



## Montgomery County Emergency Services District No. 10

**DATE:** April 11, 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, April 11, 2019 at 1:00 p.m. inside the boundaries of the District.

### **AGENDA ITEM:**

#### **1. Call Meeting to order**

At 1:14 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	Absent
Johnnie Bryant	Secretary	Present
Tate Robinson	Treasurer	Present
Tommy Gage	Assistant Secretary/Treasurer	Present

4 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Gary Vincent, Battalion Chief Alan Paulk, and Office Manager Rhonda Reinholz, Ryan Fortner with Sales Revenue Inc, Deputy Silvio, Cathy Branco of Municipal Accounts & Consulting LP, and District legal counsel John Peeler of Coverel & 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 Bryant and seconded by Commissioner Robinson, the Board unanimously approved the Minutes of the District's Regular Meeting held March 21, 2019.

**5. To review and take action on the District 2018 financial report (audit).**

No action was necessary.

**6. 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 April 11, 2019 is attached hereto as **EXHIBIT A**.

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

2136 to Hickory Corral in the amount of \$82.85 for April meeting expense.

No other action was necessary.

***The Board readdressed this topic after item #7.***

Commissioner Robinson requested the Bookkeeper to add a line to show the final payment on the District Debt Service Payments section of the monthly Bookkeeper Report. Discussion ensued where to the Board was in unanimous agreement and Ms. Branco will ask the company's IT Department if it can be done.

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

Ms. Branco presented the March 2019 Tax Report.

***The Board readdressed item #6.***

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

Mr. Fortner presented the April 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 Gage, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 2129 in the amount of \$694,483.01 for Payroll Transfer 05/2019 Payroll and check number 2130 in the amount of \$97,483.01 for Maintenance & Operations Transfer 05/2019.

A copy of the Bookkeeper's Report April 11, 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 Buschardt and seconded by Commissioner Gage, the Board unanimously approved the payment of check number(s):

2125 to Accurate Concrete Works, LLC in the amount of \$7,550.00 for Station 185 Concrete Repair;

2128 to Galls, LLC in the amount of \$189.00 for Winter Coats approved in 2018;

2133 to Quality Sleep Shops in the amount of \$4,940.00 for Station 181 Mattresses and Mattress Covers.

**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.**

Fire Chief Gary Vincent presented the 1<sup>st</sup> Quarter 2019 Re-allocation check in the amount of \$34,133.74 and a FEMA Reimbursement check in the amount of \$94,791.17 for partial Hurricane Harvey reimbursement.

**The Board agreed to take items out of order as posted on the Agenda before addressing item #12.**

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

Ms. Branco recommended adjusting the 2019 Budget whereto discussion ensued and the following motion was made:

Upon a motion duly made by Commissioner Buschardt and seconded by Commissioner Robinson, the Board unanimously approved to adjust the 2019 budget to show revenue item Prior Year Surplus Funds annual budget to be \$421,463.82 and the expense item Capital Use of Surplus Funds annual budget to \$421,463.82.

**The meeting was recessed at 2:31 pm.**

**The meeting reconvened for regular business at 2:45 pm.**

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

Upon discussion of this topic the District's legal counsel recommended to forego the minor edits he found and to approve the contract as presented.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved the service contract as presented by the Department for the six (6) year term specified in the contract.

**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 April 2019 Board Reports and handouts with special mention to the Board about the following topics:

1. We hosted a Conference for Fire Department Chaplin's in our training room this month.
2. The new Chief Training Officer and I attended a meeting with Lone Star College on new programs. We are asking for a Fire Protection Technology Program to be considered.
3. We had a small tornado that went thru our area on April 7, and it blew down a fence at 184. We responded to a number of incidents and managed them all successfully.
4. Our dual response plan with Todd Mission Fire Department has already paid dividends, as we were able to help a child who needed medical attention.
5. We are scheduled to receive our new mattresses for 181 on Friday April 12.
6. The concrete driveway repairs at 185 have been completed.
7. The concrete work at 184 is scheduled.
8. The materials for 184 room repair have been purchased.
9. The Medical Response vehicles are moving forward and should be in service soon.
10. Engine 184 is coming along very slowly. The Logistics Chief has been over to discuss the lack of progress with them, but they are just slow.

11. We are close finalizing our Rescue Truck specifications. They are wide enough for several manufacturers to consider bidding. We anticipate a tight battle on the apparatus bidding.
12. No news on the three Command vehicles or Booster chassis at this time.
13. The Annual Hose testing has been completed.
14. We have six members we have sent to the FDIC conference this month. FDIC is the largest fire service event in the US each year. The members participation in these events has brought about a sense of ownership in improving the Department by the firefighters who are able to attend, much as SAFE-D participation does for our ESD Commissioners. I truly hope we can continue to fund these conferences as it is a great way to improve the organization and set high standards for our Department.
15. We have been notified our Administration Reimbursement for Hurricane Harvey has been approved. We should see it auto deposited very soon.
16. We have a standard form from Ferrerra about payment on Tankers 188 and 189 that we need to complete. This is the same form used on each purchase.

The Montgomery County Radio Shop sent a 2017 invoice and they have notified us they will also be sending an invoice for 2018 and 2019. Before payment is issued we should confirm these invoices have not previously been paid.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Buschardt, the Board unanimously approved \$4,794.00 as presented in the estimate from Rios Fence Company to replace the fence at Station 184.

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

Fire Chief Gary Vincent presented the March 2019 1<sup>st</sup> Quarter Rolling Budget and March 31, 2019 GL.

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

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.**

The Fire Chief thanked the Board for supporting the repairs and replacements he presented in March.

**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.

***The Board readdressed this topic after item #21.***

Ms. Reinholz recommended the District change insurance agents from Hartnett Insurance to Rust Ewing Insurance at no cost to the District and no change to the current medical, dental, and vision plans.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved the Agent of Record letters presented by Ms. Reinholz as well as the authority to execute them.

**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.**

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.**

The District's legal counsel advised the Board that the last contract with MCHD had an auto renewal provision so the contract is up to date therefore a new agreement was not presented.

**The meeting was recessed at 3:34 pm.**

**The meeting reconvened for regular business at 4:11 pm.**

**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 4:12 pm for items 24 – 27 and reconvened for regular business at 4:28 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 4:12 pm for items 24 – 27 and reconvened for regular business at 4:28 pm.

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

The Board entered into Closed Session at 4:12 pm for items 24 – 27 and reconvened for regular business at 4:28 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 4:12 pm for items 24 – 27 and reconvened for regular business at 4:28 pm.

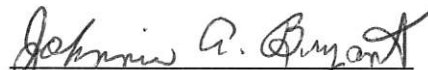
**28. ADJOURNMENT**

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 4:29 pm.

**Next regularly scheduled meeting will be on May 9, 2019 at 1:00 pm.**



Robert Buschardt, President

  
Johnnie Bryant, Secretary