



Montgomery County Emergency Services District No. 10

DATE: November 9, 2017

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, November 9, 2017 at 2:00 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call Meeting to order

At 2:06 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
	Treasurer/Investment Officer	Vacant Position
Buck Carraway	Assistant Secretary/Treasurer	Absent
Tate Robinson		Present

4 of 5 said Commissioners were present thus constituting a quorum.

Also present were Assistant Chief Kevin Walters and Rhonda Reinholz of Magnolia Volunteer Fire Department ("MVFD" and the "Department"), Cathy Branco of Municipal Accounts & Consulting LP., and John Peeler, the District's legal counsel, of Coveler & Peeler.

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Bryant led the Pledge to Texas.

The Invocation was given by Commissioner Wall.

3. To receive public comment.

There was no public comment.

4. To take action on Board officer positions due to resignation and appointment of commissioners during 2017.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, hearing no other nominations, the Board unanimously approved Tate Robinson to fill the vacant position of Treasurer/Investment Officer thereto Commissioners Buschardt, Wall and Bryant voting for the motion, None were opposed, and Commissioner Carraway was absent.

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

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Wall, the Board unanimously approved the District's Regular Meeting of October 12, 2017 minutes.

6. 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 November 9, 2017 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Buschardt 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:

1848 to American General Life Companies in the amount of \$525.00 for Life Insurance Annual Premium for Gary Vincent;

1849 to Plastix Plus in the amount of \$1,000.00 for Custom Tray Liners for 2 Command Vehicles;

1850 to Texas Mutual Insurance Company in the amount of \$85,072.00 for 2018 Workers Compensation Premium;

1851 to One Source in the amount of \$84.18 for Business Cards for Commissioner Robinson;

1852 to Casco in the amount of \$34,493.00 for Bunker Gear;

1853 to The Meeting Place in the amount of \$83.60 for November meeting expense.

Discussion ensued whereto upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved to reinvest the following CD's with maturity dates no greater than six (6) months:

- 1) Allegiance Bank CD maturing 12/07/2017,
- 2) First State Bank CD maturing 12/11/2017,
- 3) Third Coast Bank CD maturing 12/11/2017.

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

There was no tax report.

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

The Board reviewed the November 2017 Sales and Use Tax Report that was prepared by Mr. Ryan Fortner of Sales Revenue Inc.

A copy of the November 2017 Sales and Use Tax Report is attached hereto as **Exhibit B**.

9. To review and discuss District reserve fund in light of expected expenditures for the remainder of FY 2017 and funding needs for FY 2018 and discuss the amount that should be available in reserve and how to reach that amount.

The Board discussed having a special meeting to discuss the District's 2018 Budget preferably in March 2018 however, no action was necessary.

10. To review and take action on the payment of operations funding pursuant to budget and service agreement with the 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 Bookkeeper's Report which was check number 1841 in the amount of \$457,796.17 for Payroll and check number 1842 in the amount of \$98,081.74 for Maintenance & Operations.

A copy of the Bookkeeper's Report November 9, 2017 is attached hereto as **Exhibit A**.

11. To review and take action on the payment of capital funding pursuant to budget and service agreement with the Department.

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

1847 to Metro Fire in the amount of \$19,528.00 for Struts and Air Bags for 2 Engines;

1849 to Plastix Plus in the amount of \$1,000.00 for Custom Tray Liners for 2 Command Vehicles;

1852 to Casco Industries in the amount of \$34,493.00 for Bunker Gear.

12. To receive a report and take action as appropriate to revise District and or Department operating and capital budgets pursuant to Department quarterly reallocations and/or other matters.

Assistant Chief Kevin Walters announced that the amount of the 3rd Quarter 2017 Reallocation check is \$25,098.03 and was given to the Bookkeeper prior to the meeting and is reflected on the November 9, 2017 Bookkeeper Report.

Upon a motion duly made by Commissioner Robinson and seconded by Commissioner Buschardt, the Board unanimously approved to accept the 2017 3rd Quarter Reallocation check as presented.

13. To receive a report from Magnolia VFD regarding the good and welfare of the Fire Department and take action on requests for equipment and expenses for the Department.

Assistant Chief Kevin Walters presented the Fire Chief's MVFD November 2017 Board Report with special mention to the Board about the following topics:

- The amount of the 2017 3rd Quarter Reallocation check is \$25,098.03
- Refer to presentation from Ms. Reinholz to request Fire Proof File Cabinets

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Robinson, the Board unanimously approved the purchase of 6 Fire Proof File Cabinets from Quill with Deck with Liftgate delivery option as presented in the amount of \$21,883.36.

14. To receive a financial report from the Department.

Assistant Chief Kevin Walters presented the 2017 4th Quarter October Rolling Budget and the October 2017 GL.

Commissioner Wall exited the meeting at 3:01 pm

Let the records reflect at 3:32 pm the meeting was suspended.

The meeting reconvened for regular business at 4:13 pm.

Commissioner Wall returned to the meeting at 3:34 pm

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

Upon discussion of this topic no action was necessary and the District's legal counsel will reply to the City of Magnolia's inquiry.

16. To review and take action on the disposition of surplus or salvage property.

No action was necessary.

17. To review and take action 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.

18. To receive a report and take action on construction, improvements, repairs and construction for District facilities, including utilities, construction payments, engagement of architectural or engineering services and selection of contractors.

No action was necessary.

19. To review and take action to approve the purchase of capital assets, including vehicles, fire fighting apparatus and equipment.

No action was necessary.

The Board went out of order to Item #21, 22, and 23. Item #20 was immediately taken up after #23.

20. To review and take action on employment/personnel issues, including hiring, retention, compensation, benefits and scheduling for District employees, including administrative staff, Fire Chief, suppression staff and command staff.

Upon discussion of this topic no action was necessary.

21. To review and take action on District administrative procedures and policies, including policies on Commissioner Compensation and other matters related to laws passed during the 2017 legislative sessions.

Upon discussion of this topic no action was necessary.

22. To review and take action regarding appointment/re-appointment of commissioners, including advisory correspondence with Commissioners Court.

No action was necessary.

23. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022 to review sales tax information.

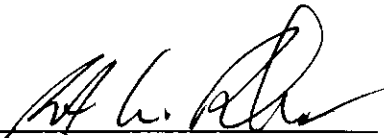
The Board entered into Closed Session at 5:04 pm and exited at 5:55 pm.

No action was taken on the items discussed during Closed Session.

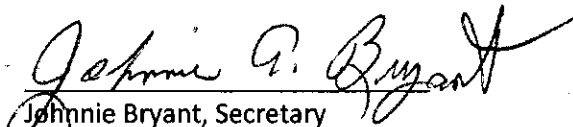
24. ADJOURNMENT

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 5:58 pm.

Next regularly scheduled meeting will be on December 14, 2017 at 2:30 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary