



Montgomery County Emergency Services District No. 10

DATE: September 08, 2016

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 08, 2016 at 2:10 p.m. inside the boundaries of the District.

At 2:35 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	Present
Johnnie Bryant	Secretary	Present
Dwight Arnold	Treasurer/Investment Officer	Present
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 of Municipal Accounts & Consulting LP., John Peeler, the District's Attorney, and Ryan Fortner of Sales Revenue Inc.

The following business was transacted:

AGENDA ITEM:

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

The Board dispensed of the Pledges and Invocation since they were done at the Special Meeting that preceded.

2. To receive public comment.

There was no public comment.

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

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board approved the minutes of the District's Regular meeting of August 8, 2016 as presented with Commissioner Carraway abstaining.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board approved the minutes of the District's Special meeting of August 25, 2016 as presented with Commissioner Arnold abstaining.

Upon a motion duly made by Commissioner Carraway and seconded by Commissioner Bryant, the Board approved the minutes of the District's Special meeting of August 29, 2016 as presented with Commissioners Buschardt and Wall abstaining.

4. To receive a Financial Report from the District Bookkeeper and pay District bills.

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 08, 2016 is attached hereto as **EXHIBIT A**.

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

1574 to Siddons-Martin in the amount of \$1,867.53 for Soft Costs-Emergency Alerting for 3 new stations;
1575 to Hickory Corral in the amount of \$60.00 for September Meeting Expense.

5. To conduct a mid-year budget review and amend 2016 budget.

No action was necessary.

6. To receive a tax report from the District Bookkeeper, including report on District investments and take action on investment of District Funds, including annual review of Investment Policy.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Carraway, the Board unanimously approved the following:

Operating Fund CD's:

Reinvest the Allegiance Bank CD maturing 10/13/2016 with a maturity date no greater than Six (6) months.

Tax Fund CD:

No action was necessary.

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

Ryan Fortner presented the September 2016 Sales and Use Tax Report.

Commissioner Wall exited the meeting at 3:06 pm.

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 Arnold 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 1565 in the amount of \$367,422.58 for Payroll and check number 1566 in the amount of \$64,613.57 for Maintenance & Operations.

A copy of the Bookkeeper's Report September 8, 2016 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 Arnold and seconded by Commissioner Bryant, the Board unanimously approved payment of check number(s):

2016 Capital:

1562 to The Murillo Company in the amount of \$2,901.00 for Station 187 Materials Testing;
1564 to Magnolia Hardware in the amount of \$34.59 for Supplies to install equipment on the new engines;
1574 to Siddons-Martin in the amount of \$1,867.53 for Soft Costs Emergency Alerting for 3 new stations.

10. To receive a report and take action as appropriate to revise District and or Department operating and capital budgets pursuant to Department quarterly re-allocations and/or other matters.

No action was necessary.

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 September 2016 Board Reports with special mention to the Board about the following topics:

- Updates on 3 New Stations, Digital Signs, Scheduling Software, Station 185 Concrete Repair Quotes, procurement of Hydratek, Department adopted new By-Laws, Service Agreement, FRI Conference, developed 3 District organizational chart, Car Seat PR on September 22nd, in need of a Mechanic Trailer at an approximate value of \$11,000.00, and presented quotes for two (2) new Tahoe's to be used as Department Command Vehicles.

Upon discussion of the quotes for two (2) new Tahoe's a motion was made by Commissioner Bryant and seconded by Commissioner Arnold, the Board approved the purchase of two (2) 2016 Tahoe's at \$34,424.00 each as presented in the quote from Reliable Chevrolet with Commissioners Arnold, Bryant, and Buschardt voting for the motion and Commissioner Carraway voting against the motion. Commissioner Wall was absent.

12. To receive a financial report from the Department.

Fire Chief Gary Vincent presented the July 2016 GL and August 2016 Rolling Budget.

Let the records reflect at 3:54 pm the meeting was suspended.

The meeting reconvened for regular business at 4:32 pm.

Commissioner Wall returned at 4:32 pm.

13. 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.

14. To review and take action on Service Contract with Magnolia Volunteer Fire Department for 2017.
Upon discussion of this topic no action was necessary.

15. 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.

16. 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 Arnold and seconded by Commissioner Wall, the Board unanimously approved Pay Applications # 6 for Station 187, and # 12 for Stations 188 and 189 as presented for a combined total of \$ 214,158.50 :

Station 187	Pay Application #6	\$ <u>92,360.90</u>
Station 188	Pay Application #12	\$ <u>66,036.40</u>
Station 189	Pay Application #12	\$ <u>55,761.20</u>

17. To review, discuss and take action on the need for Station 1810.
No action was necessary.

18. To review and take action on District debt, including refinancing existing debt and incurring debt for new acquisitions or construction.
No action was necessary.

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

Upon discussion of this topic the Board agreed to hold a Special Meeting on September 14, 2016 for the District's participation in the Tarrant County Cooperative Purchasing Program.

20. To review and take action on ISO project.
No action was necessary.

21. To review and take action on long term apparatus purchases and operational changes.

No action was necessary.

22. 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.

Commissioner Buschardt deferred Commissioner Wall to appoint Commissioners Buschardt and Carraway to the Montgomery County ESD Commissioners Working Group.

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

No action was necessary.

24. 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 did not enter into Closed Session.

ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved adjourning the meeting at 5:04 pm.

Next regularly scheduled meeting will be on October 13, 2016 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary