

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

December 11, 2019

Item 1 – Call the meeting to order.

The meeting was called to order at **11:50** 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, Battalion Chief Weaver, Captain Carrizal, Captain Lee, Lieutenant Langwell, Lieutenant Moore, Lieutenant Thomas, Firefighter Bozoki, and Regina Adams of Radcliffe Bobbitt Adams Polley, pllc.

Item 2 – Citizens comments.

No Comments.

Recognition of Battalion Chief Sanguedolce, Driver Operator Caquelin, and Firefighter Pegoda for a CPR Save.

Chief Hosler recognized Battalion Chief Sanguedolce for a CPR save at a motor vehicle accident where upon arrival the driver had no pulse. Driver Operator Caquelin and Firefighter Pegoda were unable to attend the meeting.

Item 3 - Approve the minutes of the regular meeting of November 13, 2019.

A motion to approve the minutes was made by Commissioner Veit 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 - Review the minutes and financial statements from the Needham Fire Rescue (“NFR”) December 10, 2019 Board of Directors meeting.

It was noted that the NFR meeting was cancelled due to the Santa Project.

Item 5 - 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) - \$228,406.71
- B. Debt Service Account (6864) - \$12,714.78
- C. Reserve Account (6880) - \$1,690,256.41
- D. Sales Tax Revenue Account (6872) - \$49,123.60
- E. Payroll Account (9181) - \$9,136.97

A motion was made by Commissioner Veit and seconded by Commissioner Livesay to approve a resolution, which will be ratified at the next meeting, to add Mark Abbey to the signature cards for the Woodforest accounts. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 6 - Review and approve monthly invoices.

- a. **Authorize the Citizens National Bank Loan (\$250,000) payment due January 9, 2020.**
- b. **Review, and if found appropriate, authorize payment of \$2,400.00 to Emergency Ministries d/b/a Emergency Chaplain Group ("ECG") for chaplain services.**

The invoices were reviewed and Commissioner Livesay asked why the Emergency Ministries check was for only \$1,760.00. Chief Hosler explained that ECG charges per employee and the number of employees utilizing ECG's services had decreased. A motion was made by Commissioner Abbey and seconded by Commissioner McDaniel 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 7 – Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle explained that District's sales tax collections continue to be lower than in previous years. After discussion, a motion was made by Commissioner Abbey and seconded by Commissioner McDaniel to approve the monthly Sales and Use Tax Report. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 8 – Authorize publication of Notice of District Administration Office Address (by Jan. 31st).

After discussion, a motion was made by Commissioner McDaniel and seconded by Commissioner Livesay to authorize publication of Notice of District Administration Office and to include the District's website address therein. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 9 – Authorize filing of Annual Report with the Texas Department of Emergency Management ("TDEM") Jan. 1st).

After discussion, a motion was made by Commissioner McDaniel and seconded by Commissioner Abbey to authorize filing of Annual Report with TDEM. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 10 – Discuss District communications and policies regarding same and take any necessary action.

Chief Hosler informed the Commissioners that he, Chief Dicker, Chief Doyle, and Captain Carrizal now have District owned cellular phones via First Net. Chief Hosler noted that all employees have been informed that texting on private devices is no longer permitted by District policy and communications should only be by telephone or email. Chief Hosler stated that the Department is working on cyber security addressing internal security measures. Ms. Adams stated that in regard to the cyber security classes that that are required by State law, the curriculum has not been finalized.

Item 11 – Discuss status of maintenance of the District's fleet/vehicles and take any necessary action on same.

This item was discussed in Executive Session

Item 12 – 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 180 calls, 29 of which were outside the District. The overall response time was 5:60 (5:53) minutes.

- The Department completed 1331.0 hours of training.
- Chief Hosler worked 72.5 hours and took 12 days of PTO and 2 holidays.

- Completed a three (3) day chainsaw class at Station 61 with all of the crews (A, B, and C).
- Completed the walk through of the new HEB store with the crews.
- Held an officers meeting with all of the District Officers.
- Started the Life Scan meetings and required blood work.
- Had a commercial fire at the Harpers Trace apartments. One person was arrested for Felony Arson.
- Attended two (2) days of Multi Company training with South Montgomery County Fire Department.
- Completed several Public Relations and Smoke Detector events during the month.
- Completed the building of the new Santa sled.
- The following trucks was repaired during the month
 1. Engine 62 is at Heitman for warranty work on the steering box.
 2. Truck 61 had warranty work completed from the accident.

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

Item 13 – Review and adopt any necessary revisions to the District's Policies and Procedures Manual

None.

Item 14 - Review service developments in and around the District's service area.

Chief Hosler informed the District that he has approved the plans for Blue Wave, O'Reilly's Auto Parts, Regions Bank, Twin Liquors, and Smoothie Shack. Best Buy, Ulta, and Bed Bath and Beyond has been inquiring about the property next to HEB.

Item 15 – Update on status of new engine purchase.

Chief Hosler updated the Commissioners on the trip to Sarasota, Florida on January 6, 7, and 8. Due to this trip, the Commissioners agreed to change the meeting to January 15, 2020.

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

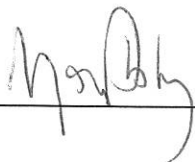
Executive Session was called at 12:40 p.m. The Commissioners, Chief Hosler, and Ms. Adams were in attendance. Such Executive Session regarded:
Section 551.071 Consultation with Attorney.
Executive Session concluded at 1:22 p.m. No action was taken.

Item 17 - Miscellaneous Inquiry

No comment.

Item 18 - Adjourn

Motion was made by Commissioner McDaniel to adjourn at 1:23 p.m. and seconded by Commissioner Veit. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners