

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

October 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, October 11, 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, except Commissioner Veit, 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; Mrs. Alison Doyle; Ms. Emily Daley; Mrs. Kelly Sipp; and Mr. Colwyn Lee. District consultants in attendance were: Ms. Meredith King, attorney, and Ms. Raechel Rodriguez (via videoconference), legal assistant, of Radcliffe Adams Barner PLLC (the "Attorney" or "RAB"), attorney for the District; and Mr. John Nuche of AG|CM.

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 staff awards.

APPROVE MINUTES

The Board considered approval of the minutes of the September 13, 2023 regular and September 27, 2023 special Board meetings, which were previously distributed to the Board. 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 approve the minutes of the September 13, 2023 regular and September 27, 2023 special Board meetings.

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.

REVIEW BOARD COMMITTEE APPOINTMENTS AND TAKE ANY NECESSARY ACTIONS ON SAME

Chief Hosler reminded the Board that the District would be replacing two (2) apparatus and recommended appointing Commissioners to an apparatus committee to formulate a replacement plan.

Ms. Rodriguez entered the meeting at this time.

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 Commissioners Veit and Landrum to the apparatus committee.

STATUS OF STATION NO. 61 CONSTRUCTION

Chief Hosler reviewed with the Board the status of design and construction activities. Chief Hosler noted that although Grossman Design Build ("GDB"), the Station No.61 contractor, was anticipating substantial completion of Station No. 61 by October 16, 2023, he did not anticipate completion until December 2023.

The Board reviewed Pay Application ("PA") No. 14 from GDB in the amount of \$109,284.10 in connection with Station No. 61 construction. Chief Hosler noted that the Change Orders for Station No.61 required revision before being presented to the Board.

Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to approve PA No. 14 in the amount of \$109,284.10.

TEMPORARY STATION NO. 63 CONSTRUCTION

The Board went on to review a proposal from Maverick First Aid LLC d/b/a Maverick Fire and Safety ("Maverick") in the amount of \$18,775.00 for the installation of a water tank at Station No. 63. 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 Maverick in the amount of \$18,775.00.

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

Chief Hosler stated there was nothing to review at the time.

TREASURER'S REPORT

Commissioner Keels next presented to and reviewed with the Board the Treasurer's Report. Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Treasurer's Report, including authorize the Independent Banker's Bank loan payment for the 2020 Pierce Saber.

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 third (3rd) quarter of 2023 was \$52,467.76.

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 Abbey, 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.

SALES AND USE TAX REPORT

Mrs. Doyle reviewed with the Board the Sales and Use Tax Report. 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 Sales and Use Tax Report.

REVIEW AND APPROVE TAX ASSESSOR-COLLECTOR'S REPORT

Ms. King presented to and reviewed with the Board the monthly Tax Assessor-Collector'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 accept the Tax Assessor-Collector's Report.

AUTHORIZE LETTER OF RECOMMENDATION TO MONTGOMERY COUNTY COMMISSIONER'S COURT ("COMMISSIONER'S COURT") FOR REAPPOINTMENT OF COMMISSIONERS ARCENEUX AND KEELS

Ms. King reviewed the proposed Letters of Recommendation to Commissioner's Court for Commissioners Arceneaux and Keels with the Board. 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 authorize submission of the Letters of Recommendation to Commissioner's Court for Re-Appointment of Commissioners Arceneaux and Keels. Ms. Daley then stated that she would provide the letters to the Commissioners for execution.

**AUTHORIZE COMMISSIONER ATTENDANCE AT SAFE-D ANNUAL CONFERENCE
IN IRVING, TEXAS ON FEBRUARY 22 – 24, 2024**

Chief Hosler recommended the Commissioners attend the SAFE-D Annual Conference. 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 attendance at the SAFE-D Annual Conference.

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 September, the District and NFR responded to 218 service calls, 36 of which were out of District, with an average response time of 6:49 minutes.

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

There was nothing to review at the time.

REVIEW PERSONNEL MATTERS

There were no personnel matters.

REVIEW DISTRICT REAL ESTATE MATTERS

There were no real estate matters.

There being no further business to come before the Board, and upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to adjourn the meeting at 12:38 p.m.

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





Secretary, Board of Commissioners