



Montgomery County Emergency Services District No. 10

DATE: April 15, 2020

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 Wednesday, April 15, 2020 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:14 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.

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, and Office Manager Rhonda Reinholz. Deputy Silvio arrived at 2:32 pm.

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.

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 March 25, 2020 as presented, the District's Special Meetings held March 30, 2020 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. Reinholz presented the April 15, 2020 Bookkeeper's Report including a listing of the disbursements presented, for the Board's approval and signature.

The Board reviewed the Bookkeeper's Report and consulted with Ms. Morrison via phone. Discussion ensued regarding the following topics:

Regions CD maturing 4/11/20: The Board approved to reinvest this CD at the March 25, 2020 meeting.

Texas Class Money Market Fund: Ms. Morrison advised the Board that Texas Class will not be accepting any new deposits at this time due to the current COVID19 situation affecting the economic state however the situation is changing daily and the Board will receive an update once Texas Class allows deposits once again.

Disbursements: Checks 2369 and 2370 were additional checks at the March 25, 2020 meeting. Ms. Reinholz voided both checks and reissued them.

District Debt Service Payments: Pay-off dates omitted

Ms. Morrison explained that their office has been in transition to due to the COVID-19 Disaster and advised the Board that the discrepancies on the report was an oversight and will be addressed.

The Board was in agreement to engage in future discussion with the District Bookkeeper regarding investment strategies and recommendations.

The Board agreed to readdress this topic after other items on the Agenda are addressed.

6. To receive the monthly ad valorem tax report.

The Board reviewed the March 2020 Ad Valorem Tax Report and consulted with the District Bookkeeper via phone.

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

The April 2020 Sales Tax Report was prepared by Sales Revenue Inc. The Board discussed the April 2020 Sales Tax Report with Ryan Fortner via phone.

The meeting was recessed at 3:22 pm.

The meeting reconvened for regular business at 3:51 pm.

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 Robinson and seconded by Commissioner Bryant, the Board unanimously approved the payment of Operation's Funding as presented in the April 15, 2020 Bookkeeper's Report which was check number 2374 in the amount of \$787,607.83 for Payroll Transfer 5/2020 Payroll and check number 2375 in the amount of \$117,602.00 for Maintenance & Operations Transfer 5/2020.

9. To review and act to approve the purchase, funding and payment for capital assets, including vehicles, fire-fighting apparatus and equipment.

Fire Chief Gary Vincent presented handouts with special mention to the Board about the following items:

1. Clorox Total 360 Electrostatic System: Requesting up to \$11,000.00 for two (2) systems which includes machines and disinfectant solution. The portable systems will be used to disinfect fire trucks and large rooms. We will try to recover 75% of the cost as a COVID-19 expense through FEMA Reimbursement.
2. Metro Fire Apparatus Invoice: After consultation with our ISO Consultant, we identified a cost effective method of improving our water grade with the purchase of larger diameter fire hose (6") for our turbo draft equipment on each Engine to increase water flow and ISO water delivery credit. Requesting \$23,958.00.
3. 2020 Booster Proposal: Budget of \$75,000 each for two (2) Boosters to replace the 2004 Boosters which are Boosters 182 and 185. The proposal includes BuyBoard Contract #621-19 and the use of communication equipment from existing Boosters.

Discussion ensued and the Board approved funding the aforementioned items as 2020 Capital Expenditures:

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved up to \$11,000.00 for two (2) Clorox Total 360 Electrostatic Systems as presented.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Wall, the Board unanimously approved to pay the Metro Fire Apparatus invoice in the amount of \$23,958.00 as presented. The invoice was paid on additional check number 2382 whereto the payment was also approved on item #5 which was readdressed after item #18.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved up to \$160,000.00 to purchase two (2) Boosters and equipment as presented, which is inclusive of the BuyBoard fee.

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 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 April 2020 Board Report, Fire Chief's ESD March 2020 and April 2020 Board, and handouts. Discussion ensued and no action on this topic was necessary.

12. To receive a financial report from the MVFD.

Gary Vincent explained that there are no financial reports available since the Department has not received the bank statements from The Shah Group.

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

No action was necessary.

14. To review, discuss and act on the disposition of surplus and/or salvage property.

No action was necessary.

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

No action was necessary.

16. To review and act on District/Department PPC/ISO ratings including engagement of consultant(s), review of recommendations and purchase of equipment.

Fire Chief Gary Vincent gave a verbal report where to discussion ensued and 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.

Fire Chief Gary Vincent reported that he may hire a facility maintenance person where to discussion ensued and 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 informed the Board that she received notification from Aflac that our account is eligible for monthly recurring auto draft payments where to discussion ensued and no action was necessary.

No other action was necessary.

The Board agreed to take items out of order as posted on the Agenda and readdress item #5 before addressing item #19.

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

The April 15, 2020 Bookkeeper's Report was readdressed including a listing of the disbursements presented, for the Board's approval and signature.

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 number(s):

2369 VOIDED and reissued on check number 2377;
2370 VOIDED and reissued on check number 2378;
2377 to American Arbitration Association in the amount of \$6,200.00 for Case #02-19-0000-8993;
2378 to Blue Cross Blue Shield of Texas in the amount of \$5,543.80 for May-Medical-Dental-168205-137059-20200501;
2379 to Michael Silvio in the amount of \$160.00 for Security for April meeting;
2380 to The Meeting Place in the amount of \$64.40 for April Meeting Expense;
2381 to Scot Wall in the amount of \$517.77 for Reimbursement of 2020 SAFE-D Conference Expenses;
2382 to Metro Fire Apparatus Specialists Inc. in the amount of \$23,958.00 for Invoice #152031 for Fire Hose for ISO Needs.

No other action was necessary.

The Board agreed to take items out of order as posted on the Agenda and address item #23 before addressing item #19.

23. To review and act on Government Code §418.1101 – Plan For Continuity Of Functions, including adopting plans, policies or procedures.

Discussion ensued regarding the motion from the March 25, 2020 meeting where to no action was necessary.

19. 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 consulted with the District's legal counsel via phone where to entered into Closed Session at 5:19 pm and reconvened for regular business at 5:48 pm.

20. 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.

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

The Board did not enter into Closed Session on this item.

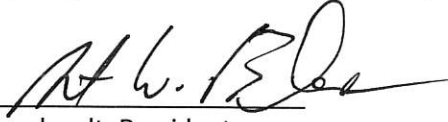
22. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure,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

The Board did not enter into Closed Session on this item.

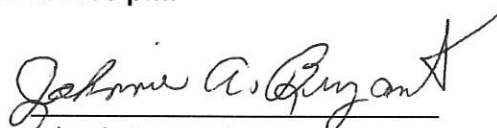
27. ADJOURNMENT

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 5:49 pm.

Next regularly scheduled meeting is May 14, 2020 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary

