



Montgomery County Emergency Services District No. 10

**DATE:** July 12, 2018

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, July 12, 2018 at 2:00 p.m. inside the boundaries of the District.

**AGENDA ITEM:**

**1. Call Meeting to order**

At 2:05 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.**

<b>COMMISSIONER</b>	<b>BOARD POSITION</b>	
Robert Buschardt	President	Present
Scot Wall	Vice President	Present
Johnnie Bryant	Secretary	Present
Tate Robinson	Treasurer/Investment Officer	Absent
Buck Carraway	Assistant Secretary/Treasurer	Absent

3 Commissioners were present thus constituting a quorum.

Also present were Magnolia Volunteer Fire Department ("MVFD" or "the Department") Fire Chief Gary Vincent, and District Office Manager Rhonda Reinholz, Cathy Branco of Municipal Accounts & Consulting LP., Deputy Silvio, District legal counsel John Peeler of Coveler & Peeler, Lizandro Campos of Sales Revenue Inc., and, Jon Watson of BrooksWatson & Co.

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 approve the Minutes of prior meeting(s).**

Upon a motion duly made by Commissioner Wall, seconded by Commissioner Bryant, the Board unanimously approved the minutes of the District's Regular Meeting, June 7, 2018.

**5. 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 July 12, 2018 is attached hereto as **EXHIBIT A**.

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

1978 to Hickory Corral in the amount of \$85.11 for July Meeting Expense.

Upon a motion duly made by Commissioner Bryant, and seconded by Commissioner Wall, the Board unanimously approved the 2017 Annual Financial Report as presented by Jon Watson with Brooks Watson & Co.

No further action was necessary.

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

Ms. Branco presented the June 2018 Tax Report and Estimate of Value-Tax Calculation for 2018 Tax Year-Tax Rate for Montgomery ESD No. 10 with 0.1000 Tax Levy for 2018

A copy of the June 2018 Tax Report is attached hereto as **EXHIBIT B**.

A copy of the Estimate of Value-Tax Calculation for 2018 Tax Year-Tax Rate for Montgomery ESD No. 10 with 0.1000 Tax Levy for 2018 is attached hereto as **EXHIBIT C**.

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

Lizandro Campos with Sales Revenue Inc. presented the July 2018 Sales and Use Tax Report.

A copy of the July 2018 Sales and Use Tax Report is attached hereto as **EXHIBIT D**.

**8. To review and discuss District reserve fund in light of expected revenues and expenditures, including the amount that should be available in reserve and how to reach that amount.**

Gary Vincent presented an ESD Reserve Fund informational handout.

**The meeting was recessed at 3:05 pm.**

**The meeting reconvened for regular business at 3:09 pm.**

**9. To review and act 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 Buschardt, the Board unanimously approved the September 2018 payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1972 in the amount of \$561,759.38 for August 2018 Payroll and check number 1973 in the amount of \$95,215.66 for August 2018 Maintenance & Operations.

A copy of the Bookkeeper's Report July 12, 2018 is attached hereto as **EXHIBIT A**.

**10. To review and act 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):  
1966 to Casco Industries in the amount of \$8,032.00 for two (2) Turbo Drafts and Piercing Nozzles;  
1967 to CLS in the amount of \$5,821.34 for Annual Inspection/Testing/Repair of Fire Alarms, Fire Sprinklers, Hood Extinguishers, and Fire Extinguishers for the Department.

**11. To receive a report and act as appropriate to revise District and or Department operating and capital budgets pursuant to Department quarterly reallocations and/or other matters.**

No action was necessary.

*The Board agreed to go out of order as posted on the Agenda and moved to item #19 before addressing item #12.*

**19. 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.**

Upon a motion duly made by Commissioner Bryant, and seconded by Commissioner Wall, the Board unanimously approved an ESD Family Bereavement Leave Policy of three (3) eight (8) hour days to attend the funeral of specified family members as presented.

**12. To receive a report from Magnolia Volunteer Fire Department ("MVFD") 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 ESD July 2018 Report, the Fire Chief's MVFD July 2018 Board Reports, and handouts with special mention to the Board about the following topics:

- Presented Bereavement Leave Policy
- We have taken the Tower Lease Proposal to the Executive Fire Board
- We were able to negotiate significant reductions on our Traffic Pre-Emption signals of approximately \$900.00 per unit.
- The radio software upgrades are moving forward.
- We need four (4) MR vehicles and one (1) Booster to stay on light apparatus replacement cycle schedule.
- Heavy Apparatus – We have four (4) 2000 E-One Tankers left and one (1) 2000 E-One Ladder left that all will be obsolete by 2025. We need two (2) Tankers to stay on schedule and would like to request the Board allow us to go out for quotes on two (2) tankers.
- The Logistics Department accomplished a significant cost savings for the repair of Ladder 186.
- Training Division handout – Magnolia Volunteer Fire Department has been approved by Texas Commission on Fire Protection to teach the TCFP classes specified in handout.
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**13. To receive a financial report from the MVFD.**

Fire Chief Gary Vincent presented the June 2018 2nd Quarter Rolling Budget and May 31, 2018 GL.

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

A verbal report from Fire Chief Gary Vincent.

**15. To review, discuss and act for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code.**

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.**

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.**

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved Pay Application #17 for Station 187 Final Draw in the amount of \$71,299.95 as presented, with a combination of remaining loan funds and District funds and authorized Municipal Accounts to wire funds as instructed by the bank.

**18. To review and act to approve the purchase of capital assets, including vehicles, fire fighting apparatus and equipment.**

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously authorized Fire Chief Gary Vincent to get HGAC or BuyBoard pricing quotes for two (2) Tankers.

**The meeting was recessed at 3:58 pm.**

**The meeting reconvened for regular business at 4:38 pm.**

**20. To review and act on District administrative procedures and policies, including matters related to public access to District facilities and meeting procedures.**

No action was necessary.

**21. To review and act on interlocal agreement with Montgomery County Hospital District or other Emergency Services Districts on traffic preemption equipment and procedures.**

No action was necessary.

**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 Executive Session.

**23. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

The Board did not enter into Executive Session.

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

The Board did not enter into Executive Session.

**25. ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved adjourning the meeting at 4:44 pm.

**Next regularly scheduled meeting will be on August 9, 2018 at 2:00 pm.**

  
Robert Buschardt, President

  
Johnnie Bryant, Secretary