

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

January 12, 2022

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 61, 9430 State Highway 242 East, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, January 12, 2022, at 11:30 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

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

All members of the Board were present, 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 (via videoconference), Assistant Chief of Operations; Mrs. Alison Doyle; Ms. Emily Daley; Mr. Colwyn Lee; Lieutenant Donald Moore (via videoconference); Mr. Ken Carrizal; and Firefighter Adam Hickey. District consultants in attendance via videoconference were: Ms. Regina D. Adams and Ms. Sholeh Abedinzadeh, attorneys, and Ms. Raechel Rodriguez, legal assistant, of Radcliffe Bobbitt Adams Polley PLLC (the "Attorney" or "RBAP"), attorney for the District.

WHEREUPON, the meeting was called to order at 11:48 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 COMMISSIONERS ARCENEAUX AND KEELS AND ADMINISTER OATHS OF OFFICE

Chief Hosler proceeded to administer the Oaths of Office to Commissioner-Appointees Arceneaux and Keels. It was noted that Commissioners Arceneaux and Keels were re-appointed to the following term of office: January 1, 2022 to December 31, 2023.

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

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

ELECT OFFICERS

The Board next considered the election of officers.

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 retain the current officer positions.

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

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

DISTRICT STAFF AWARDS, RECOGNITIONS AND/OR PROMOTIONS

Chief Hosler introduced to the Board a new full-time District firefighter, Firefighter Hickey, and the Board welcomed him.

APPROVE MINUTES

The Board considered approval of the December 8, 2021 regular meeting minutes, which were previously distributed to the Board. Upon motion by Commissioner McDaniel, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to approve the December 8, 2021 regular meeting minutes.

MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING

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

AUTHORIZE FILING OF FINANCIAL AND TAX-RELATED INFORMATION WITH TEXAS COMPTROLLER (THE "COMPTROLLER") PURSUANT TO TEXAS LOCAL GOVERNMENT CODE, §203.062 AND §403.0241 FOR THE SPECIAL PURPOSE DISTRICT PUBLIC INFORMATION DATABASE ("SPDPID")

Ms. Adams then reminded the Board that the District is required to annually file certain financial and tax-related information with the Comptroller's SPDPID. Ms. Daley noted that such information was with the Comptroller. Upon motion by Commissioner McDaniel, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to authorize District staff to file the required financial and tax-related information with the Comptroller by April 1, 2022.

TREASURER'S REPORT

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

ADOPT RESOLUTION TO INCLUDE COMMISSIONER KEELS AS AN AUTHORIZED SIGNOR ON THE DISTRICT'S WOODFOREST BANK ACCOUNTS ("WOODFOREST RESOLUTION")

It was the consensus of the Board to execute the Woodforest Resolution.

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 \$3,294.58.

MONTHLY INVOICES AND PAYMENTS

Mrs. Doyle then presented to and reviewed with the Board monthly invoices and pending payments for authorization, including the Spirit of Texas loan payment due January 26, 2022, related to the Station No. 62 construction, and the Independent Banker's Bank loan payment due February 5, 2022, related to the District's 2020 Pierce "stock" truck. 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, as presented, including payment of the Spirit of Texas loan and Independent Banker's Bank loan.

SALES AND USE TAX REPORT

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board. Upon motion by Commissioner McDaniel, seconded by Commissioner Veit, 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

Mrs. Doyle presented to and reviewed with the Board the monthly Tax Assessor-Collector's Report. Upon motion by Commissioner McDaniel, 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.

STATUS OF STATION NO. 61 CONSTRUCTION

Chief Hosler reviewed with the Board the status of design of Station No. 61, noting that a few small logistical changes were made to increase efficiency. Chief Hosler stated the District is awaiting final approval of the plans by the Montgomery County Engineer.

REVIEW DISTRICT REAL ESTATE MATTERS, INCLUDING DUE DILIGENCE MATTERS RELATED TO POTENTIAL STATION PROPERTY PURCHASE AND TAKE ANY NECESSARY ACTIONS ON SAME

Chief Hosler next reviewed with the Board the status of procurement of property, noting that the District is awaiting the seller, execution of the sales contract and the preparation of a feasibility study by Martinez Architects' subcontracting engineer is ongoing.

MONTHLY CHIEF'S REPORT

Chief Hosler then reviewed the Fire Chief's Report with the Board. Chief Hosler provided a review of the District's 2021 operations. Chief Hosler then reported that, in the month of December, the District and NFR responded to 214 service calls, 33 of which were out of District, with an average response time of 6:35 minutes.

Chief Hosler next reported to the Board that the District administrative staff is continuing the annual review of the District's standard operating procedures ("SOPs").

Chief Hosler next reported there were two (2) minor incidents with the District's fleet and that Engine 61's roof ladder was damaged and replaced. Chief Hosler went on to report that Engine 64 deployed 1500 feet (1500') of five inch (5") hose while responding to a fire when a citizen struck the hose with their vehicle resulting in damage to the hose and the citizen's vehicle.

Chief Hosler noted that COVID-19 has affected the District's staffing and, as of January 4, 2022, there were ten (10) employees out due to COVID-19. Chief Hosler commended District staff for stepping up and assisting with staffing issues due to COVID-19.

Chief Hosler next requested the Board authorize the purchase of a 2022 Ford F-150 truck. Chief Hosler also requested the Board declare a 2015 Ford Explorer as surplus property. Upon motion by Commissioner McDaniel, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) authorize the purchase of a 2022 Ford F-150 truck; and 2) adopt the Order Declaring Property as Surplus Property and Authorizing Sale of Same, for the 2015 Ford Explorer.

Commissioner McDaniel exited the meeting at this time.

REVIEW PERSONNEL MATTERS

There were no matters to review.

REVIEW AND ADOPT DISTRICT PURCHASING POLICY

Ms. Adams stated that RBAP provided Mrs. Doyle with a form of a purchasing policy to review.

MISCELLANEOUS INQUIRY

Mrs. Doyle then presented to and reviewed with the Board information from Blich Associates, Inc., the District's financial advisor, in connection with the MSRB Rule G-10 ("Rule G-10"). Ms. Adams noted that the Rule G-10 requires the District's Financial Advisor to annually provide, in writing, the following items of information: (1) a statement that the Financial Advisor is registered with the U.S. Securities and Exchange Commission and the MSRB; (2) the website address for the MSRB; and (3) a statement as to the availability to the customer of an investor brochure that is posted on the website of the MSRB that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority. The Board then acknowledged receipt of the Rule G-10 notice.

There being no further business to come before the Board, the meeting was adjourned at 12:58 p.m.

PASSED, APPROVED, AND ADOPTED this 9th day of February, 2022.



Karen D. Kuhl

Asst. Secretary, Board of Commissioners