

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

November 11, 2020

Item 1 – Call the meeting to order.

The meeting was called to order at 11:49 am by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Mark Abbey, Raymond Veit, and Karen Keels. Commissioner Roxann McDaniel was unable to attend. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Emily Daley, and Regina Adams of Radcliffe Bobbitt Adams Polley LLC (“RBAP”) (via videoconference).

Item 2 – Citizens comments.

No Comments.

Item 3 - Welcome, Recognition, and Administration of Statement of Officer and Oath of Office for Commissioner Keels.

Chief Hosler introduced and welcomed Commissioner Appointee Karen Keels. Chief Hosler then provided the Statement of Officer and administered the Oath of Office to Commissioner Keels.

Item 4 - Approve the minutes of the regular meeting of October 14, 2020.

A motion to approve the minutes was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Arceneaux, Abbey and Veit), 0 against, with 1 abstention (Commissioner Keels).

Item 5 - Approve the minutes of the special meeting of October 29, 2020.

A motion to approve the minutes was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Arceneaux, Abbey and Veit), 0 against, with 1 abstention (Commissioner Keels).

Item 6 - Review the minutes and financial statements from the Needham Fire Rescue (“NFR”) November 10, 2020 Board of Directors meeting.

The agenda, minutes, and the financial statement from the November 10, 2020 NFR Board of Directors meeting were reviewed. Commissioner Veit asked about the NFR purchase of the fire hose. Chief Hosler stated that the NFR Board wanted to contribute this item for the new engine. No action was taken.

Item 7 - Review and approve Treasurer’s monthly report.

Commissioner Veit reviewed the Treasurer’s Report with the Board. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to accept the Treasurer’s Report, as presented by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 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) - \$112,608.52
- B. Debt Service Account (6864) - \$0.00
- C. Reserve Account (6880) - \$1,251,061.49
- D. Sales Tax Revenue Account (6872) - \$107,942.97
- E. Payroll Account (9181) - \$1,250.46

Item 8 - Review and approve monthly invoices.

a. Authorize Abila accounting payment due November 29, 2020.

Mrs. Doyle informed the Commissioners that the Abila accounting system is utilized equally by the District and NFR. Mrs. Doyle stated that if the District pays half the cost, NFR would pay the other half. 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, including half of the Abila accounting payment invoice. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 9 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board. Mrs. Capozzelli informed the Board that the November sales tax collection is \$256,873.05. A motion was made by Commissioner Veit and seconded by Commissioner Abbey to approve the Sales and Use Tax Report as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 10 - Review and approve Used Property Agreement with Lone Star College System District regarding SCBAs.

The Board tabled this item until later in the meeting.

Item 11 - Review Station Committee final rankings of Statements of Qualifications (“SOQ”) for District Representative for Station 61 Design-Build Project and take any necessary action on same.

Chief Hosler reported that the Station Committee met with the three (3) finalists and determined that the two (2) top finalists were, Cobb Fendley and AG/CM. Commissioners Veit and Abbey, who are members of the committee, stated that AG/CM had a very good presentation and the only drawback was that they are not sure about taking out permits in Montgomery County. The Commissioners also stated that the Project Manager is a former firefighter and that AG/CM has an on-staff architect. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to accept AG/CM’s SOQ to serve as the District Representative for the above project and authorize the Station Committee to negotiate a contract with same. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 12 - Review and approve amendments to the Fiscal Year Ended September 30, 2020 budget.

Mrs. Doyle explained that she has proposed amendments to the budget for FYE 9/30/2020 to level the revenue and expenditure budgeted vs. actual amounts and move extra revenues to the debt service budget. Mrs. Doyle also explained that the routine SCBA and accountability are to be paid in FYE 9/30/2021 not FYE 9/30/2020. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to approve the amendments to the FYE 9/30/2020 budget, as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 13 - Review and approve amendments to the Fiscal Year Ending September 30, 2021 budget.

Mrs. Doyle explained that due to Chief Doyle’s position being transferred to NFR from the District, she has proposed wages and benefits expenditures amendments to the budget for FYE 9/30/2021. A motion was made by Commissioner Veit and seconded by Commissioner Abbey to approve the amendments to the FYE 9/30/2021 budget as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 14 – Monthly Chief’s Report:

A. Summary of Department Monthly Financials and Call Activity

- **District 5 Year Capital Expense Plan**

Chief Hosler explained the plan, which includes new positions of, a full-time Fire Marshall and full-time mechanic who is EVT trained. Chief Hosler also discussed the future opportunities of certification compensation as well as training. The plan also included Station, Apparatus, NFR Volunteers and NFR Employees, Equipment, and ISO.

- Chief Hosler presented his monthly report to the Commissioners. The District responded to 156 calls, 30 of which were outside the District. The overall response time was 5:32 (5:44) minutes. Station 61 – 73 calls, Station 62 – 10 calls, Station 64 – 43 calls.

- Chief Hosler worked 285.0 hours

- The Department completed 724.30 hours of training.

There were several trainings in October at the Station 62 training field. The tower has been utilized along with the FDC, which is part of the tower, and the forcible entry prop. The Department is beginning to schedule and conduct more multi-company drills again.

- Administration has performed several tasks during the month:

1. Administration worked on the Request for Qualifications for the proposed Station 61 District Representative.
2. Administration has started to pre-schedule (December-January) the Life Scans for District employees.
3. Administration has hired four (4) new part-time employees.
4. The Fire Chief and Administration have been working on the new 5-year plan for the Department and District.
5. The Fire Chief and Command Staff have been working on Station 64’s compliance with Montgomery County’s life safety code. The changes will include adding one (1) new exit door upstairs, replacing both existing exit doors, and adding a sprinkler system.
6. Administration has worked on several employee issues during the month, which will be reviewed in Executive Session.
7. Administration has decided to cancel the Annual Awards Banquet until next year. Administration will present the awards at the District Board meeting and will have an employee appreciation gift for the entire staff.

- Operations has worked on the following:

- Operations posted for full-time Firefighters and Engine Operation (“E/O”) positions. Operations conducted testing and hired three (3) new full-time employees.
- Operations has posted for full-time Lieutenants positions.
- The new Safety Officers positions have been filled and are working well
- The TIFMAS crews who were deployed to the wildfires in California have all returned safe.
- The Department worked a high angle rescue call off Conroe Magnolia Road with assistance from The Woodlands Fire Department.
- The new Pierce Engine 61 was hit by a wrecker driver on a motor vehicle accident. Damage is minor (Q2 (siren) and bumper) and the claims have been started.
- The new firefighter staffing has started, five (5) at Station 61, three (3) at Station 62, and four (4) at Station 64.
- Administration is working on listing surplus equipment on Rene Bates auction site.
- During the month Operations met with the entire Command Staff to discuss the new changes for the 2020/2021 operational year.

- Operations has ordered new BW 4-gas meter and were able to repair three (3) gas meters with parts from a surplus meter.
 - Operations is currently preparing a complete inventory of all equipment which will be placed into the new reporting system. Information is being recorded in the reporting software daily to start utilizing the system so less documentation is transferred.
 - The new scheduling system was tested for one pay period to see how the time sheets worked out and Administration liked the process and results.
 - Operations has created a new on call schedule for the two (2) Safety Officers and they are currently in effect.
 - Operations met with all the Battalion Chief's and Captains about the change and zero tolerance items in effect as of the new fiscal year.
- The following repairs have been made or are in the process of repair:

Outside Repairs:

- Utility 61 – oil changed – Take 5
- Booster 64 – driver seat – repair scheduled
- Engine 62 – warning light for officer's seat was replaced by Siddons Martin
- Booster 61 – oil leak and steering box leaks is in the process of being repaired by RAS
- Engine 61 – officer's seat seatbelt issues resolved by Siddons Martin
- Engine 64 – wheel seal was replaced by Siddons Martin
- Engine 64 – brake issues is being worked on by Siddons Martin
- Truck 61 – hydraulic leak, pump seals, ladder seals, coolant leak, air leaks are being addressed at Siddons Martin
- EV 62 – rear brake drum diaphragms being replaced and oil leak being repaired by RAS

In Station Repairs by Captain Carrizal - 661:

1. Booster 62 – pump issue
2. Tanker 64 – broken dashboard around key – temporary repair made
3. Reserve 61 – ladder rack bracket broken
4. Reserve 61 – Pak bracket strap
5. Engine 62 – the Kussmaul plug box
6. Engine 62 – the leaking valves were soaped and repaired with Chief Hosler's assistance
7. Rehab 61 – oil changed, batteries were checked, and the rear tire was repaired
8. Engine 61 – portable radio charger issue has been resolved

In Station Repairs by Captain Landvogt

1. Tanker 61 – the entire dashboard is being replaced, new driver's seat installed, and a new mounting system for the radios and siren boxes have been made and installed
2. EV 62 – radiator flush and new rope straps for rear top installed

Miscellaneous Repairs

1. A new thermal camera has been ordered.
2. New 1¾ fire hose has been ordered, was delivered, and will be put in service.
3. Chainsaws that were out of service have been replaced or repaired.
4. Foam has been ordered and is awaiting shipment.
5. The District is taking bids to replace the engine door at Station 64, and everything will be replaced (except the door panels) new tracks, rollers and openers.

B. Review and consider any new and/or revised Department SOP's
All approved. Ms. Adams suggested that on the Index reflect the SOPs that have been moved to the SOG section.

1. Index
2. SOP 303 – Call Offs and Shift Coverage
3. SOP 402 – Mutual Aid
4. SOP 413 – Truck Company Operations
5. SOP 417 – Operation of ATR 61
6. SOP 418 – High Rise Building Emergencies
7. SOP 425 – Structural Firefighting Two-In/Two-Out Requirements
8. SOP 429 – Loss or Damage of District or Other Property
9. SOP 430 – Apparatus Operations Inside of Enclosed Areas
10. SOP 433 – Water Rescue Incidents
11. SOP 435 – Motor Vehicle Operations
12. SOP 436 – Confined Space Rescue Operations
13. SOP 437 – Elevator Rescue Operations
14. SOP 438 – High Angle Rescue Operations
15. SOP 439 – Natural Gas Emergencies
16. SOP 440 – Vehicle Fires
17. SOP 441 – Fire Ground: Tactical and Operations
18. SOP 444 – Radio Emergency Button
19. SOP 512 – High Water Response
20. SOP 515 – Aerial Apparatus
21. SOP 516 – Rehab Operations
22. SOP 517 – Decon Trailer Procedures – REPEALED
23. SOP 518 – Truck 61 Backing Procedures at Station 61
24. SOP 522 – Evacuation Vehicle 61 Response Procedures (Humvee)
25. SOP 523 – Evacuation Vehicle 62 Response Procedures (M5)
26. SOP 601 – Uniforms
27. SOG 20-04 – Mutual Aid
28. SOG 20-04 – Truck Company Operations
29. SOG 20-06 – High Rise Building Emergencies
30. SOG 20-07 – Structural Firefighting Two-In/Two-Out Requirements
31. SOG 20-08 – Apparatus Operations Inside of Enclosed Areas
32. SOG 20-09 – Water Rescue Incidents
33. SOG 20-10 – Motor Vehicle Operations
34. SOG 20-11 – Confined Space Rescue Operations
35. SOG 20-12 – Elevator Rescue Operations
36. SOG 20-13 – High Angle Rescue Operations
37. SOG 20-14 – Natural Gas Emergencies
38. SOG 20-15 – Vehicle Fires
39. SOG 20-16 – Fire Ground: Tactical and Operations
40. SOG 20-17 – Radio Emergency Button
41. SOG 20-18 – High Water Response
42. SOG 20-19 – Aerial Apparatus
43. SOG 20-20 – Rehab Operations
44. SOG 20-21 – Truck 61 Backing Procedures at Station 61
45. SOG 20-22 – Evacuation Vehicle 61 Response Procedures (Humvee)
46. SOG 20-23 – Evacuation Vehicle 62 Response Procedures (M5)
47. SOG 20-24 – Operation of AV 61

Chief Hosler stated that Administration will be preparing a Retirement SOP. Ms. Adams reviewed the preferred structure and function of such an SOP.

Item 15 - Review service developments in and around the District's service area.

Chief Hosler stated that new construction is still slow due to COVID but that McDonald's, Wendy's, and Taco Bell plans have been approved. Chief Hosler also stated that both Blue Wave and Valvoline are currently under construction.

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 Abbey and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 17 – Update on status of fleet.

Reviewed in Chief's report.

Item 10 - Review and approve Used Property Agreement with Lone Star College System ("LSC") District regarding SCBAs.

Ms. Adams explained that the agreement effectively serves as a bill of sale for the transfer of the SCBAs to LSC. Chief Hosler added the property in question is ten (10) SCBA packs and bottles. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to approve the Order as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

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

Executive Session was called at 1:14 p.m. The Commissioners, Chief Hosler, and Mrs. Doyle were in attendance. Such Executive Session regarded:

Section 551.074 Personnel.

Executive Session concluded at 1:26 p.m.

A motion was made by Commissioner Abbey and seconded by Commissioner Veit to approve the employee evaluation allocation as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 19 - Miscellaneous Inquiry

No comment.

Item 20 - Adjourn

Motion was made by Commissioner Abbey to adjourn at 1:28 p.m. and seconded by Commissioner Veit. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners