 list of accomplishments.
15. Presented the SAFE-D Fall 2017 Newsletter featuring the Hydratrek on the cover page.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved to sell five (5) Expeditions as surplus property.

The Board readdressed this topic after addressing item #24.

Discussion ensued about a Public Relations Officer whereto no action was necessary.

Discussion ensued about line items on the capital budget whereto the Board was in unanimous agreement to apply the 4th Quarter 2018 re-allocation check in the amount of \$77,460.93 to the 2018 Capital Budget.

Discussion ensued about capital budgets whereto the Bookkeeper and the Board were in agreement that any item approved for purchase and the PO has been executed by year end, the funds will be paid from prior year surplus funds not to affect the current capital budget thereto any funds not spent from the current capital budget goes into prior year surplus funds.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Buschardt, the Board unanimously approved for any item for which a PO has been issued and approved for the current year capital budget but has not been paid for by year end will be set up as payable and therefore will be paid from prior year surplus funds.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved classifying unused surplus funds from the prior year as unbudgeted surplus funds of the current year, whereto Commissioner Buschardt, Gage, and Robinson voted for both motions, and Commissioner Bryant abstained, and Commissioner Wall was absent.

The Board was in unanimous agreement that both motions can be corrected at a later date if necessary. Counsel will prepare a policy resolution with both motions for action at a subsequent meeting to memorialize this policy decision regarding the carry over of unspent funds.

The Board agreed to take items out of order as posted on the Agenda and addressed item #21 after this topic was readdressed.

15. To receive a financial report from the MVFD.

Fire Chief Gary Vincent presented the 2018 Annual Summary Rolling Budget, 4th Quarter December 2018 Rolling Budget, and the November and December 2018 GL.

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

No action was necessary.

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

No action was necessary.

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

This topic was addressed on items #13 and #14.

19. 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.

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.

No action was necessary.

The Board agreed to take items out of order as posted on the Agenda and readdress item #8 before addressing item #21 whereto the Board agreed to address item #22 before addressing item #21.

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(s) regarding traffic preemption or mutual aid.

No action was necessary.

24. To review and act on interlocal agreement with Montgomery County Hospital District regarding the lease of space at District station(s) to house ambulances and crews.

Upon discussion of this topic no action was necessary.

The meeting was recessed at 4:56 pm.

The meeting reconvened for regular business at 5:30 pm.

The Board agreed to take items out of order as posted on the Agenda and readdress item #14 before addressing item #21.

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 a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved a two percent (2%) merit raise to eligible District employees effective next pay period.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Buschardt, the Board unanimously approved to cover 100% of Employee Only and 50% of Dependents for Medical, Dental, and Vision Insurance.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Buschardt, the Board unanimously approved to renew the current medical and dental insurance plans with an effective renewal date of February 1, 2019.

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 did not enter into Closed Session.

26. 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.

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

The Board did not enter into Closed Session.

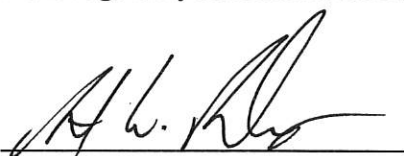
28. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure,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

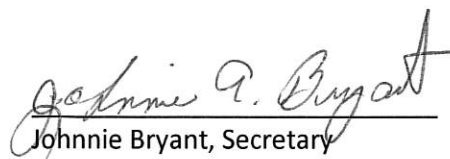
The Board did not enter into Closed Session.

29. ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Buschardt and seconded by Commissioner Robinson, the Board unanimously approved adjourning the meeting at 6:54 pm.

Next regularly scheduled meeting will be on February 21, 2019 at 1:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary