

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

January 10, 2024

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

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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, 17029 Firehouse Road, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, January 10, 2024, 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; Lieutenants Brandy Estrada and Bobby Matthews; Engine Operator John Kuykendall; Firefighters Kayla Ringo and Antony Saucedo; Mrs. Alison Doyle; Ms. Emily Daley; Mrs. Kelly Sipp; and Mr. Colwyn Lee. 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 Adams Barner PLLC (the "Attorney" or "RAB"), attorney for 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

There were no public comments.

QUALIFY COMMISSIONER-APPOINTEES AND ADMINISTER OATHS OF OFFICE

Chief Hosler proceeded to administer the Oaths of Office to Commissioner-Appointees Arceneaux and Keels for the term of office of January 1, 2024 to December 31, 2025.

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

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

ELECT OFFICERS

The Board next considered the election of officers.

Upon motion by Commissioner Keels, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to appoint Commissioner Arceneaux as President.

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 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 introduced the new hires to the Board. Chief Hosler then reported that Chief Doyle would be retiring on February 1, 2024 and thanked him for his 32 years of service to the District.

APPROVE MINUTES

The Board considered approval of the minutes of the December 13, 2023 regular Board meeting, which were previously distributed to the Board. 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 the minutes of the December 13, 2023 regular Board meeting.

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.

TEMPORARY STATION NO. 63 CONSTRUCTION

Chief Hosler reported that the sprinkler system was installed, but that the inspection had not occurred because Montgomery County (the "County") indicated that it did not have the approved permit in its files. Chief Hosler noted that the District had to reapply for such permit with the County but that the County was expediting the review of such application and that it

should be issued in the following two (2) or three (3) weeks. Chief Hosler further noted that Station No. 63 was being used during the day, but staff could not stay overnight due to the sprinkler system inspection having not been completed.

REVIEW AND APPROVE PURCHASE OF FURNITURE, FIXTURES AND EQUIPMENT FOR ANY APPLICABLE STATION, AS NECESSARY

Chief Hosler stated he had nothing for the Board to review at the time.

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, including authorizing closing the District's construction account with Truist Bank.

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 \$40,171.84.

MONTHLY INVOICES AND PAYMENTS

Mrs. Doyle then presented to and reviewed with the Board monthly invoices and pending payments for approval. 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 authorize payment of the monthly invoices, including loan payments to Simmons Bank and The Independent Banker's Bank for Station No. 62 construction and the Pierce stock truck, respectively.

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.

REVIEW AND APPROVE 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 Landrum, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Tax Assessor-Collector's Report.

ADOPT ORDER DECLARING PROPERTY AS SURPLUS AND AUTHORIZING SALE OF SAME

Chief Hosler stated that District staff would like the Board to declare as surplus property located in the prior Station No. 61 including, but not limited to, station door controllers and computer hardware.

Upon motion by Commissioner Keels, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Order Declaring Property as Surplus Property and Authorizing Sale of Same.

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 December, the District and NFR responded to 197 service calls, 26 of which were out of District, with an average response time of 7:00 minutes.

Chief Hosler then reported that the District owned a 2005 tanker truck that required repair before the District could declare such truck as surplus.

Chief Hosler reviewed with the Board the new District Employee Newsletter that was recently disseminated.

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

Chief Hosler stated he had nothing at the time.

REVIEW PERSONNEL MATTERS

Chief Hosler stated that this matter would be discussed in Executive Session.

REVIEW REAL ESTATE MATTERS, INCLUDING AUTHORIZE REQUEST FOR QUALIFICATIONS FOR REAL ESTATE APPRAISAL SERVICES FOR THE PRIOR STATION NO. 61 PROPERTY

Chief Hosler requested authorization to request qualifications for real estate appraisal services for the potential sale of prior Station No. 61 property. Upon motion by Commissioner Keels, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to authorize requesting qualifications for real estate appraisal services for the prior Station No. 61 property.

EXECUTIVE SESSION

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Section 551.074 regarding personnel matters, Commissioner Arceneaux convened the Board in Executive Session at 12:22 p.m. The persons present in Executive Session were: Commissioners Arceneaux, Landrum, Veit, Abbey and Keels; and Chief Hosler.

RECONVENE IN OPEN SESSION

The Board reconvened in open session at approximately 1:07 p.m., at which time no action was taken by the Board.

MISCELLANEOUS

The Board then reviewed Chief Doyle's retirement notice.

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 1:11 p.m.

PASSED, APPROVED, AND ADOPTED this 14th day of February, 2024.





Secretary, Board of Commissioners