



Montgomery County Emergency Services District No. 10

DATE: May 18, 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, May 18, 2017 at 2:00 p.m. inside the boundaries of the District.

At 2:01 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:

COMMISSIONER	BOARD POSITION	
Robert Buschardt	President	Present
Scot Wall	Vice President	Absent
Johnnie Bryant	Secretary	Present
	Treasurer/Investment Officer	Vacant Position
Buck Carraway	Assistant Secretary/Treasurer	Present

3 of said Commissioners were present thus constituting a quorum.

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

AGENDA ITEM:

2. Roll Call, Pledge of Allegiance, Pledge of Texas and Invocation.

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Carraway led the Pledge to Texas.

The Invocation was given by Fire Chief Gary Vincent.

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 Carraway, the Board unanimously approved the minutes of the District's Regular meeting of April 13, 2017 as presented.

5. To receive a Financial Report from the District Bookkeeper and to pay District bills and to address financial matters including depositories 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 May 18, 2017 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Carraway, the Board unanimously approved the payment of district bills as presented in the Bookkeeper's Financial Report with the addition of check numbers:

- 1731 to Building Consultant Services in the amount of \$325.00 for Station 187 Field Report No. 11;
- 1732 to Brett Eaton in the amount of \$1,800.00 for Station 189 property improvements;
- 1734 to Magnolia Volunteer Fire Department in the amount of \$1,318.50 for reimbursement for 3D printer material;
- 1733 to The Blue House in the amount of \$67.00 for May meeting expense.

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

Ms. Branco presented the April 2017 tax report.

A copy of the April 2017 Tax Report is attached hereto as **Exhibit B**.

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

The Board reviewed the May 2017 Sales and Use Tax Report provided by Sales Revenue Inc.

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

8. 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 Carraway and seconded by Commissioner Bryant, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1719 in the amount of \$459,114.67 for Payroll and check number 1720 in the amount of \$85,362.08 for Maintenance & Operations.

A copy of the Bookkeeper's Report May 18, 2017 is attached hereto as **Exhibit A**.

9. 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 Carraway and seconded by Commissioner Bryant, the Board unanimously approved the payment of check number(s):

- 1714 to Building Consulting Services in the amount of \$325.00 for Station 187 Field Report No. 10;
- 1716 to Ferrara in the amount of \$16,177.64 for Fire Hose for new Engine 185;
- 1718 to Lowe's in the amount of \$117.02 for Station 187, 188, 189 Shelving;
- 1721 to Motorola Solutions, Inc. in the amount of \$928.14 for Station Bank Chargers for Portable Radios at 3 new stations;

1723 to Plastix Plus in the amount of \$2,637.60 for Engine 185 Custom Tray Liners;
1727 to Grace Industries, Inc. in the amount of \$16,510.68 for Watchdog software and equipment for two (2) Command Vehicles;
1729 to Weisser Engineering in the amount of \$3,147.50 for Professional Service Fees for 3 New Stations Project;
1730 to Witmer Public Safety in the amount of \$1,510.21 for Equipment for new Engine 185;
1731 to Building Consulting Services in the amount of \$325.00 for Station 187 Field Report No. 11;
1732 to Brett Eaton in the amount of \$1,800.00 for Station 189 property improvements;
1734 to Magnolia Volunteer Fire Department in the amount of \$1,318.50 for reimbursement of MVFD check number 22910 to Lamon LLC for 3D Printer Material from 3DX Tech.

10. 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.

Upon a motion by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved to accept and reallocate the Department's 1st Quarter 2017 reallocation check in the amount of \$32,033.29 to the District's 2017 Capital Budget.

11. 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.

Fire Chief Gary Vincent presented the Fire Chief's MVFD and ESD May 2017 Board Reports with special mention to the Board about the following topics:

- Gary Vincent presented a check from FEMA in the amount of \$38,901.89 for reimbursement of excess operations expenses for 2016 Flood Events.
- Gary Vincent presented a check in the amount of \$32,033.29 representing the Department's 1st Quarter 2017 reallocation.
- The Hydratrek is almost finished and we hope to show it to you next month.
- The Annual Hose Testing has been completed with minimal failures, but we need to replace 18 pieces of 25' and 50' connecting hose. We tested 67,183 feet of hose this year. We are requesting \$5,525.10 from the Capital Budget to replace the failed 5" short hose sections. Unfortunately, the Department cannot cover this in the equipment budget without going into the red.
- Annual Ladder Testing has been completed with zero failures.
- We continue to work on new Engine 185 and the Command Vehicles. Parts have been ordered and they are being installed as we receive them.
- The Door Lock project is under way and in progress this week.
- Stations 188 and 189 are hosting the Grand Opening this Saturday, May 20th. We will be hosting the ceremonies back to back so please come and enjoy the Grand Opening Ceremony!
- Request \$2,500.00 to purchase a Cummins Insite Diagnostic Laptop Kit for the Ferrara Trucks.
- The Department saved \$4,600.00 on repair costs for Booster 184 due to our in-house Mechanics Program.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Carraway, the Board unanimously approved to purchase replacement fire hose in the amount of \$5,525.10 as presented.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved up to \$2,500.00 to purchase the Cummins Insite Diagnostic Laptop Kit as presented.

12. To receive a financial report from the Department.

Gary Vincent presented the March and April 2017 GL and the 2nd Quarter 2017 Rolling Budget.

13. To review and take action on District FY 2016 Audit.

Upon discussion of this topic no action was necessary.

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

No action was necessary.

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

No action was necessary.

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

No action was necessary.

17. 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.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved Pay Application #14 for Station 187 in the amount of \$46,812.20 as presented, with a combination of remaining loan funds and District funds and authorized the draw from the District's Operating Fund by the Bank.

18. To review and take action on proposals received for the LED signs at District fire stations, including action to select a vendor for the project.

Upon discussion of this topic no action was taken.

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

No action was necessary.

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 a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved to sign up with Aflac for optional enrollment to District Employees at no cost to the District.

21. To review and take action on records management procedures, including action to revise or amend the Records Management Program.

Upon discussion of this topic no action was necessary.

22. To review and take action to approve a Correction Affidavit regarding the Deed of Trust in favor of First Financial Bank, N.A. related to the construction financing of Stations 187, 188 and 189.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board unanimously approved to execute the Correction Affidavit regarding the Deed of Trust in favor of First Financial Bank, N.A. as presented which will put new boundary legal descriptions so the bank has the most up to date and current description of surveys of Stations 187, 188 and 189. Upon further discussion of this topic, the District's legal counsel will also follow up with the county.

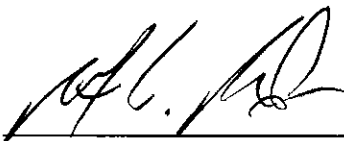
23. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022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

The Board entered in Closed Session at 3:06 pm and reconvened for regular business at 3:32 pm.

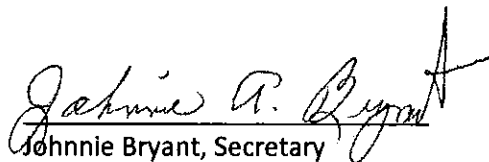
ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 3:33 pm.

Next regularly scheduled meeting will be on June 8, 2017 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary