

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

March 13, 2024

**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, 17029 Firehouse Road, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, March 13, 2024, 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 Commissioner Abbey, thus constituting a quorum. Also attending the meeting were the following District employees: Fire Chief Kevin Hosler; Chief William Dicker, Assistant Chief of Operations; Battalion Chief Richard Sanguedolce; Chief Terry Jones, District Chief; Mrs. Alison Doyle; Ms. Emily Daley; Mrs. Kelly Sipp (via videoconference); 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 Adams Barner PLLC (the "Attorney" or "RAB"), attorney for the District; and Ms. Alyssa Saccomen of McCall Gibson Swedlund Barfoot PLLC, auditor for the District.

WHEREUPON, the meeting was called to order at 11:30 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

Chief Hosler thanked District staff for the leak repairs they performed at Station No. 64.

APPROVE MINUTES

The Board considered approval of the minutes of the February 14, 2024 regular Board meeting, which were previously distributed to the Board. Upon motion by Commissioner Keels, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the February 14, 2024 regular Board meeting.

MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING

It was noted that the NFR Board meeting was rescheduled.

REVIEW AND APPROVE ANY AMENDMENTS TO THE NFR FISCAL YEAR ENDING ("FYE") SEPTEMBER 30, 2024 OPERATING BUDGET (THE "NFR BUDGET"), AS NECESSARY

The Board tabled this matter.

REVIEW AND APPROVE AUDIT REPORT FOR FYE SEPTEMBER 30, 2023 (THE "2023 AUDIT")

Ms. Saccomen presented to and reviewed with the Board the draft 2023 Audit. 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 2023 Audit, subject to legal review.

TEMPORARY STATION NO. 63 CONSTRUCTION

Chief Hosler reported that the fire permits from Montgomery County (the "County") should be received later in the week.

Chief Hosler requested the Board's authorization to request qualifications for a feasibility study for the permanent Station No. 63 because the Texas Department of Transportation ("TX DOT") would be widening Old Conroe Road. Chief Hosler reported that Station No. 63 site would require some demolition and rebuilding due to the driveway at Station No. 63 being taken for the road widening. Chief Hosler further reported that TX DOT would likely cover some of the costs of such demolition and rebuilding. Chief Hosler went on to state that the road construction would begin in 2026. Upon motion by Commissioner Keels, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the Fire Chief to request qualifications for a feasibility study for the permanent No. 63.

TREASURER'S REPORT

Commissioner Veit next presented to and reviewed with the Board the Treasurer's Report. Upon motion by Commissioner Keels, seconded by Commissioner Landrum, 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. 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, including the loan payment to Southside Bank for fire equipment/loose equipment.

AUTHORIZE DISTRICT STAFF TO OPEN BANK ACCOUNT FOR LOAN PROCEEDS

Mrs. Doyle requested Board authorization to open a bank account for the loan proceeds. Upon motion by Commissioner Landrum, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to authorize District staff to open a bank account for loan proceeds.

SALES AND USE TAX REPORT

Mrs. Doyle reviewed with the Board the Sales and Use Tax Report. 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 accept the Sales and Use Tax Report.

REVIEW AND APPROVE TAX ASSESSOR-COLLECTOR'S REPORT, INCLUDING AUTHORIZE WRITING-OFF DELINQUENT TAX ACCOUNTS

Ms. Adams presented to and reviewed with the Board the monthly Tax Assessor-Collector's Report. Ms. Adams also reviewed with the Board correspondence from the Tax Assessor-Collector regarding the write-off of certain stale delinquent tax accounts.

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 Tax Assessor-Collector's Report and authorize writing-off delinquent tax accounts in the amount of \$990.27.

STATUS OF CLOSING OF LOAN FOR EMERGENCY SERVICES VEHICLES, EQUIPMENT AND RADIOS

Ms. Adams reported that the closing was scheduled for March 15, 2024, and that all loan documents were signed and returned to Governmental Capital Corporation.

FIRE CHIEF'S REPORT

Chief Hosler then reviewed the Fire Chief's Report and the status of operations with the Board. Chief Hosler reported that, in February, the District and NFR responded to 226 service calls, 42 of which were out of District, with an average response time of 7:06 minutes.

Chief Hosler stated that the District may amend its FYE September 30, 2024 Budget at the following Board meeting.

Chief Hosler reported that District staff was revising the District's Standard Operating Procedures to streamline future updates.

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

There was nothing to adopt at the time.

DISTRICT PERSONNEL MATTERS

Chief Hosler reported that the District was in the process of hiring additional staff.

DISTRICT REAL ESTATE MATTERS, INCLUDING CONSIDER PROFESSIONAL SERVICES CONTRACT FROM INTEGRA REALTY RESOURCES ("INTEGRA") FOR APPRAISAL OF FORMER STATION NO. 61 ("INTEGRA AGREEMENT")

Ms. Adams reviewed with the Board the Integra Agreement. Ms. Adams noted the appraisal would cost approximately \$6,000.00. Upon motion by Commissioner Keels, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Integra Agreement.

ANNUAL REVIEW OF CONSULTANTS' CONTRACTS

Ms. Adams explained that the Board was statutorily required to annually review the District's consultants' contracts. Upon motion by Commissioner Landrum, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to approve the review of all consultants' contracts.

MISCELLANEOUS

There was nothing to discuss at the time.

There being no further business to come before the Board, and upon motion by Commissioner Landrum, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to adjourn the meeting at 12:28 p.m.

PASSED, APPROVED, AND ADOPTED this 10th day of April, 2024.





Secretary, Board of Commissioners