

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

November 13, 2019

**Item 1 – Call the meeting to order**

The meeting was called to order at 11:38 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 Sanguedolce, Captain Carrizal, Lieutenant Nichols, Firefighter Stayton, Robin Humphrey HdL Companies (“HdL”), and Regina Adams (“RBAP”).

**Item 2 – Citizens comments**

No Comments.

**Item 3 - Recognize Promotions of Battalion Chief Sanguedolce and Lieutenant Polonski.**

Chief Hosler introduced newly promoted Battalion Chief Richard Sanguedolce to the Commissioners. Chief Hosler explained that Lieutenant Polonski was unable to attend the meeting.

**Item 4 - Approve the minutes of the regular meeting of October 9, 2019.**

A motion to approve the minutes 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 5 - Review the minutes and financial statements from the Needham Fire Rescue (“NFR”) November 12, 2019 Board of Directors meeting.**

Commissioner Livesay thanked the NFR Board of Directors for its purchase of the permanent Santa sleigh. Commissioner Livesay also asked about the interviewee. Chief Hosler explained that Mr. Samuel is a 28 year retiree from Houston Fire Department and that NFR was looking forward to learning about his knowledge and experience. The agenda, minutes, and the financial statement from the November 12, 2019 NFR Board of Directors meeting were reviewed. 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 Abbey and seconded by Commissioner Livesay to accept the Treasurer’s Report, with correction as noted to Reserve Account 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) - \$359,454.50
- B. Debt Service Account (6864) - \$12,714.78
- C. Reserve Account (6880) - \$2,221,330.35
- D. Sales Tax Revenue Account (6872) - \$26,064.18
- E. Payroll Account (9181) - \$2,275.83

**ORIGINAL**

**Item 7 - Review and approve monthly invoices.**

Mrs. Doyle explained to the Commissioners that the check to Fully Promoted was in error and was paid the previous month. 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 authorize emergency driveway repair at Station 61.**

Chief Hosler explained that at the October Board meeting he reviewed the issues with the front driveway. Chief Hosler presented two (2) proposals for the repairs to the front driveway. A motion was made by Commissioner Livesay and seconded by Commissioner Veit to authorized repair to the driveway by Paving Rite. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 9 - Update on revised architectural feasibility study for Station 61.**

Chief Hosler presented the Commissioners with new feasibility study drawings for Station 61 which depict the new station as a two (2) story with Administration offices on the second floor. Chief Hosler noted that while a two (2) story building will be a higher capital expense, building two (2) separate buildings would ultimately carry a higher cost because of the need for two (2) separate sets of all utilities.

**Item 10 – 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 151 calls, 27 of which were outside the District. The overall response time was 5:82 (5:53) minutes.

- The Department completed 480.0 hours of training.
- Chief Hosler worked 296.0 hours.
- The HME engine returned from Cummins after repairs.
- The sale of the HME engine has been completed.
- The interviews for the open Battalion Chief position have been completed.
- Water Craft 61 (“WC61”) arrived and was put into service.
- Administration along with firefighters completed several fire prevention events, including National Night Out.
- The schedule for the Life Scans will be December 16, 17, 18 and 19<sup>th</sup>.
- Command staff completed the purchase of the new Engine 61. Loan funds were received.
- The following trucks were repaired during the month:
  - Evacuation Vehicle 62 (“EV62”) was serviced after the floods at Eagle Truck
  - Evacuation Vehicle 61 (“EV61”) was serviced after the floods by RAS
  - Booster 61 (“B61”) was serviced by Marks Auto after the floods.
  - Truck 61 (“TK61”) was serviced by Cummins for warranty work.
  - Booster 64 (“B64”) was serviced by RAS for several issues.
- Preventative Maintenance was completed on Chief’s Vehicle 6 (“CV6”), Maintenance Vehicle (“661”), Ford Exploror (“603”), Utility 61 (“U61”) trucks this month.

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

The following SOP’s were presented:

- 1) Index–approved
- 2) SOP 113 – Organization Chart-approved
- 3) SOP 119 – Chain of Command-approved
- 4) SOP 319 – Life Scan-approved

**Item 11 – 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 Veit. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 12 - Review service developments in and around the District’s service area.**

Chief Hosler informed the District that HEB is slated to open December 4<sup>th</sup> and that the property that the 242 Pub is on may be demolished and rebuilt by the owners. Chief Hosler also stated that he hasn’t heard from the person who is interested in the acquisition of the property by Station 64 and understands that there are utility issues with that site.

**Item 13 - Review and adopt Resolution Regarding Public Information Maintained on Privately Owned Devices.**

Ms. Adams explained that this resolution is to confirm compliance with Senate Bill 944 (“SB 944”). Ms. Adams reiterated 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 and that employees nor Commissioners should utilize text messaging in general as a form of communication. A motion was made to adopt Resolution Regarding Public Information Maintained on Privately Owned Devices by Commissioner Abbey and seconded by Commissioner McDaniel. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 14 - Update on status of new engine purchase.**

Chief Hosler informed the Commissioners that the plans for the new engine were progressing. Chief Hosler stated that travel, radio, computer, and mount costs had been removed from the package, due to the upcharge, and would be paid for by the District.

**Item 15 - Presentation from Robin Humphrey with HdL Companies Consulting. Review and approve monthly Sales and Use Tax Report.**

Ms. Humphrey reviewed with the Board the Sales and Use Tax Report. Ms. Humphrey explained to the Commissioners that the reason they had seen a decline in sales tax was due to a large taxpayer moving out of the District. She stated that any found items can take up to 120 days to show in the sales tax revenue. Ms. Humphrey also added that the Goods In Transit taxation occurs via ad valorem tax not sales tax.

**Item 16 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.**

Executive Session was called at 12:53 p.m. The Commissioners, Chief Hosler, and Ms. Adams were in attendance. Such Executive Session regarded:

Section 551.074 Personnel

Executive Session concluded at 1:18 p.m. No action was taken.

**Item 17 - Miscellaneous Inquiry.**

No comment.

**Item 18 – Adjourn.**

Motion was made by Commissioner McDaniel to adjourn at 1:19 p.m. and seconded by Commissioner Livesay. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.



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Mark Abbey  
Secretary, Board of Commissioners

