

Montgomery County
Emergency Services District No. 4
Minutes from Regular Meeting of Board of Commissioners

October 9, 2019

Item 1 – Call the meeting to order

The meeting was called to order at 11:52 am by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Mark Abbey, Raymond Veit, and Howard Livesay. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Teri Johnson, Battalion Chief Landvogt, Captain Lee, Captain Carrizal, Lieutenant Sanguedolce, Lieutenant Murphy, Firefighter Bradley, and Regina Adams of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”).

Item 2 – Public comments

No Comments.

Item 3 - Review, and if found appropriate, accept HdL Companies (“HdL”) proposal and approve HdL Companies Consulting Services Agreement.

Ms. Adams noted for the Commissioners that Sales Tax Assurance LLC (“STA”) had been acquired by HdL. Ms. Adams stated she had reviewed the proposed agreement with HdL and that the consultation fee for HdL services is \$4,800.00, which is less than the District’s prior agreement with STA. The Commissioners requested that the HdL sales tax report be included on the agenda monthly. A motion to accept the proposal and approve the Consulting Services Agreement was made by Commissioner Abbey and seconded by Commissioner Livesay. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 4 - Approve the minutes of the regular meeting of September 11, 2019

A motion to approve the minutes was made by Commissioner Livesay and seconded by Commissioner Veit. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 5 - Review the minutes and financial statements from the Needham Fire Rescue (“NFR”) October 8, 2019 Board of Directors meeting.

The agenda, minutes, and the financial statement from the October 8, 2019 NFR Board of Directors meeting were reviewed. Commissioner Livesay asked where the firefighters from Station 64 went for National Night Out. Chief Hosler stated they were in Jacobs Reserve, as in the past. No action was taken.

Item 6 - Review and approve Treasurer’s monthly report.

Commissioner Veit reviewed the Treasurer’s Report with the Board. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to accept the Treasurer’s Report, as presented by Commissioner Veit. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux). The fund account balances at Woodforest National Bank, N.A. (“Woodforest”) are as follows:

- A. General Fund Account (6823) - \$466,449.75
- B. Debt Service Account (6864) - \$12,714.78
- C. Reserve Account (6880) - \$1,498,240.96
- D. Sales Tax Revenue Account (6872) - \$93,199.29

E. Payroll Account (9181) - \$697.78

Item 7 - Review and approve monthly invoices.

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Abbey to approve the payment of the monthly invoices as presented. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 8 - Review and approve Quarterly Investment Report

The Quarterly Investment Report for July, August, and September, 2019 was presented and reviewed. It was noted that the interest received from Woodforest is \$9,093.49. A motion was made by Commissioner Veit and seconded by Commissioner McDaniel to approve the Quarterly Investment Report. The motion carried 4 votes for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 9 – Letter of Intent to Montgomery County Commissioner's Court for reappointment of Commissioners Arceneaux and Livesay.

Commissioners Arceneaux and Livesay stated they would like to continue to serve as Commissioners for the two-year term beginning January 1, 2020. Mrs. Capozzelli advised that letters have been prepared for the Commissioners to request re-appointment from Montgomery County Commissioners Court. No vote was necessary.

Item 10 - Authorize Commissioner attendance at SAFE-D Annual Conference.

After discussion, the Commissioners and Administration staff noted that they intend to attend the 2020 SAFE-D Annual Conference. A motion was made by Commissioner Livesay and seconded by Commissioner Veit to authorize attendance at the SAFE-D Annual Conference. The motion carried 4 votes for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 11 - Review and authorize purchase of computers for Commissioners to comply with Senate Bill 944 ("SB 944").

Chief Hosler recommended to the Commissioners that the District replace the obsolete computers that the Commissioners currently have with an emphasis on utilizing the new computers to comply with SB 944. Ms. Adams reminded the Commissioners that SB 944 states that any emails or texts that are contained on an official's or employee's private device(s) are subject to disclosure under the Texas Public Information Act. Ms. Adams reiterated a prior recommendation to not utilize text messaging in general as a form of communication for employees or Commissioners. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize the purchase of new computers as an additional level of compliances with SB 944. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 12 - Review and approve Life Scan testing for all District and NFR employees, per NFPA 1582.

Chief Hosler informed the Commissioners that on September 1st that National Fire Protection Association ("NFPA") 1582 became effective. Chief Hosler noted that this standard relates to the "Fit for Duty" requirements and firefighter Cancer screening. Chief Hosler stated that he believes that this standard should be a mandatory program for all Full Time District employees and a SOP should be prepared. Commissioner Livesay suggested that the testing and screening become an annual requirement and that, when possible, should include all District and NFR employees. A motion was made by Commissioner Abbey and seconded by Commissioner Livesay to authorize mandatory annual Life Scan testing for all District employees. The motion carried 4 for

(Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 13 - Review and adopt Resolution Authorizing Action on Loan Agreement (the "Resolution") and approve Loan Agreement with Government Capital Corporation for the purchase of Fire Engine.

Chief Hosler presented the Resolution for financing of a new Pierce Saber Engine. Chief Hosler stated that all who visited the Pierce Manufacturing facility in Florida were impressed with how the engines were assembled and the quality control on the production. After discussion on the color of the engine, which will be #111 red, and the cost of the engine which is \$533,821.99, a motion was made by Commissioner Livesay and seconded by Commissioner Abbey to adopt the Resolution. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 14 - Review and approve amendments to the Fiscal Year Ended ("FYE") September 30, 2019 budget, as presented.

Mrs. Doyle presented the amendments to the FYE September 30, 2019 budget which shows budgeted vs. actual revenues and expenditures at FYE. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to adopt the amended FYE September 30, 2019 budget as presented. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 15 – Monthly Chief's Report:

A. Summary of Department Monthly Financials and Call Activity

Chief Hosler presented his monthly report to the Commissioners. Chief Hosler noted that the District and NFR responded to 186 calls, 29 of which were outside the District. The overall response time was 5:51 (6:11) minutes.

- The Department completed 193.0 hours of training.
- Chief Hosler worked 218.0 hours and took one (1) holiday, which averages to 54.0 hours per week.
- Administration held several insurance meetings during the month with all District employees.
- Interviews for the open Lieutenant's position were completed and one (1) new Lieutenant was promoted.
- Several District command staff employees helped to complete the Fallen Firefighter Memorial.
- Participated in a photo shoot with Hose 62 (Antique) for new Texas wildland fire license plates.
- Chief Hosler held crew meetings with all full time District employees.
- Chief Hosler attended a meeting with a builder for possible Booster 64 refurbishment.
- Several District employees began a TCFP Fire Officer I class at Station 61.
- Held a retirement lunch for firefighter Steve Dicker.
- Started planning for the Annual Awards Banquet in December.
- Started working on proposed Station 61 changes.

B. Review and consider any new and/or revised Department SOP's

The following SOP's were presented:

- 1) Index-approved.
- 2) SOP 119 – Chain of Command-approved.

Item 16 – Review and adopt any necessary revisions to the District’s Policies and Procedures Manual

A motion to adopt the amended Policies and Procedures Manual was made by Commissioner Livesay and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 17 - Review service developments in and around the District’s service area.

Chief Hosler informed the District that most development is the same as in September. Chief Hosler noted that HEB has all but one (1) store front leased and that store will likely be a Twin Liquors.

Item 18 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

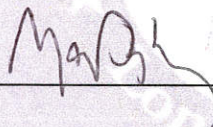
Executive Session was not called.

Item 19 - Miscellaneous Inquiry

No comment.

Item 20 - Adjourn

Motion was made by Commissioner McDaniel to adjourn at 1:32 p.m. and seconded by Commissioner Abbey. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners