

**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, December 13, 2023**, at the Needham Fire Rescue ("NFR") Station No. 61 located at **17029 Firehouse Road, 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 November 8, 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. Authorize filing of Annual Report (District Information) with Texas Department of Emergency Management;
8. Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code, §203.062 and §403.0241 for the Special Purpose District Public Information Database;
9. Station No. 61 construction, including:
 - a. status of design and construction activities; and
 - b. review and approve pay applications and change orders, as necessary;
10. 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;
11. Review and approve the purchases of furniture, fixtures and equipment for any applicable station, as necessary;
12. Review and approve Treasurer's monthly report, including disposition of District's bank accounts;
13. Review and approve monthly invoices;
14. Review and amend District's Texas County and District Retirement System Retirement Plan as may be necessary;
15. Review and approve Sales and Use Tax Report;
16. Review and approve Tax Assessor-Collector's Report;
17. 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;
18. Review and adopt amendments to the District's Policies and Procedures Manual, including the District Organizational Chart, as necessary;
19. Review District personnel matters, including review proposal regarding the creation of a Fire Fit Committee, and take any necessary actions on same;

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, 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, Texas Government Code; 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 6th day of December, 2023.



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

A handwritten signature in black ink, appearing to read "Mark Abbey".

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: 87120585922, Password: 609880, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.*