

**NOTICE OF REGULAR MEETING  
MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

Notice is hereby given that the Board of Commissioners (the "Board") of Montgomery County Emergency Services District No. 4 (the "District") will hold a regular Board meeting at **11:30 a.m., Wednesday, November 8, 2023**, at the Needham Fire Rescue ("NFR") Station No. 61 located at **9430 State Highway 242 East, Conroe, Texas 77385**. The Board will discuss, consider and possibly take action on the following matters:

1. Call meeting to order;
2. Public comments (3 minute limit per person);
3. District staff awards, recognitions and/or promotions;
4. Approve the minutes of the October 11, 2023 regular meeting;
5. Review the minutes and financial statements from prior NFR Board of Directors meeting(s);
6. Authorize publication of Notice of District Administration Office Address;
7. Station No. 61 construction, including:
  - a. status of design and construction activities;
  - b. review and approve pay applications and change orders, as necessary; and
  - c. authorize engaging auditor for preparation of agreed-upon procedures for construction of Station No. 61;
8. Temporary Station No. 63 construction, including:
  - a. status of site development and take any necessary actions on same; and
  - b. review additional construction expenditures for Station No. 63 and take any necessary actions on same;
9. Review and approve the purchases of furniture, fixtures and equipment for any applicable station, as necessary;
10. Review and approve Treasurer's monthly report, including disposition of District's bank accounts;
11. Authorize closing of District's Texas Infrastructure Fire Mutual Aid System Bank Account;
12. Review and approve monthly invoices;
13. Review and approve Sales and Use Tax Report;
14. Review and approve Tax Assessor-Collector's Report;
15. Authorize Amendment to Contract for Employment of Fire Chief;
16. Fire Chief's Report:
  - a. summary of District and NFR financials and call activity;
  - b. review fleet matters;
  - c. review Department policies, standard operating procedures and standard operating guidelines; and
  - d. review service developments in and around the District's service area;
17. Review and adopt amendments to the District's Policies and Procedures Manual, if necessary;
18. Review District personnel matters;
19. Review District real estate matters, including review Memorandum on Procedure for Governmental Entity to Sell Property;
20. Executive Session pursuant to Chapter 551, Texas Government Code ("Open Meetings Act") to discuss District matters, as may be necessary;

21. Miscellaneous inquiry pursuant to Section 551.042 of the Open Meetings Act to hold limited discussions; and
22. Adjourn.

*The Board of Commissioners is authorized by the Open Meetings Act to convene in closed or Executive Session for certain purposes. These purposes include: receive legal advice from its attorney(s) pursuant to §551.071, Texas Government Code; discussing real property matters pursuant to §551.072, Texas Government Code; discussing gifts and donations pursuant to §551.073, Texas Government Code; discussing personnel matters pursuant to §551.074 of the Open Meetings Act; and, discussing security personnel or devices pursuant to §551.076, Texas Government Code. If the Board decides to enter into Executive Session regarding any item on this agenda, the Presiding Officer will announce that an Executive Session will be held and will identify the time to be discussed and provision of the Open Meetings Act that authorizes the closed or Executive Session.*

*The Board of Commissioners, NFR Board of Directors and/or District staff may inquire about a subject not specifically listed on this agenda pursuant to §551.042, Texas Government Code. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

EXECUTED this 1<sup>st</sup> day of November, 2023.

**MONTGOMERY COUNTY EMERGENCY  
SERVICES DISTRICT NO. 4**



Mark Abbey, Secretary



*\*Members of the public may attend the Board meeting via teleconference if they so choose, at: +1 346-248-7799 US (Houston), Meeting ID: 86910854091, Password: 413097, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.*