

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

July 14, 2021

**THE STATE OF TEXAS
COUNTY OF MONTGOMERY**

MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4

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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 61, 9430 State Highway 242 East, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, July 14, 2021, at 11:30 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

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| Brian Arceneaux | President |
| Roxann McDaniel | Vice President |
| Mark Abbey | Secretary |
| Raymond Veit | Treasurer |
| Karen Keels | Assistant Secretary/Treasurer |

All members of the Board were present, thus constituting a quorum. Also attending the meeting were: the following District employees: Chief Randy Doyle, Assistant Chief of Administration; Donald Moore; Norman Langwell; Ian Whitla; Alison Doyle; and Captain Colwyn Lee; and Ms. Sholeh Abedinzadeh, attorney, and Ms. Hannah Slaven, paralegal, of Radcliffe Bobbitt Adams Polley PLLC (the "Attorney" or "RBAP"), attorneys for the District. Also attending via videoconference was Chief William Dicker, Assistant Chief of Operations for the District.

WHEREUPON, the meeting was called to order at 11:31 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.

APPROVE MINUTES

The Board considered approval of the June 9, 2021 meeting minutes, which were previously distributed to the Board. Upon motion by Commissioner McDaniel, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve the June 9, 2021 meeting minutes, as presented.

REVIEW MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING

Chief Doyle reported that the NFR Board of Directors was unable to meet at its regularly scheduled time due to members being out of town. Chief Doyle noted that the meeting has been rescheduled for July 20, 2021.

REVIEW AND APPROVE TREASURER'S REPORT

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

REVIEW AND APPROVE MONTHLY INVOICES AND PAYMENTS

Mrs. Doyle then presented to and reviewed with the Board monthly invoices and pending payments for authorization. Commissioner Veit inquired about check no. 2168 for the \$25,000 administration fee. Mrs. Doyle reminded the Board that Chief Kevin Hosler requested additional funds due to labor cost overruns caused by the COVID-19 pandemic and Winter Storm Uri, and the Board granted his request by allowing an additional \$25,000 per month for three (3) months. Mrs. Doyle stated that these funds were still needed. The Board requested that an item be added to the July 29, 2021 budget workshop meeting agenda in order to discuss the matter further. In response to a question regarding check no. 2176 for payment of the life insurance premium, Mrs. Doyle explained that this policy will cover the District's costs for recruitment if Chief Hosler were to pass unexpectedly. The Board requested further details regarding such policy and Mrs. Doyle stated she would obtain the information requested and provide it to the Board at the August Boardmeeting. Upon motion by Commissioner Veit, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to approve monthly invoices, as presented.

QUARTERLY INVESTMENT REPORT

Mrs. Doyle presented to and reviewed with the Board the Quarterly Investment Report noting that the interest rate on one District investment account had risen by .01%.

TRUTH IN TAXATION/TAX RATE SETTING DISCUSSION

Ms. Abedinzadeh next discussed with the Board the process and rules for setting the District's tax rate, and noted the meeting timeline to proceed with the tax rate setting and hearing process upon receipt of the District's 2021 certified taxable values.

SALES AND USE TAX REPORT

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board. Ms. Abedinzadeh noted that the Tax Assessor-Collector's Report (the "TAC Report") was included in such report, but that the TAC Report would be presented separately under its own agenda item in the future. Upon motion by Commissioner Veit, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Sales and Use Tax Report and the TAC Report.

RELEASE OF DRAINAGE EASEMENT

Ms. Abedinzadeh explained that RBAP received correspondence from a party who was in the process of purchasing property adjacent to District Station 61 property, and that such party was requesting the release of an unutilized drainage easement apparently put in place on the property to be purchased to benefit the District's predecessor entity. Upon motion by

Commissioner Abbey, seconded by Commissioner McDaniel, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Release of Drainage Easement, as presented.

PROPOSAL FOR ACCESS CONTROL DEVICES AT STATIONS 61 AND 64

Captain Lee reported that three (3) new doors were being installed at Station 64 and the existing controls were only for two (2) doors. Captain Lee explained that a new system with three (3) daughter ports and longer cables was needed for Station 64. Captain Lee also explained that the strike assembly for the bay access doors at Station 61 was worn out and required replacement. Captain Lee then presented a proposal from Caruth Protection Services, LLC for \$7,460.05 for such work. Upon motion by Commissioner McDaniel, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the purchase and installation of new access control devices at Stations 61 and 64, and accept the Caruth proposal subject to RBAP review of the terms and conditions of the contract related to same.

STATUS OF STATION 61 CONSTRUCTION

Chief Doyle next reported that District staff met via videoconference with Grossman Design Build ("Grossman") the previous week and returned comments on plans to Grossman on July 13, 2021, noting that a follow-up meeting was scheduled for July 20, 2021. Chief Doyle explained that current projected costs were not as low as he would like, but they were not inordinately high.

FIRE CHIEF'S REPORT

Chief Dicker reviewed the Fire Chief's Report with the Board, a copy of which is attached hereto. Chief Dicker reported that the District and NFR responded to 187 calls for emergency service, 31 of which were out-of-District, with an average response time of 6:23 minutes. Chief Dicker also reminded the Board that the Department recently completed its Insurance Services Office ("ISO") rating evaluation and is still awaiting the updated rating.

Chief Dicker next discussed changes to District standard operating policies ("SOP") and standard operating guidelines ("SOG"), noting that Chief Hosler was recommending amendments to 1) SOP 113, Organization Chart; 2) SOP 119, Chain of Command; 3) SOP 410, Exposure Control Protocol for Medical Responses; 4) SOP 414, Incident Command; 5) SOG 20-15, Vehicle Fires; and 6) SOG 21-03, Battery Energy Storage Systems.

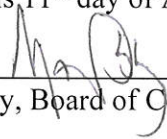
Chief Dicker also updated the Board regarding development in and around the District, noting that a Chik-fil-A was being built next to Starbucks and a new retail center was being constructed near the junior high school.

Upon motion by Commissioner Abbey, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Fire Chief's Report, and to approve and adopt any necessary changes to the District's SOPs and SOGs, as well as the Policy and Procedure Manual, subject to RBAP review of such policies and guidelines.

There being no further business to come before the Board, upon motion by Commissioner McDaniel, seconded by Commissioner Abbey, with all Commissioners present voting aye, the meeting was adjourned at 12:24 p.m.

PASSED, APPROVED, AND ADOPTED this 11th day of August, 2021.





Secretary, Board of Commissioners