

**NOTICE OF REGULAR MEETING
MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

Notice is hereby given that the Board of Commissioners (the "Board") of Montgomery County Emergency Services District No. 4 (the "District") will hold a regular Board meeting at **11:30 a.m., Wednesday, January 12, 2022**, at the Needham Fire Rescue ("NFR") Station No. 61 located at **9430 State Highway 242 East, Conroe, Texas 77385**. The Board will discuss, consider and possibly take action on the following matters:

1. Call meeting to order;
2. Public comments (3 minute limit per person);
3. Qualify Commissioners Arceneaux and Keels and Administer Oaths of Office;
4. Elect officers;
5. District staff awards, recognitions and/or promotions;
6. Approve the minutes of the regular meeting of December 8, 2021;
7. Review the minutes and financial statements from prior NFR Board of Directors meeting(s);
8. Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code, §203.062 and §403.0241 for the Special Purpose District Public Information Database;
9. Review and approve Treasurer's monthly report, including Woodforest Bank accounts:
 - a. Payroll Account – 9181;
 - b. Sales Tax Revenue Account – 6872;
 - c. Reserve Account – 6880;
 - d. Debt Services Account – 6864; and
 - e. General Fund Account – 6823;
10. Adopt Resolution to include Karen Keels as an authorized signor on the District's Woodforest Bank accounts;
11. Review Quarterly Investment Report;
12. Review and approve monthly invoices, including:
 - a. authorize Spirit of Texas loan payment for Station No. 62 construction due January 26, 2022; and
 - b. authorize The Independent Banker's Bank loan payment for the 2020 Pierce "stock" truck due February 5, 2022;
13. Review and approve monthly Sales and Use Tax Report;
14. Review and approve Tax Assessor-Collector's Report;
15. Station No. 61 construction, including:
 - a. design and construction activities; and
 - b. pay applications and change orders;
16. Monthly Chief's Report:
 - a. summary of Department Monthly Financials and Call Activity;
 - b. review fleet matters and potential purchase of a new staff vehicle;
 - c. review Department standard operating policies and standard operating guidelines;
 - d. review service developments in and around the District's service area; and
 - e. review and approve Fire Dispatch Services Agreement between Montgomery County Fire Chief's Association and The Woodlands Township, if necessary;
17. Review District personnel matters;

18. Review District real estate matters, including due diligence items related to potential station property purchase and take any necessary actions on same;
19. Review and adopt any necessary revisions to the District's Policies and Procedures Manual;
20. Review and adopt District Purchasing Policy;
21. Executive Session pursuant to Chapter 551, Texas Government Code, (Open Meetings Act) to discuss District matters, as may be necessary;
22. Miscellaneous inquiry pursuant to Section 551.042, Texas Government Code, (Open Meetings Act) to hold limited discussions; and
23. Adjourn.


The Board of Commissioners is authorized by the Open Meetings Act to convene in closed or Executive Session for certain purposes. These purposes include: receive legal advice from its attorney(s) pursuant to §551.071, Texas Government Code; discussing real property matters pursuant to §551.072, Texas Government Code; discussing gifts and donations pursuant to §551.073, Texas Government Code; discussing personnel matters pursuant to §551.074, Texas Government Code; and, discussing security personnel or devices pursuant to §551.076, Texas Government Code. If the Board decides to enter into Executive Session regarding any item on this agenda, the Presiding Officer will announce that an Executive Session will be held and will identify the time to be discussed and provision of the Open Meetings Act that authorizes the closed or Executive Session.

The Board of Commissioners, NFR Board of Directors and/or District staff may inquire about a subject not specifically listed on this agenda pursuant to §551.042, Texas Government Code. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

EXECUTED this 5th day of January, 2022.



**MONTGOMERY COUNTY EMERGENCY
SERVICES DISTRICT NO. 4**



Mark Abbey, Secretary

**Members of the public may attend the Board meeting via teleconference if they so choose, at: +1 346-248-7799 US (Houston), Meeting ID: 82245462939, Password: 700424, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.*