



Montgomery County Emergency Services District No. 10

DATE: October 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, October 17, 2019 at 1:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 1:13 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 of 5 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 Ryan Fortner with Sales Revenue Inc.

Commissioner Buschardt led the Board in the Pledge of Allegiance to the U.S. Flag.

Commissioner Bryant led the Pledge to the Texas Flag.

The Invocation was given by Commissioner 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 September 12, 2019.

5. To address financial matters including depositories, Investment Policy and investments and to receive Financial Reports from the District Bookkeeper.

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 October 17, 2019 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Gage 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:

2272 to Metro Fire Apparatus in the amount of \$7,961.00 for Nozzle with grip and Jumbo Ball Intake for 2 New Tankers;

2273 to Michael Silvio in the amount of \$160.00 for Security Services for October 17, 2019 meeting;

2274 to Cokinos-Young in the amount of \$2,112.50 for Professional Services August 2019;

2275 to Hickory Corral in the amount of \$85.65 for October meeting expense.

No other action was necessary.

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

Ms. Branco presented the September 2019 Tax Report.

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

Ryan Fortner presented the October 2019 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 Buschardt, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 2254 in the amount of \$694,483.01 for Payroll Transfer 11/2019 Payroll and check number 2255 in the amount of \$97,983.34 for Maintenance & Operations Transfer 11/2019.

A copy of the Bookkeeper's Report October 17, 2019 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 Gage, the Board unanimously approved the payment of check number(s):

2251 to Scott Safety in the amount of \$13,820.90 for Air Pac Annual Flow Testing and SCBA Repairs;

2259 to Houston Freightliner-Western Star in the amount of \$3,693.88 for Engine 188 repair;

2260 to Plastix Plus in the amount of \$4,664.00 for Rear Console/Mounting for 3 Command Vehicles;

2261 to Rios Fence Company in the amount of \$5,291.00 for Station 184 Privacy Fence;

2262 to Magnolia Volunteer Fire Department in the amount of \$697.56 for Reimbursement of converters/chargers for 3 Command Vehicles purchased from RVupgrades.com on MVFD credit card;

2263 to Magnolia Volunteer Fire Department in the amount of \$818.85 for Coax cables for 2 New Tankers purchased from Show Me Cables on MVFD credit card;

2264 to Magnolia Volunteer Fire Department in the amount of \$1,580.41 for Reimbursement for laptops for 3 Command Vehicles purchased from Best Buy on MVFD credit card;
2265 to Milstead Automotive in the amount of \$742.50 for Towing Engine 188 to Houston Freightliner;
2266 to CLEC Distribution LLC in the amount of \$18,550.70 for Gear Washer-Extractor and Drying Cabinet;
2269 to Magnolia Volunteer Fire Department in the amount of \$228.51 for Mounts and power supplies for 3 Command Vehicles purchased from Amazon;
2270 to Ultimate Lighting Solutions in the amount of \$775.00 for Whelen ION Surface Mounts Blue & Red for 3 new Command Vehicles;
2272 to Metro Fire Apparatus in the amount of \$7,961.00 for Nozzle with grip and Jumbo Ball Intake for 2 New Tankers.

10. 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.

Upon discussion of this topic no action was necessary.

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 and ESD October 2019 Board Reports and handouts with special mention to the Board about the following topics:

1. We have a list of old obsolete electronic equipment that is ready for disposal. I am requesting permission to dispose of the electronic items on the attached list.
2. Two of our new Command vehicles are in service, with the third currently almost finished.
3. We have sold two (2) of our old white Expeditions and the brought more than expected. We are auctioning them two at a time to create demand for the limited supply available.
4. We have been conducting life safety training at many of our elementary schools in October, which is Fire Prevention month. We are also working with the Red Cross to obtain and be able to offer free smoke detectors for our community. Both programs are doing a great job within the community and school district!!
5. We expect the new raincoats to be delivered in October.
6. We are working closely with the Todd Mission Fire Department to conduct joint training exercises.
7. We are attending the Shady Oaks HOA meeting later this month to speak about the Fire Department Hydrants.
8. We hosted our first meeting of the Southeast Texas Communications Directors meeting and it was a great success. We see great potential moving forward within the group.
9. We had members tour the Super Vac fire apparatus factory to get a first-hand look at their manufacturing and support capability with regard to Rescue Trucks.
10. We have requested quotes for a Heavy Rescue Truck for our Department. Chief Grant did a fantastic job on the apparatus specifications. They are approximately 120 pages long and extremely detailed! I would like to discuss this for a moment if possible.
11. We have been invited to tour the E-One facility in November. Upon completion, we will have toured the four major manufacturers of Rescue Trucks in preparation for our Rescue Truck project – Pierce, Ferrara, Super Vac, E-One.
12. Our two new Tankers, T-188 & T-189 are in final preparation for delivery to us. The punch out list included a ladder box rebuild, which has delayed delivery to us.
13. Our Annual Employee Appreciation Ceremony is October 18th so please come and attend!!
14. Our story about the 2011 Magnolia Wildfire reached over 50,000 people! It was a huge success and a great marketing effort by our Communications Director!!

15. We held our first ever Pinning Ceremony. This will be an annual event moving forward as we recognize those who are receiving their first Badge or promoting to a new rank with a new Badge. Everyone is invited to attend next year's event!!
16. We have taken a more active role in the local Lions Club. They are very supportive of the Fire Department and I hope we can work more closely with them moving forward.
17. We have finally received our FEMA reimbursement funds for Hurricane Harvey Administrative Fees and have a check for the Board for \$4,496.13.
18. The 183 Spook House is Saturday October 26th. We are also hosting a Pet Grooming trailer and the Montgomery County Mobile Animal Adoption trailer at our event.
19. Station 187 electrical and plumbing modifications for the installation of the Gear Extractor is underway. This should finish out fairly quickly.
20. We have some items to ask for out of the Capital Budget:
 - a. Payment for Tankers 188 and 189 – TBD.
 - b. Dress Uniforms, Uniforms, Blazers, Winter Work Pull-Overs --\$15,000.00.
 - c. We were able to get the E-188 repair of water coolant in the motor oil completed for about \$4.5 k instead of the original estimate of 11k. The culprit turned out to be the Oil Cooler and not the head gasket or injectors. Thanks to the Board for their support.
21. I would like to visit with the Board about the 2020 Budget if time allows.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved the disposal of electronic equipment as presented on item #1 Fire Chief's ESD Report.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved \$15,000.00 for Uniforms including Dress Uniforms, Uniforms, Blazers, Winter Work Pull Overs as presented on item #20 (b) Fire Chief's ESD Report.

12. To receive a financial report from the MVFD.

Fire Chief Gary Vincent presented the Department's August/September 2019 Rolling Budget and the August/September 2019 GL.

13. To review and take action on Magnolia VFD Executive Fire Board applicants for appointment effective September 1, 2019.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved Commissioner Buschardt's recommendations to fill four (4) Fire Board positions with the reappointment of Mr. Gary Pangarakis, Mr. Alan Paulk, Mr. David Ward, and Mr. Bill Wright to serve on the Executive Fire Board of the Magnolia Volunteer Fire Department for a two (2) year term effective September 01, 2019.

The meeting was recessed at 2:17 pm.

The meeting reconvened for regular business at 2:55 pm.

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.

This item was addressed on item #11.

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.

Discussion ensued regarding the urgency of Station 181 roof leaks issues.

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.

No action was necessary.

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.

The District's legal counsel addressed the Board regarding Legislation changes to Open Records and Public Comment.

20. To engage special counsel to assist with real estate issues.

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 did not enter into Closed Session.

22. 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.

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

The Board did not enter into Closed Session.


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 did not enter into Closed Session.

30. ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Gage and seconded by Commissioner Robinson, the Board unanimously approved adjourning the meeting at 3:18 pm.

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



Robert Buschardt, President



Johnnie Bryant, Secretary

