



Montgomery County Emergency Services District No. 10

DATE: December 12, 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, December 12, 2019 at 1:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 1:03 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	Present
Johnnie Bryant	Secretary	Present
Tate Robinson	Treasurer	Present
Tommy Gage	Assistant Secretary/Treasurer	Present

All 5 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Gary Vincent, Director of Finance and Administration Eloise Roberson, and Office Manager Rhonda Reinholz, Deputy Silvio and Deputy Burrell, 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 to the U.S. Flag.

Commissioner Bryant led the Pledge to the Texas Flag.

The Invocation was given by Commissioner Wall.

3. To receive public comment.

There was no public comment.

The meeting was recessed at 1:05 pm.

The meeting reconvened for regular business at 1:51 pm.

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 November 21, 2019 as presented.

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

Ms. Branco presented the December 12, 2019 Bookkeeper's Report including a listing of the disbursements presented, for the Board's approval and signature. Discussion ensued on this topic whereupon a motion was duly made by Commissioner Robinson and seconded by Commissioner Wall, and the Board unanimously approved the payment of district bills as presented in the Bookkeeper's Financial Report with the addition of check number(s):

2312 to Cokinos Young in the amount of \$2,985.00 for Legal fees for mitigation on New Station 181 Roof.

No other action was necessary.

6. To receive the monthly ad valorem tax report.

No action was necessary.

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

The Board reviewed the December 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 Magnolia Volunteer Fire Department ("MVFD" or "Department").

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Robinson, the Board unanimously approved the payment of Operation's Funding as presented in the December 12, 2019 Bookkeeper's Report which was check number 2303 in the amount of \$715,000.00 for Payroll Transfer 1/2020 Payroll and check number 2304 in the amount of \$101,097.50 for Maintenance & Operations Transfer 1/2020.

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):

2302 to Galls in the amount of \$7,826.71 for Uniforms and Raincoats.

Fire Chief Gary Vincent presented the Magnolia Fire Department Heavy Apparatus Replacement Schedule which was inclusive of a Financial Plan and debt ratio. Upon discussion of this topic no action was necessary.

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.

No action was necessary.

11. To receive a report from the Department 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 December 2019 Board Report, Fire Chief's ESD December 2019 Board and handouts with special mention to the Board about the following topics:

1. MVFD members were #1 in collecting funds for MDA of all Non-union departments in Southeast Texas and #6 overall in Southeast Texas! Fantastic job by our members!!
2. MVFD has received quotes on a Heavy Rescue truck and are analyzing them carefully. We should discuss this project in detail at the January meeting. (see handout)
3. Requesting up to \$10,000.00 on a website overhaul for the Department. We have found a web designer who is willing to work with us for a reduced price. Our first efforts were around 30K.
4. Tankers 188 and 189 are 99% completed and are at the local dealer getting the final touchup work completed. They will be in our possession before the next ESD Board Meeting. They look very good and are a wonderful addition to our fleet. We will need a little time at the station to get them ready for In-Service.
5. Loan Completion dates were added to the Fleet Replacement Plan that we presented in November. If we set aside the same payments that are used during the current loans, we may be able to place a substantial down payment on the next generation of apparatus purchased, which lowers the interest paid out and the ESD debt ratio. (see handout)
6. Employee reviews and considerations to be addressed in Closed Session.

2020 Budget discussion. I would like to thank Cathy Branco for her work on our 2020 budget. She worked very, very hard to find productive solutions to our challenges. Thanks to her work, and with the Boards blessings, the Magnolia Fire Department can have another prosperous year of service to our community in 2020! I would also like to thank Fire Department Finance Director Ms. Eloise Roberson for her efforts on this project. They make a great team!!

7. Chief Vincent wished the ESD Board and everyone on our team a Merry Christmas from all of the members of the Magnolia Fire Department! 2019 was an incredible year in the Department, we saw much growth, and 2020 should be just as productive!!

Upon a motion made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved up to \$10,000.00 from the 2020 Capital Budget on a website overhaul for the Department.

Ms. Roberson presented the Texas Mutual Workers' Compensation Insurance 2019 Early Qualifier Dividend Check in the amount of \$18,940.40.

12. To receive a financial report from the MVFD.

Fire Chief Gary Vincent and Ms. Roberson presented the Department's October and November 2019 4th Quarter Rolling Budget.

13. To review, discuss and take action on amendments to the District's 2020 budget.

Ms. Branco presented the Amended 2020 District Budget, Fire Chief Gary Vincent presented the 2020 Department Budget, and the District's legal counsel presented Coveler & Peeler P.C. 2020 – 2021 Rate Schedule whereto discussion ensued on this topic.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved to adopt the Amended 2020 District Budget as presented.

A copy of the Amended 2020 District Budget is attached hereto as **Exhibit A**.

14. 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.

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

Upon discussion of this topic no action was necessary.

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.

No action was necessary.

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.

Ms. Reinholz presented the February 1, 2020 Medical, Dental, and Vision Insurance Comparisons whereto discussion ensued on this topic and the Board was in agreement to address this topic at the January 9, 2020 meeting.

The Board readdressed this topic after Item #22.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved a 2% C.O.L.A. increase for 2020 to all three (3) ESD Employees effective the beginning of the pay period that includes January 1, 2020.

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

Upon discussion of this topic a motion was made by Commissioner Buschardt and seconded by Commissioner Bryant whereto the Board unanimously approved Greg Thrower P.C. as Special Counsel to assist with real estate issues.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved additional check number 2313 to Thrower Law, P.C. in the amount of \$3,500.00 for a retainer fee, contingent upon receipt of the engagement letter.

20. 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 on this item.

21. 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 on this item.

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

The Board entered into Closed Session at 3:38 pm and reconvened for regular business at 3:47 pm.


23. 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 on this item.

24. ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Gage and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 3:51 pm.

Next regularly scheduled meeting will be on January 9, 2020 at 1:00 pm.


Robert Buschardt, President


Johnnie Bryant, Secretary

