



Montgomery County Emergency Services District No. 10

**DATE:** September 14, 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, September 14, 2017 at 2:00 p.m. inside the boundaries of the District.

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:

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

All 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 and Mark Miller of Municipal Accounts & Consulting LP., John Peeler, the District's legal counsel, of Coveler & Peeler, and Ryan Fortner of Sales Revenue Inc.

**AGENDA ITEM:**

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

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 administer the oath of office to newly appointed commissioner.**

No action was necessary.

**4. To receive public comment.**

There was no public comment.

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

The minutes of the District's Regular Meeting of August 10, 2017 were presented. Discussion ensued whereunto a motion duly made by Commissioner Carraway and seconded by Commissioner Wall, the Board unanimously approved the District's Regular Meeting of August 10, 2017 minutes as amended.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Wall, the Board unanimously approved the District's Special Meetings of August 24, 2017 and August 31, 2017.

**The Board went out of order to Item #9, 10, 8, 6 & 7. Item #12 was immediately taken up after #7.**

**6. 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 September 14, 2017 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Carraway 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 numbers:

- 1815 to The Blue House in the amount of \$66.00 for September Meeting Expense;
- 1816 to Parts Express in the amount of \$238.89 for Soft Costs – Station 187 Alerting;
- 1817 to Wassell Industries in the amount of \$250.00 for Email service for one (1) year.

No other action was necessary.

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

Ms. Branco presented the July 2017 tax report.

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

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

Mr. Ryan Fortner of Sales Revenue Inc. presented the September 2017 Sales and Use Tax Report.

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

**9. To review and take action on the District 2018 budget.**

No action was necessary.

**10. To review and take action on the 2017 Tax Rate, including action to adopt a rate at or below the Effective Tax Rate or to propose a rate above the Effective Tax Rate and to schedule public hearings and to authorize publication of newspaper notices required by the Tax Code.**

In open meeting on the 14th day of September 2017, a motion was made by Commissioner Buschardt to adopt a tax rate of \$0.1000/\$100 by stating the following:

"I move that the property rate be increased by the adoption of a tax rate of \$0.1000/\$100, which is effectively a 4.82 percent increase in the tax rate."

Discussion ensued noting the adopted tax rate is the same rate as the prior year where to the motion was seconded by Commissioner Carraway.

The motion was approved by a vote of 3 to 1 with Commissioners Buschardt, Carraway, and Wall voting for the motion: no one voting against the motion: Commissioner Bryant abstained from voting: and no one was absent.

A copy of the Order/Resolution Setting the 2017 Ad Valorem Tax Rates is attached hereto as **EXHIBIT D**.

**11. To consider, adopt and set by Order the 2017 ad valorem tax rate for debt service.**

No action was necessary.

**12. 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.**

Upon discussion of this topic no action was necessary.

**13. 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 1806 in the amount of \$457,796.17 for Payroll and check number 1808 in the amount of \$88,205.79 for Maintenance & Operations.

A copy of the Bookkeeper's Report September 14, 2017 is attached hereto as **Exhibit A**.

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

1814 to Payment Remittance Center in the amount of \$899.10 for Life Vests for Hydratrek purchased on August Naumann's MVFD Visa;

1812 to Magnolia Volunteer Fire Department in the amount of \$5,470.00 for Reimbursement to the Department for the Hydratrek Trailer purchased from Texan Trailer;



1811 to LAMON LLC in the amount of \$3,598.20 for 3D Printer Material;

1813 to Weisser Engineering in the amount of \$4,852.50 for Professional Service Fees;

1816 to Parts Express in the amount of \$238.89 for Station 187 Alerting.

**Let the records reflect at 4:04 pm the meeting was suspended.**

**The meeting reconvened for regular business at 4:29 pm.**

**15. To review and take action on any repairs to District Facilities or equipment necessitated by Hurricane Harvey, including emergency repairs.**

No action was necessary.

**16. To review and take action on emergency acquisition of equipment necessitated by Hurricane Harvey.**

No action was necessary.

**17. 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.**

No action was necessary.

**18. 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 September 2017 Board Reports with special mention to the Board about the following topics:

- Hurricane Harvey response was very good. We were prepared and executed well
- Organizational needs
- The TCFP inspection went very well and no deficiencies were noted
- Hurricane Harvey pointed out Communication needs – Public Education and Public Information Division
- Changes to Air Pac standards are coming in 2018
- Presented Obsolete Gear List and request for destruction of Obsolete Gear

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Carraway, the Board unanimously approved the destruction of the Obsolete Gear as presented.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Buschardt, the Board approved to create an Assistant Quartermaster position to be filled by the current Assistant Office Manager and promote her in that position with a 10% increase in salary and to fill the Assistant Office Manager position with a new employee with Commissioner Bryant, Buschardt and Wall voting for the motion and Commissioner Carraway voting against the motion whereto the motion carried.

Upon a motion duly made by Commissioner Bryant and seconded by Commissioner Wall, the Board unanimously approved up to \$35,000.00 for Bunker Gear from the 2017 Capital Budget.

**19. To receive a financial report from the Department.**

Fire Chief Gary Vincent presented the 3rd Quarter August 2017 Rolling Budget.

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

No action was necessary.

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

No action was necessary.

**22. 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.

**23. 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 discussion of this topic no action was necessary.

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

No action was necessary.

**25. 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.**

No action was necessary.

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

No action was necessary.

**27. 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.**

No action was necessary.

**28. 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 5:59 pm and reconvened for regular business at 6:09 pm.

No action was necessary on items discussed in Closed Session.

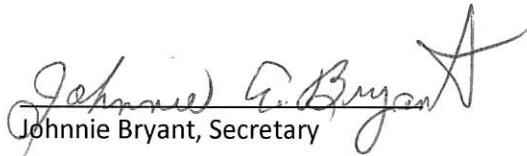
**ADJOURNMENT**

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 6:10 pm.

**Next regularly scheduled meeting will be on October 12, 2017 at 2:00 pm.**



Robert Buschardt, President



Johnnie Bryant, Secretary