

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

February 8, 2023

THE STATE OF TEXAS §
COUNTY OF MONTGOMERY §
MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4 §

The Board of Commissioners (the "Board" or the "Commissioners") of Montgomery County Emergency Services District No. 4 (the "District") met in regular session, open to the public, at Needham Fire Rescue, Co. ("NFR") Station No. 61, 9430 State Highway 242 East, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, February 8, 2023, at 11:30 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Brian Arceneaux	President
Gary Landrum	Vice President
Mark Abbey	Secretary
Raymond Veit	Treasurer
Karen Keels	Assistant Secretary/Treasurer

All members of the Board were present at the meeting, except Commissioners Abbey and Keels, thus constituting a quorum. Also attending the meeting were the following District employees: Fire Chief Kevin Hosler; Chief Randy Doyle, Assistant Chief of Administration; Chief William Dicker, Assistant Chief of Operations; Mrs. Alison Doyle; Ms. Emily Daley; Mrs. Kelly Sipp; and Mr. Colwyn Lee. District consultants in attendance were: Ms. Regina D. Adams and Ms. Meredith King (via videoconference), attorneys, and Ms. Raechel Rodriguez (via videoconference), legal assistant, of Radcliffe Bobbitt Adams Polley PLLC (the "Attorney" or "RBAP"), attorney for the District; and Mr. John Nuche of AG|CM, Inc. ("AGCM").

WHEREUPON, the meeting was called to order at 11:36 a.m. and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

PUBLIC COMMENT

There were no public comments.

DISTRICT STAFF AWARDS, RECOGNITIONS AND/OR PROMOTIONS

There were no awards or promotions.

APPROVE MINUTES

The Board considered approval of the January 11, 2023 regular meeting minutes, which were previously distributed to the Board. It was noted that Chief Doyle was in attendance at such meeting. Upon motion by Commissioner Veit, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to approve the January 11, 2023 regular meeting minutes, as revised.

MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING

There was nothing to review at this time.

STATUS OF STATION NO. 61 CONSTRUCTION

Chief Hosler reported that the District was awaiting construction inspection to begin pouring the concrete for the second floor.

The Board then reviewed PA No. 6 from Grossman Design Build ("GDB") in the amount of \$94,572.50 in connection with Station No. 61 construction.

Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve PA No. 6 from GDB in the amount of \$94,572.50.

TEMPORARY STATION NO. 63 CONSTRUCTION

Chief Hosler reported that the footings were poured and Mr. Lee had a meeting scheduled to coordinate installation of data cables.

TREASURER'S REPORT

Commissioner Veit next presented to and reviewed with the Board the Treasurer's Report. Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Treasurer's Report.

MONTHLY INVOICES AND PAYMENTS

Mrs. Doyle then presented to and reviewed with the Board monthly invoices and pending payments for approval, including loan payments to Southside Bank for two (2) twin infernos. Upon motion by Commissioner Veit, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment of the monthly invoices, as presented.

SALES AND USE TAX REPORT

Mrs. Doyle reviewed with the Board the Sales and Use Tax Report. Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Sales and Use Tax Report.

TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Adams presented to and reviewed with the Board the monthly Tax Assessor-Collector's Report.

ADOPT RESOLUTION DETERMINING AD VALOREM TAX EXEMPTIONS

Ms. Adams then explained that pursuant to the Texas Tax Code, as amended, the District is authorized to grant exemptions relative to the District's ad valorem tax levy. The Board next considered approval of tax exemptions for the 2023 tax year, including homestead exemptions, exemptions for residents 65 years of age and older and exemptions for disabled residents. Ms. Adams explained that in 2022, the Board did not grant a general residential homestead tax exemption but granted a homestead exemption of \$25,000 for residents that are 65 years of age and older or disabled.

The Commissioners concluded to grant the same exemptions for the 2023 tax year as were granted for the 2022 tax year. Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Resolution Concerning Exemptions from Taxation for the 2023 Tax Year reflecting a homestead exemption of \$25,000 for residents that are 65 years of age and older or disabled.

ADOPT RESOLUTION AUTHORIZING PETITION CHALLENGING APPRAISAL RECORDS

Ms. Adams then reviewed the Resolution Authorizing Petition Challenging Appraisal Records with the Board. Ms. Adams explained that such resolution will allow the Tax Assessor to represent the District in challenging certain appraisal records with Montgomery Central Appraisal District ("MCAD") and other matters before MCAD.

Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Resolution Authorizing Petition Challenging Appraisal Records, a copy of which is attached hereto.

REVIEW AND APPROVE AGREEMENT FOR FIRE/EMERGENCY RESPONSE BILLING (THE "AGREEMENT") WITH EMERGI-FIRE, LLC ("EMERGI-FIRE")

Chief Holser then presented to the Board the Agreement for Fire/Emergency Response Billing with EmergiFire, noting that this would allow the District to bill for certain recurring call-outs and other fire services. Ms. Adams stated that RBAP has reviewed and commented on the Agreement. A discussion ensued regarding various billing categories. Upon motion by Commissioner Veit, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to approve and authorize execution of the Agreement with EmergiFire, subject to legal revisions to same.

REVIEW AND ACCEPT PROPOSALS FOR WEBSITE/PUBLIC RELATIONS SERVICES AND TAKE ANY NECESSARY ACTIONS ON SAME

Chief Hosler requested the Board table this matter until the March 8, 2023 Board meeting.

FIRE CHIEF'S REPORT

Chief Hosler then reviewed the Fire Chief's Report with the Board. Chief Hosler reported that, in January, the District and NFR responded to 231 service calls, 36 of which were out of District, with an average response time of 7:03 minutes.

Chief Hosler reported that he was exploring the option to tour truck manufacturing companies around the United States with up to two (2) Commissioners. A discussion ensued regarding manufacturing timeframes and costs.

Chief Hosler then presented to the Board the Resolution Establishing and Implementing a Program to Charge Mitigation Rates for the Deployment of Emergency and Non-Emergency Services by the District for Services Provided/Rendered in its Response Area (the "Mitigation Resolution"). A discussion ensued regarding the rates applicable to the District's services. Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Chief's Report and adopt the Mitigation Resolution, subject to rate category finalization.

REVIEW AND ADOPT AMENDMENTS TO THE DISTRICT'S POLICIES AND PROCEDURES MANUAL

Chief Hosler stated that District staff would be forwarding the District's Employee Handbook to RBAP for review.

REVIEW PERSONNEL MATTERS

There were no personnel matters to review.

REVIEW DISTRICT REAL ESTATE MATTERS

There were no real estate matters to review.

MISCELLANEOUS

Chief Hosler noted that Commissioners Arceneaux and Veit (of Commissioner Landrum, if Commissioner Veit was unavailable) would be joining him to visit the Texas Capitol on February 21, 2023 to speak to state legislators.

There being no further business to come before the Board, and upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to adjourn the meeting at 1:19 p.m.

PASSED, APPROVED, AND ADOPTED this 8th day of March, 2023.





Secretary, Board of Commissioners