



Montgomery County Emergency Services District No. 10

**DATE:** March 21, 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, March 21, 2019 at 1:00 p.m. inside the boundaries of the District.

**AGENDA ITEM:**

**1. Call Meeting to order**

At 2:25 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	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, Assistant Chief Kevin Walters, and Office Manager Rhonda Reinholz, Deputy Silvio, 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 Robinson led the Pledge to Texas.

The Invocation was given by Johnnie Bryant.

**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 Minutes of the District's Regular Meeting held February 21, 2019.

**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 March 21, 2019 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Robinson 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:

- 2120 to Michael Silvio in the amount of \$160.00 for Security services at the March meeting;
- 2121 to Dental Select in the amount of \$56.12 for April 2019 Vision;
- 2122 to Health Care Service Corporation in the amount of \$4,603.44 for April 2019 Medical and Dental;
- 2107 to Hickory Corral in the amount of \$82.85 for February meeting expense.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approve to reinvest Cadence Bank CD maturing 4/9/19 with a maturity date no greater than six (6) months.

No other action was necessary.

***The Board readdressed this topic after item #12.***

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved additional check number 2124 to Texas Mutual Insurance Company for the 2018 Workers’ Compensation Audit.

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

Ms. Branco presented the February 2019 Tax Report.

**7. To review and take action on granting exemptions for 2019.**

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously adopted the Montgomery Central Appraisal District "Verification of Exemption" request for the year of 2019, commensurate to 2018, as follows:

Homestead .....	\$	0.00
Over 65 .....	\$	50,000.00
Disability .....	\$	50,000.00

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

The Board reviewed the March 2019 Sales Tax Report prepared by Sales Revenue Inc.

**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 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 2111 in the amount of \$694,483.01 for Payroll Transfer 04/2019 Payroll and check number 2112 in the amount of \$98,045.83 for Maintenance & Operations Transfer 04/2019

A copy of the Bookkeeper’s Report February 21, 2019 is attached hereto as **EXHIBIT A**.

**10. 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):  
2119 to Magnolia Volunteer Fire Department in the amount of \$330.33 for Tablet mounts for MR 187, MR 189 purchased on Chief Naumann's credit card from RAM Mounts.

**11. 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.**

No action was necessary.

**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 MVFD and ESD March 2019 Board Reports and handouts with special mention to the Board about the following topics:

- Gary Vincent deferred to the District's legal counsel regarding an Open Records Request was received on March 20, 2019;

1. We have received notification that our Hurricane Harvey reimbursement has been finalized and we should be receiving the funds soon. Our attendance at the meeting in Houston definitely paid dividends, or I am positive we would still be waiting another year. Thanks to Chief Griffith for an excellent job on a very difficult project. I have two handouts on the funds we will be receiving, nearly \$100,000.00.
2. The Medical Response vehicles have hit a snag. The Vendor is having difficulty obtaining a part which has slowed progress, but we are working on it and have expressed repeatedly that we would like the project completed as soon as possible.
3. I would like to bundle several facility repair projects together and address the issues. I am requesting funding from the Capital budget for the following projects:
  - a) We need to replace (20) 2010 worn out old mattresses and mattress pads at Station 181.  
Cost = \$4,940.00
  - b) The Department has one Gear Washer/Extractor/Dryer set which is located at Station 181. With the new push on Firefighter cancer reduction, we are requesting a second unit for the Department. We have too many sets of gear for the one unit to handle on a routine basis. Cost = \$18,550.70
  - c) We need to repair the concrete front driveway at Stations 184 and 185. We have put this off for years. 184 Cost = \$7,103.00                      185 Cost = \$7,550.00
  - d) We need to paint Station 183.                      No bid yet.
  - e) We need to repair the upstairs room at 184. The members will do the work if we can fund the materials. Cost = \$1,628.57
4. We are still waiting on delivery of our Booster chassis. The dealer says any day now.
5. The three Suburban's have been ordered. Delivery is unknown at this time.
6. We are sending several members to the Fire Department Instructor Conference (FDIC) Vendor Exhibit in April. This is the largest trade show in the fire service in the United States each year, and a great source of new ideas and concepts to improve the Department and our service to the community.
7. Annual Hose testing begins next week. This is an ISO and TCFP requirement. Ladder and Pump testing will follow in the next two quarters.
8. Work on the Rescue truck specifications continues. We will be ready for the bid process on the two Tankers and Rescue truck in a few more months. As always, bidding is not purchasing. It is simply a quote on a truck spec.



Commissioner Bryant made a motion to approve up to \$45,000.00 for all of the items requested by the Fire Chief on item 3 of his report. Discussion ensued regarding the concrete repairs where to the Board unanimously approved the amended motion made by Commissioner Robinson and seconded by Commissioner Bryant to approve the Fire Chief to spend up to \$47,000.00 as directed by the Board for all of the repairs and replacements as recommended in the presentations from the Fire Chief included in item 3 of his March 2019 report with the understanding it will be funded from the Hurricane Harvey FEMA Reimbursements.

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

Assistant Chief Kevin Walters presented the February 2019 1<sup>st</sup> Quarter Rolling Budget, February 28, 2019 GL and invoice in the amount of \$56,030.00 from Texas Mutual Insurance Company for the 2018 Workers' Compensation Audit.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously authorized Ms. Branco to pull funds from the 2018 Surplus Funds in addition to the 2019 Budget for the Worker's Compensation based upon the recently received 2018 Workers' Compensation Audit.

***The Board agreed to take items out of order as posted on the Agenda and readdress item #5 before addressing item #13.***

**The meeting was recessed at 4:29 pm.**

**The meeting reconvened for regular business at 4:45 pm.**

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

No action was necessary.

**15. To review, discuss and take action on the service contract between the District and MVFD.**

Upon discussion of this topic no action was necessary.

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

Upon discussion of this topic no action was necessary.

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

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.**

Repairs were handled under Item #13.

**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.**

Ms. Reinholz verbally expressed her discontent with the current insurance agent due to the lack of upfront communication from Hartnett Insurance on the medical age banded rates vs. composite rating during the February 1, 2019 renewal process. This caused a need for a comparison of both rate categories to which BCBS required a new anniversary date change, in order to adjust the billing method, from age banded to composite rates, this in turn would cause an overall rate increase for the current medical plans.

She presented Medical, Dental, and Vision quotes from Hartnett Insurance and Rust-Ewing Insurance for a May 1, 2019 renewal. Her recommendation was to remain with current February 1, 2019 renewal plans because it was not cost effective to change at this time. The Board was in agreement with Ms. Reinholz' recommendation.

*The Board readdressed this topic after item #27.*

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

**21. 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.

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

Fire Chief Gary Vincent gave an update of the completed Dual Response Mutual Aid Agreement between Montgomery County and Grimes County for the residents in Crown Ranch whose property is in Grimes County. Upon discussion of this topic no action was necessary.

**23. 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.

**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 Closed Session at 4:58 pm for items 24 – 27 and reconvened for regular business at 5:11 pm.

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

The Board entered into Closed Session at 4:58 pm for items 24 – 27 and reconvened for regular business at 5:11 pm.

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

The Board entered into Closed Session at 4:58 pm for items 24 – 27 and reconvened for regular business at 5:11 pm.

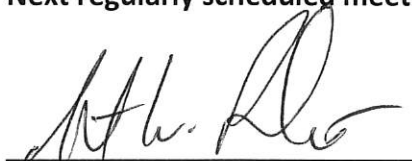
27. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure,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

The Board entered into Closed Session at 4:58 pm for items 24 – 27 and reconvened for regular business at 5:11 pm.

**28. ADJOURNMENT**

After general discussion and 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 5:21 pm.

**Next regularly scheduled meeting will be on April 11, 2019 at 1:00 pm.**



Robert Buschardt, President



Johnnie Bryant, Secretary

