

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

January 11, 2023

THE STATE OF TEXAS §
COUNTY OF MONTGOMERY §
MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4 §

The Board of Commissioners (the "Board" or the "Commissioners") of Montgomery County Emergency Services District No. 4 (the "District") met in regular session, open to the public, at Needham Fire Rescue, Co. ("NFR") Station No. 61, 9430 State Highway 242 East, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, January 11, 2023, at 11:30 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Brian Arceneaux	President
VACANT	Vice President
Mark Abbey	Secretary
Raymond Veit	Treasurer
Karen Keels	Assistant Secretary/Treasurer

All members of the Board were present at the meeting, thus constituting a quorum. Also attending the meeting were the following District employees: Fire Chief Kevin Hosler; Chief Randy Doyle, Assistant Chief of Administration; Chief William Dicker, Assistant Chief of Operations; Battalion Chief Richard Sanguedolce; Lieutenant Donald Moore; Lieutenant Cody Brown; Mrs. Alison Doyle; Ms. Emily Daley; Ms. Kelly Sipp; Ms. Teri Johnson; Mr. Colwyn Lee; Mr. Ken Carrizal; Mr. Steven Waldrep; and Firefighters Matthew Rowbatham and Chase Bergstrom. District consultants in attendance were: Ms. Regina D. Adams and Ms. Meredith King, attorneys, and Ms. Raechel Rodriguez (via videoconference), legal assistant, of Radcliffe Bobbitt Adams Polley PLLC (the "Attorney" or "RBAP"), attorney for the District; and Mr. Tom Nuche of AG|CM, Inc. ("AGCM"). Also in attendance were Mr. Mark Maydak and Former Commissioner Roxann McDaniel, residents of the District.

WHEREUPON, the meeting was called to order at 11:30 a.m. and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

PUBLIC COMMENT

Chief Hosler acknowledged former Commissioner McDaniel and thanked her for her service to the District. Former Commissioner McDaniel expressed her appreciation for the time she spent on the Board and wished everyone well.

QUALIFY COMMISSIONER-APPOINTEES AND ADMINISTER OATHS OF OFFICE

Chief Hosler proceeded to administer the Oaths of Office to Commissioner-Appointees Veit, Abbey and Landrum for the term of office of January 1, 2023 to December 31, 2024.

Chief Hosler then presented the Affidavit of Commissioner to Commissioners Veit, Abbey and Landrum, who executed same, thereby verifying their qualifications to serve as Commissioner of the District.

Chief Hosler presented Commissioners Veit, Abbey and Landrum with their sworn Statements of Appointed Officer, as required by the Texas Constitution, which statements were then duly executed by Commissioners Veit, Abbey and Landrum.

ELECT OFFICERS

The Board next considered the election of officers.

Upon motion by Commissioner Keels, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to appoint Commissioner Landrum as Vice President and retain the remaining current officer positions.

It was noted that the District's slate of officers was as follows:

Brian Arceneaux	President
Gary Landrum	Vice President
Mark Abbey	Secretary
Raymond Veit	Treasurer
Karen Keels	Assistant Secretary/Treasurer

DISTRICT STAFF AWARDS, RECOGNITIONS AND/OR PROMOTIONS

Chief Hosler then reported that Engine Operator Tristan Murphy was nominated as Houston Livestock Show and Rodeo's First Responder of the Year and invited the Commissioners to the ceremony presenting him with such award.

Chief Hosler also noted that Mr. Waldrep was being promoted to a full-time position.

APPROVE MINUTES

The Board considered approval of the December 14, 2022 regular meeting minutes, which were previously distributed to the Board. Upon motion by Commissioner Veit, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to approve the December 14, 2022 regular meeting minutes.

MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING

The Board reviewed the minutes and financial statements of prior NFR Board of Directors meetings.

STATUS OF STATION NO. 61 CONSTRUCTION

Mr. Nuche updated the Board on the status of the construction of Station No. 61 noting completion was scheduled for July or August 2023.

The Board then reviewed PA No. 5 from Grossman Design Build ("GDB") in the amount of \$257,548.87 in connection with Station No. 61 construction.

Upon motion by Commissioner Abbey, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve PA No. 5 from GDB in the amount of \$257,548.87.

TEMPORARY STATION NO. 63 CONSTRUCTION

Chief Hosler reported that the Station No. 63 site has electricity, and the metal building was scheduled to be erected soon. Chief Hosler noted that the District was awaiting a quote for the installation of the aerobic septic system.

TREASURER'S REPORT

Commissioner Veit next presented to and reviewed with the Board the Treasurer's Report. Upon motion by Commissioner Abbey, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Treasurer's Report.

REVIEW QUARTERLY INVESTMENT REPORT

Mrs. Doyle presented to and reviewed with the Board the Quarterly Investment Report noting that the total interest earned in the previous quarter was \$44,017.69. Upon motion by Commissioner Veit, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Quarterly Investment Report.

MONTHLY INVOICES AND PAYMENTS

Mrs. Doyle then presented to and reviewed with the Board monthly invoices and pending payments for approval, including loan payments to Simmons Bank and The Independent Banker's Bank for Station No. 62 construction and the Pierce stock truck, respectively. Upon motion by Commissioner Veit, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment of the monthly invoices, as presented.

SALES AND USE TAX REPORT

Mrs. Doyle reviewed with the Board the Sales and Use Tax Report. Upon motion by Commissioner Veit, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Sales and Use Tax Report.

TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Adams presented to and reviewed with the Board the monthly Tax Assessor-Collector's Report. Upon motion by Commissioner Abbey, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Tax Assessor-Collector's Report.

RESCIND ACCEPTANCE OF TOUCHSTONE DISTRICT SERVICES COMPANY ("TOUCHSTONE") WEBSITE SERVICES PROVIDER PROPOSALS AND TAKE ANY OTHER ACTIONS RELATED TO WEBSITE/PUBLIC RELATIONS SERVICES

Chief Hosler reported that, despite numerous attempts, the District never received a contract from Touchstone to consider and recommended the Board consider rescinding its acceptance of the website services proposals from Touchstone. Upon motion by Commissioner Abbey, Seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to rescind its acceptance of all proposals from Touchstone for website services. The Board requested RBAP provide the rescission letter to Touchstone on behalf of the District.

FIRE CHIEF'S REPORT

Chief Hosler then reviewed the Fire Chief's Report with the Board. Chief Hosler reported that, in December, the District and NFR responded to 243 service calls, 48 of which were out of District, with an average response time of 6:52 minutes.

Chief Hosler also reported on the Santa tours in the District.

REVIEW AND ADOPT AMENDMENTS TO THE DISTRICT'S POLICIES AND PROCEDURES MANUAL

Chief Hosler stated that District staff would be forwarding new and updated policies and procedures to RBAP for review.

REVIEW PERSONNEL MATTERS

Chief Hosler reported that the District has moved forward with one hundred percent (100%) insurance coverage for employees' families, as previously approved by the Board.

REVIEW DISTRICT REAL ESTATE MATTERS

There were no real estate matters to review.

There being no further business to come before the Board, and upon motion by Commissioner Landrum, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to adjourn the meeting at 12:33 p.m.

PASSED, APPROVED, AND ADOPTED this 8th day of February, 2023.



Raymond Keit

Secretary, Board of Commissioners
Treasurer,