



Montgomery County Emergency Services District No. 10

DATE: June 20, 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, June 20, 2019 at 1:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 1:05 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	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, Cathy Branco of Municipal Accounts & Consulting LP, District legal counsel John Peeler of Coveler & Peeler, PC, and Jon Watson representing BrooksWatson & Co., PLLC.

Commissioner Robinson arrived at 1:16 pm.

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.

The Board agreed to take items out of order as posted on the Agenda and moved to item #6 before addressing item #4.

6. To review and take action on District 2018 Audit.

Upon a motion duly made by Commissioner Robinson, and seconded by Commissioner Bryant, the Board unanimously approved the 2018 Annual Financial Report as presented by Jon Watson with Brooks Watson & Co.

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

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved the Minutes of the District's Regular Meeting held May 9, 2019.

The Board agreed to take items out of order as posted on the Agenda and moved to item #7 before addressing item #5.

7. To review and discuss appraisal values of the District and authorize county Tax Assessor to prepare and publish Tax Rates.

Upon discussion of this topic, the Board was in unanimous agreement to authorize counsel to prepare and publish the Effective Tax Rate where to Commissioner Bryant made a motion and was seconded by Commissioner Gage.

Discussion further ensued and upon a motion duly made by Commissioner Bryant, and seconded by Commissioner Gage, the Board unanimously approved to adopt a tentative 2019 Tax Rate Calendar:

- August 8, 2019 Regular Meeting at 1:00 pm to discuss tax rate; if proposed tax rate will exceed the rollback rate (whichever is lower), take record vote and schedule public hearing.
- August 22, 2019 First Public Hearing at 1:00 pm
- August 29, 2019 Second Public Hearing at 1:00 pm
- September 12, 2019 Regular Meeting at 1:00 pm to Adopt Tax Rate

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 June 20, 2019 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved to transfer Third Coast Bank CD maturing July 4, 2019 to Texas Class Money Market Fund.

Upon a motion duly made by Commissioner Robinson 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:

2187 to American Arbitration Associates in the amount of \$2,600.00 for 21-Mar-19 to 19-Jun-19 Montgomery County ESD and LDF Construction;

2188 to Metro Fire in the amount of \$20,184.50 for Replacement Fire Hose approved 5/9/19;

2189 to Brooks Watson & Co in the amount of \$10,000.00 for MCESD 10 2018 Financial Audit;

2190 to Hickory Corral in the amount of \$91.81 for June meeting expense.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, the Board unanimously approved Mark Burton and Katherine Turner with Municipal Accounts as the Investment Officers.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved the Investment Policy as presented.

No other action was necessary.

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

Ms. Branco presented the May 2019 Tax Report.

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

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

Gary Vincent spoke on Special Purpose Districts to include WMPID. Discussion ensued and the Board was in full agreement that the Board should have a special meeting to discuss property tax and sales tax revenue after the September 2019 regular meeting.

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 2162 in the amount of \$694,483.01 for Payroll Transfer 07/2019 Payroll and check number 2163 in the amount of \$97,983.01 for Maintenance & Operations Transfer 07/2019.

A copy of the Bookkeeper's Report June 20, 2019 is attached hereto as **EXHIBIT A**.

11. 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):

2160 to JMAC Supply Corp. in the amount of \$2,666.45 for Electronic Key Pads approved 5/9/19;

2161 to Magnolia Hardware in the amount of \$23.68 for Equipment installation supplies for 9 MR Cars approved in 2018;

2170 to Dana Safety Supply (Fleet Safety) in the amount of \$69,180.35 for Equipment Consoles and equipment installation supplies for 9 MR Cars approved in 2018;

2171 to First In Software in the amount of \$525.00 for Responder 360 for MR 187, 188, & 189 approved in 2018;

2172 to On Site Decals in the amount of \$1,935.00 for Graphics for Booster 187 approved in 2018;

2173 to Plastix Plus in the amount of \$3,560.00 for Booster 187 equipment for 9 MR Cars approved in 2018;

2174 to Texas Truck Works in the amount of \$1,535.00 for Booster 187 front bumper/grill guard approved in 2018;

2175 to Big Daddy Electric in the amount of \$2,570.00 for VFIS Claim # TXTR18110356 Station 187 Lightning Strike Repairs;

2176 to Consolidated Traffic Controls, Inc. in the amount of \$9,120.00 for Vehicle Preemption kits for 3 Command Vehicles approved in 2019;

2177 to Generator Supercenter in the amount of \$24,970.00 for Station 185 Emergency Generator approved 5/9/19;

2178 to MX2 Commercial Paving in the amount of \$6,420.00 for Station 184 Concrete repair approved 5/9/19;

2179 to Raba Kistner for Materials Testing Station 185 concrete approved 3/21/19.

2180 to Reliable Chevrolet in the amount of \$119,391.60 for 3 Chevrolet Suburban's as command vehicles approved 2/21/19;

2181 to Tessco, Inc. in the amount of \$1,318.28 Cabling for two (2) new Tankers;

2184 to Tire and Wheel Connection in the amount of \$14,031.90 for Replacement Tires approved 5/9/19 for 1801, T182, E186, & E185;

2188 to Metro Fire in the amount of \$20,184.50 for Replacement Fire Hose approved 5/9/19.

12. 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.

13. 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 introduced Elisa Noriega as the Department's Communication Director.

The meeting was recessed at 2:53 pm.

The meeting reconvened for regular business at 3:23 pm.

Fire Chief Gary Vincent presented the Fire Chief's MVFD and ESD June 2019 Board Reports and handouts with special mention to the Board about the following topics:

1. The new Medical Response Vehicles are in service and are being well received. Thank you!!!
2. Tankers 188 and 189 are in production. I will be making several trip to the factory to monitor the progress of the build.
3. The upstairs room at Station 184 has been updated. Thank you for the materials. The team at 184 did a great job on the install!!
4. The concrete drive repair at 184 has been poured. We are waiting for the concrete to cure and the 7 day compression test was 4100 psi. It should increase at 28 days.
5. The 3 new Command vehicles were delivered to MVFD last week. We will begin work on them as soon as possible.
6. The FEMA 5k Administration Grant reimbursement has not yet been received. Rusty has followed up and it is in processing.
7. Engine 184 returned to us on Monday June 17th. It has been a long process but it looks great.
8. The Spring Family Day at Unity Park was a great success. Thank you to all the Commissioners for your support!!!
9. Our meeting with Lone Star College Magnolia Campus to discuss a FIPT program was very successful. They are looking at attendance numbers at the other campuses, and if those programs can stand without the Magnolia area students involvement, I believe they will include the program in their plans for the local campus.
10. Booster 187 is almost complete. The emergency lighting install is the last step and in progress.
11. We have received a bid for your consideration from Rios Fence to build a Privacy Fence with an 18' gate on the left side of Station 184
12. Station 183 Bay Floor is in need of repair. Our recommendation is Option B for \$18,400.00 and convert the floor to polished concrete, depending upon funds available.
13. Six of our members that attended FDIC prepared their presentations and I would like to make a few recommendations for funding.....
 - a) Raincoats for members \$7,837.70
 - b) 184 Privacy Fence \$5,369.00
 - c) 183 Apparatus floor \$18,400.00
 - d) New Ice Machine for Station 186 \$4,659.88
 - e) Total = \$36,266.58

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved up to \$42,000.00 to fund Raincoats for members, 184 Privacy Fence, 183 Apparatus Floor, and new ice machine for Station 186 as presented on item #13 Fire Chief's report.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved to destroy old obsolete gear as presented on item #14 Fire Chief's report.

14. To receive a financial report from the MVFD.

Fire Chief Gary Vincent presented the May 2019 2nd Quarter Rolling Budget and May 31, 2019 GL.

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

No action was necessary.

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

This topic was addressed on Item #13.

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

Commissioner Gage spoke to the Board about the Carraway family's interest in selling the property next to Station 182 to the District. Discussion ensued and the board was in unanimous agreement to follow up with the Carraway family.

Upon a motion duly made by Commissioner Gage and seconded by Commissioner Robinson, the Board unanimously agreed to authorize Gary Vincent to expend funds to appraise the Carraway family property next to Station 182.

18. 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.

Upon discussion of this topic no action was necessary.

19. 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.

20. 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.

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

No action was necessary.

Commissioner Gage exited the meeting at 4:08 pm.

22. 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 4:09 pm and reconvened for regular business at 4:36 pm.

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

The Board entered into Closed Session at 4:09 pm and reconvened for regular business at 4:36 pm.

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

The Board entered into Closed Session at 4:09 pm and reconvened for regular business at 4:36 pm.

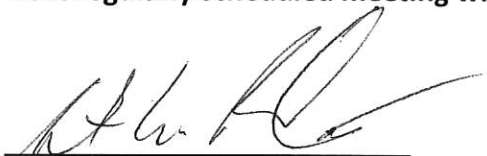
25. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure,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

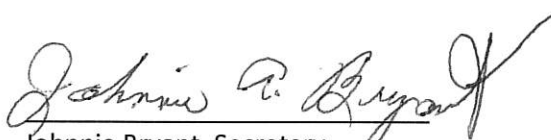
The Board entered into Closed Session at 4:09 pm and reconvened for regular business at 4:36 pm.

26. 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 4:37 pm.

Next regularly scheduled meeting will be on July 18, 2019 at 1:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary

