

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

March 8, 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, March 8, 2023, at 11:30 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Brian Arceneaux	President
Gary Landrum	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; Lieutenant Donald Moore; Mrs. Alison Doyle; Ms. Emily Daley; Mrs. Kelly Sipp; Mr. Colwyn Lee; and Mr. Steven Waldrep. District consultants in attendance were: Ms. Regina D. Adams and Ms. Meredith King (via videoconference), 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. John Nuche of AG|CM, Inc. ("AGCM").

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

There were no public comments.

DISTRICT STAFF AWARDS, RECOGNITIONS AND/OR PROMOTIONS

There were no awards or promotions.

APPROVE MINUTES

The Board considered approval of the February 8, 2023 regular meeting minutes, which were previously distributed to the Board. 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 approve the February 8, 2023 regular meeting minutes.

MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING

The Board then reviewed the minutes and financial statements of NFR's prior Board of Directors meeting.

STATUS OF STATION NO. 61 CONSTRUCTION

Chief Hosler reported that the Station No. 61 construction was progressing and that the second floor of the building had been framed.

The Board then reviewed Pay Application ("PA") No. 7 from Grossman Design Build ("GDB") in the amount of \$214,685.75 in connection with Station No. 61 construction.

Mr. Nuche noted that the second floor slab was poured but that the steel inspection delayed the process. Mr. Nuche further noted that the fire suppression system was completed.

The Board then reviewed Change Order ("CO") No. 1 from GDB in an additive amount of \$30,480.00 to dye the concrete of the first floor living quarters. Mr. Nuche also noted that there would be other CO's for deductions which would cause the overall construction contract total to decrease.

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. 7 from GDB in the amount of \$214,685.75 and CO No. 1 from GDB in the additive amount of \$30,480.00.

TEMPORARY STATION NO. 63 CONSTRUCTION

Chief Hosler reported that the metal building was erected and then presented a proposal from T.E.R. Septic Site and Utilities LLC ("T.E.R.") in the amount of \$19,500.00 for installation of the on-site sewage system.

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 accept the proposal from T.E.R. in the amount of \$19,500.00 and authorize payment of the 50% deposit for same.

REPAIRS TO STATION NO. 62 GARAGE

Chief Hosler then presented a proposal from Next Construction in the amount of \$5,300.00 to repair the garage door at Station No. 62.

Upon motion by Commissioner Landrum, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from Next Construction in the amount of \$5,300.00 and authorize payment of the 50% deposit for same.

TREASURER'S REPORT

Commissioner Veit next presented to and reviewed with the Board the Treasurer's Report. A discussion then ensued regarding arbitrage compliance and interest rates. 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.

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 Southside Bank related to fire/loose equipment. Mrs. Doyle also noted that the District was in receipt of the Texas Intrastate Fire Mutual Aid System's audit. 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 Landrum, 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. Ms. Adams also reviewed with the Board correspondence from the Tax Assessor-Collector regarding the write-off of certain delinquent tax accounts.

Upon motion by Commissioner Landrum, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Tax Assessor-Collector's Report and authorize the write-off of delinquent tax accounts on the write-off report.

REVIEW AND ACCEPT PROPOSALS FOR WEBSITE/PUBLIC RELATIONS SERVICES AND TAKE ANY NECESSARY ACTIONS ON SAME

Chief Hosler requested the Board table this matter until the April Board meeting.

FIRE CHIEF'S REPORT

Chief Hosler then reviewed the Fire Chief's Report and the status of operations with the Board. Chief Hosler reported that, in February, the District and NFR responded to 209 service calls, 37 of which were out of District, with an average response time of 6:01 minutes.

Chief Hosler reported that Engine 61 was out of service for major repairs. Chief Hosler also noted that due to changes in the District's landscape, the brush truck wasn't utilized regularly and, therefore, may be retired.

Chief Hosler also reported that he and Commissioner Arceneaux attended the SAFE-D event at the Texas Capitol.

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

Chief Hosler stated that District staff would be forwarding the District's Employee Handbook to RBAP for review.

REVIEW PERSONNEL MATTERS

There were no personnel matters to review.

REVIEW DISTRICT REAL ESTATE MATTERS

There were no real estate matters to review.

REVIEW CONSULTANT CONTRACTS

Ms. Adams reminded the Commissioners that the Board was required to annually review its consultant contracts. Ms. Adams stated that she was not suggesting any revisions to RBAP's contract. The Board noted that it reviewed its consultants' contracts.

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 12:41 p.m.

PASSED, APPROVED, AND ADOPTED this 12th day of April, 2023.





Secretary, Board of Commissioners