

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

February 12, 2020

Item 1 – Call the meeting to order

The meeting was called to order at 11:30 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Mark Abbey, and Howard Livesay. Commissioner Raymond Veit was unable to attend. Also in attendance were: Chief Hosler, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Battalion Chief Nichols, Battalion Chief Weaver, Captain Carrizal, Captain Lee, and Firefighter Sanson.

Item 2 – Citizens comments

No Comments.

Item 3 - Qualification of Commissioner Arceneaux and Administration of Oath of Office.

Chief Hosler presented the Oath of Office to Commissioner Arceneaux. The Oath was presented to Commissioner Livesay in January but the paperwork was not available. Commissioners Arceneaux and Livesay executed the new commissioner documents.

Item 4 - Approve the minutes of the regular meeting of January 15, 2020.

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

Item 5 - Approve the minutes of the special meeting of January 22, 2020.

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

Item 6 - Review the minutes and financial statements from the Needham Fire Rescue ("NFR") February 11, 2020 Board of Directors meeting.

The agenda, minutes, and the financial statement from the February 11, 2020 NFR Board of Directors meeting were reviewed. No action was taken.

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

Commissioner Livesay reviewed the Treasurer's Report with the Board. A motion was made by Commissioner McDaniel and seconded by Commissioner Abbey to accept the Treasurer's Report, as presented by Commissioner Livesay. The motion carried 3 for (Commissioners McDaniel, Abbey, 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) - \$1,303,684.70

- B. Debt Service Account (6864) - \$6,203.61
- C. Reserve Account (6880) - \$1,691,216.01
- D. Sales Tax Revenue Account (6872) - \$65,684.65
- E. Payroll Account (9181) - \$1,008.62

Item 8 - Review and approve monthly invoices.

- a. **Authorize the Spirit of Texas ("SoT") Loan payment (due 2/20/20) (Two Command Vehicles – FINAL payment).**
- b. **Authorize the Southside Bank ("SSB") Loan payment (due 3/1/20) (Two Twin Infernos).**

The invoices were reviewed and a motion was made by Commissioner McDaniel and seconded by Commissioner Abbey to approve the payment of the monthly invoices, including the SoT and SSB loan payments as presented. The motion carried 3 for (Commissioners McDaniel, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

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

Mrs. Doyle informed the Commissioners that due to the January Board meeting falling later in the month, the Sales and Use Tax Report was available. Mrs. Doyle added that since Board meetings are usually earlier in the month, the Sales and Use Tax Reports would not typically be available from the prior month because they are not provided until the second week of the month. Mrs. Doyle stated that the February Sales and Use Tax Report will be presented at the March Board meeting.

Item 10 – Review and approve invoice from Inteltek Technologies to purchase computer hardware to comply with SB 944 for retrieval of archived District emails.

Chief Hosler explained that Ms. Regina Adams, the District's general counsel, informed the Commissioners that this hardware was a good way to assist in providing information under the Texas Public Information Act and complying with the new requirements of SB 944. Chief Hosler stated that this hardware allows IT to retrieve specific archived emails. A motion was made by Commissioner McDaniel and seconded by Commissioner Livesay approve the invoice from Inteltek Technologies to purchase computer hardware to comply with SB 944. The motion carried 3 for (Commissioners McDaniel, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 11 – Adopt Order Authorizing Additional 20% Penalty on Delinquent Tax Accounts.

A motion was made by Commissioner McDaniel and seconded by Commissioner Livesay to adopt the Order Authorizing an Additional 20% Penalty on Delinquent Taxes. The motion carried 3 for (Commissioners McDaniel, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 12 – Adopt Order Determining Ad Valorem Tax Exemptions.

Chief Hosler explained that, in previous years, the Board adopted a \$25,000 exemption for over 65 and disabled residential homesteads. A motion was made by Commissioner

McDaniel and seconded by Commissioner Livesay to adopt the Order Determining Ad Valorem Tax Exemptions. The motion carried 3 for (Commissioners McDaniel, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 13 – Adopt Resolution Authorizing Petition Challenging Appraisal Records.

Chief Hosler explained that this resolution would allow the Montgomery County Tax Assessor to challenge certain appraisal records with Montgomery County Appraisal District on behalf of the District. A motion was made by Commissioner McDaniel and seconded by Commissioner Livesay to adopt the Resolution Authorizing Petition Challenging Appraisal Records. The motion carried 3 for (Commissioners McDaniel, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 14 – Monthly Chief’s Report:

A. Summary of Department Monthly Financials and Call Activity

Chief Hosler reported:

- Response Times and Counts for January 2020: 169 calls for service with 40 calls out of District. Average response time of 6:26 with last months of 5:32. 13 calls for service off Conroe Magnolia Road
- During the month of January 2020 Chief Hosler completed 336.5 hours with 1 day of PTO for a medical procedure.
- Chief Hosler and Captain Carrizal traveled to Conway, Arkansas to inspect the new stock Saber engine. The truck is currently in Florida for additions.
- District employees started the Texas Commission on Fire Protection (“TCFP”) Instructor 2 class through Lone Star College Kingwood.
- Administration held a meeting with Ricardo Martinez of Martinez Architects to discuss projected Station 61 costs. The worst case scenario was \$8.5 million. Options for funding might include: bond election or direct bank financing, Woodforest or Spirit of Texas.
- Assisted the MCESD4 Commissioners with a special meeting to discuss the new stock Saber engine.
- The new MSA air packs have been placed into service.
- Motorola has completed the new radio purchase delivery. The new handheld radios are in service and the truck mounted radios are programmed and ready to install. District employees are setting up the accountability system now.

- Training hour totals for the month are 737.0 hours.
- Crews completed vehicle stabilization training at Station 61.
- Employees also attended an air operations class with the Texas Forest Service in New Waverly.
- Several District Officers attended the 2020 Leadership conference in San Marcos, Texas.

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 210 – Firefighter Pay - approved
4. SOP 214 – Trading of Work Time - approved
5. SOP 306 – Vacation Requests - approved
6. SOP 310 – PTO Accruals - approved
7. SOP 313 – Shift Trades - approved
8. SOP 605 - Personal Protective Equipment ("PPE") Preliminary Exposure Reduction - approved

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

Chief Hosler informed the District that there is not a lot of development occurring presently. According to the Fire Marshall's office, there are 36 plans pending in the District, but there is no time-line on how long it will be before they move in. Chief Hosler also let the Commissioners know that in the next six (6) to eight (8) weeks Texas Department of Transportation (TXDOT) will be placing concrete dividers down SH 242 from the bottom of the train bridge to the San Jacinto Bridge excluding traffic light intersections. TXDOT over the next nine (9) months to a year will be removing the median and changing it to a permanent left turn lane.

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

Item 17 - Update on status of Station 61.

Discussed in Chief's Report.

Item 18 – Update on status of new engine purchase.

Chief Hosler updated the Commissioners that the stock Saber should be delivered by the end of March, at the latest, and that the custom build has the chassis and back body built. Chief Hosler informed the Board that when the new truck is in service, the MVP will be put out of service.

Item 19 – Discuss status of maintenance of the District's fleet/vehicles and take any necessary action on same.

Chief Hosler informed the District that Rev will be starting work on the Twins and Ladder truck tomorrow with the crew from Holden. Chief Hosler stated that Ferrara has received the District's letter and were displeased. Chief Hosler noted that \$10,622.67 in repairs have been made.

Item 20 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

Executive Session was not called.

Item 21 - Miscellaneous Inquiry.

No comment.

Item 22 - Adjourn.

Motion was made by Commissioner McDaniel to adjourn at 12:47 p.m. and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Livesay), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners

