



Montgomery County Emergency Services District No. 10

DATE: January 9, 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 Thursday, January 9, 2020 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	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, Cathy Branco of Municipal Accounts & Consulting LP, Ryan Fortner of Sales Revenue Inc, 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.

4. To administer the oath of office to recently appointed/re-appointed commissioners.

The District's legal counsel administered the oaths of office to Robert Buschardt and Scot Wall for the two (2) year term ending December 31, 2021 after reappointment as District Commissioners by Montgomery County Commissioner Charlie Riley.

5. To elect Board Officers for the 2020 term.

Upon a motion duly made by Commissioner Robinson, and seconded by Commissioner Wall, hearing no other nominations, the Board unanimously approved for all officers to remain the same as 2019 thereto Commissioners Bryant, Buschardt, Gage, Robinson, and Wall voting for the motion.

6. To review and take action on engagement of Auditor to prepare District 2018 Audit.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Gage, the Board unanimously approved to engage Brooks Watson to perform the District's 2019 Audit in accordance with the existing agreement.

7. 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 December 12, 2019 as presented.

8. 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 January 9, 2020 Bookkeeper's Report including a listing of the disbursements presented, for the Board's approval and signature. Discussion ensued on this topic.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Bryant, 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) listed below, noting a discrepancy on the 2019 YTD Budget which has an over budget amount of \$2,662,970.16 whereto the error will be corrected with a forthcoming memo from Ms. Branco:
2328 to Houston Chronicle in the amount of \$53.70 for Legal Notices;
2329 to VFIS in the amount of \$115,528.00 for Auto Insurance Renewal;
2330 to Hickory Corral in the amount of \$83.93 for January Meeting Expense.

No other action was necessary.

9. To receive the monthly ad valorem tax report.

No action was necessary.

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

Ryan Fortner presented the January 2020 Sales Tax Report prepared by Sales Revenue Inc.

11. 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 Gage, the Board unanimously approved the payment of Operation's Funding as presented in the January 9, 2020 Bookkeeper's Report which was check number 2316 in the amount of \$860,215.66 for Payroll Transfer 2/2020 Payroll and check number 2317 in the amount of \$117,602.00 for Maintenance & Operations Transfer 2/2020. Discussion ensued

on this topic and it was determined that both of the 2/2020 Payroll and Maintenance & Operations Transfers accurately reflect the January 2020 transfer shortfalls due to the 2020 Adjusted Budget that was adopted December 12, 2019.

The Board agreed to take items out of order as posted on the Agenda and moved to item #13 before addressing item #12.

13. 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 and Director of Finance and Administration Eloise Roberson presented the 2019 Re-allocation report and the 2019 4th Quarter Reallocation check in the amount of \$57,925.14.

The Board agreed to take items out of order as posted on the Agenda and moved to item #15 before addressing item #14.

15. To receive a financial report from the MVFD.

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

14. 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 January 2020 Board Report, Fire Chief's ESD January 2020 Board, 2019 Annual Department Roster, and handouts with special mention to the Board about the following topics:

1. Presented the MVFD check for VFIS Towing reimbursement in the amount of \$742.50
2. Request approval to spend up to \$8,000.00 for emergency repair of driveway Station 181 for the drain cover that collapsed.
3. Presented Grace Accountability Equipment end of life interlocal agreement between Harris County and Montgomery County Emergency Services District No. 10. (the final disposition of the Grace Accountability Equipment)
4. Presented 2020 1st Quarter Tower Lease check in the amount of \$2,700.00

The Board agreed to take items out of order as posted on the Agenda and moved to item #12 before completing item #14.

12. 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 authorized the lender to release the funds to pay the vendor for the two (2) New Tankers.

The Board readdressed item # 14

14. 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.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved up to \$8,000.00 as presented for the emergency repair of Station 181 driveway.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Robinson, the Board unanimously approved the agreement received from Federal Homeland Security Grant Program, regarding the final disposition of the Grace Accountability Equipment, and authorized the execution through the Board Officers, noting in the District minutes and provide notice to the Department of same, that the District approval of the agreement requires an indemnification agreement from the Department to the District.

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

Fire Chief Gary Vincent presented the Department's use of 2019 Prior Year Surplus Funds Budget which reflects an unencumbered amount of \$30,400.00 and request that it be moved into the 2020 Prior Year Surplus Funds Use.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved to move \$30,400.00 from Reserve Funds to the 2020 Prior Year Surplus Funds Use Line Item 14315, which is an increase from \$363,593.26 to \$393,593.26 to be reflected on the 2020 Budget adopted December 12, 2019.

The meeting was recessed at 3:00 pm.

The meeting reconvened for regular business at 4:00 pm.

17. 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.

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

Fire Chief Gary Vincent announced that the Department has concluded the sale of the old MR Cars.

19. 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.

20. 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.

This topic was addressed on item #14.

21. 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 recommended renewing the current medical, dental, and vision plans with a renewal date of February 1, 2020.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved to renew the current medical, dental, and vision insurance plans with an effective renewal date of February 1, 2020.

The Board agreed to take items out of order as posted on the Agenda and readdress item #12 before addressing item #22.

12. 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 the Rescue Truck and Advanced Rescue Trailer & Equipment research material and proposals. Discussion ensued on this topic where to the Board was in unanimous agreement to approve the purchase of the Heavy Rescue Vehicle, Advanced Rescue Trailer & Equipment, and all In-Service Equipment.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Gage, the Board unanimously approved the following motions:

1. Approved to spend up to \$1,000,000.00 that includes the purchase of the Heavy Rescue Vehicle and Communication Equipment.
2. Approved the purchase, not to exceed \$650,000.00, for the purchase of the equipment to go in-service and the Advanced Rescue Trailer.

Discussion ensued on this topic.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Wall, the Board unanimously approved the payment of check number(s):

- 2315 to Fully Promoted in the amount of \$4,005.65 for Winter Pullovers approved 10-17-19;
- 2321 to Texas Department of Criminal Justice in the amount of \$600.00 for Executive Chair for the Fire Chief's Office;
- 2325 to Edmond's Plumbing, Inc. in the amount of \$14,800.00 for Station 187 Plumbing Modifications and Repairs.

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 did not enter into Closed Session on this item.

23. 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.

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

The Board entered into Closed Session at 6:29 pm and reconvened for regular business at 6:56 pm.

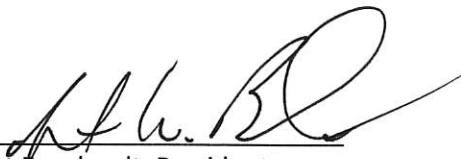
25. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure,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

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

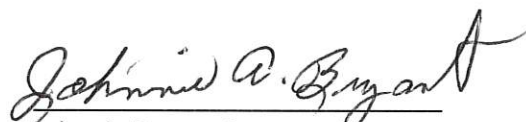
24. ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved adjourning the meeting at 6:57 pm.

Next regularly scheduled meeting will be on February 13, 2020 at 1:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary

