

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

July 8, 2020

Item 1 – Call the meeting to order

The meeting was called to order at 11:42 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Mark Abbey, Raymond Veit, and Howard Livesay. Commissioner Roxann McDaniel was unable to attend. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Teri Johnson, Battalion Chief Sanguedolce, Captain Carrizal, and Regina Adams of Radcliffe Bobbitt Adams Polley pllc (via videoconference).

Item 2 – Public comments.

No comments.

Item 3 - Approve the minutes of the regular meeting of June 10, 2020

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

Item 4 - The minutes and financial statements from the Needham Fire Rescue July 14, 2020 Board of Directors meeting (available at August 2020 Board meeting).

Item 5 - Review and approve Treasurer's monthly report.

Commissioner Veit reviewed the Treasurer's Report with the Board. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to accept the Treasurer's Report, as presented by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, 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) - \$444,472.20
- B. Debt Service Account (6864) - \$180,555.56
- C. Reserve Account (6880) - \$1,295,330.57
- D. Sales Tax Revenue Account (6872) - \$12,278.76
- E. Payroll Account (9181) - \$23,813.94

Item 6 - Review and approve monthly invoices.

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

Item 7 – Review and approve Quarterly Investment Report.

The report showed that Woodforest still has better rates, at 0.62% in June as compared to TexPool, at 0.2165%. A motion was made by Commissioner Veit and seconded by Commissioner Livesay to approve the Quarterly Investment Report. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 8 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board. Mrs. Capozzelli noted that the sales tax revenue for July were \$235,797.21. A motion was made by Commissioner Veit and seconded by Commissioner Livesay to approve the Sales and Use Tax Report as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 9 - Schedule Fiscal Year Ending September 30, 2021 Budget Workshop Meeting.

Chief Hosler suggested that the meeting be on July 28th at 11:00 a.m., which was acceptable to the Commissioners.

Item 10 – Authorize Administration to inquire about Medical/Dental Insurance coverage options to begin October 1, 2020.

A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to authorize Administration to inquire about Medical/Dental Insurance coverage options to begin October 1, 2020. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 11 – Authorize Administration to inquire about Fleet/Building Insurance coverage options to begin October 1, 2020.

A motion was made by Commissioner Abbey and seconded by Commissioner Livesay to authorize Administration to inquire about Fleet/Building Insurance coverage options to begin October 1, 2020. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 12 – Authorize Administration to review and update of facilities and apparatus valuations for insurance purposes.

A motion was made by Commissioner Veit and seconded by Commissioner Livesay to authorize Administration to review and update of facilities and apparatus valuations for insurance purposes. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 13 – Review and approve amended Emergency Response Plan.

Chief Hosler informed the Commissioners that the amended Emergency Response Plan includes pandemic emergencies. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to approve the amended Emergency Response Plan. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 14 – Discuss Chief Hosler’s Performance Evaluation and Renewal of Agreement for Employment of Fire Chief.

Evaluation forms were given to the Commissioners. Chief Hosler inquired if the Commissioners would like to have the random evaluations from members of the Department as had been done the previous year, to which they replied yes. The Board noted that final evaluation and the renewal of Agreement for Employment will be considered at the August regular Board meeting.

Item 15 – Adopt Order Declaring Surplus Property and Authorizing Sale of Surplus Property for 2013 Ferrara Igniter MVP, 2008 Ford Booster Truck, and loose equipment.

Chief Hosler informed the Board that these items have been inventoried, logged and tagged. Chief Hosler also stated that once they are declared as surplus they will be donated to various departments utilizing the Helping Hands program through the Texas Forest Service. Ms. Adams requested a copy of the inventory of proposed surplus property so the Order Declaring Surplus Property, subject to finalization. A motion was made by Commissioner Abbey and seconded by Commissioner Livesay, pending Ms. Adams order creation, to adopt the Order Declaring Surplus Property and Authorizing Sale of Surplus Property including the 2013 Ferrara Igniter MVP, 2008 Ford Booster Truck, and miscellaneous loose equipment. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 16 – Monthly Chief’s Report:

A. Summary of Department Monthly Financials and Call Activity

During the month of June, 2020 Chief Hosler worked 246.0 hours with 3.0 days off.

The Training Division has completed 934.0 hours of training and have completed several project to improve the Departments ability to provide better in-house training.

1. Completed phase 1 of 4 of rescue boat training with all 3 shifts.
2. Completed the changes to the training field.

During the month the IT Division has done the following:

1. Completed the new Battalion Chiefs Truck.
2. Working on the radio system upgrades.
3. Working on the District computer system upgrades.
4. Repaired the intercom system at Station 64.
5. Ordered and programmed 8 new pagers to replace out of date equipment.

Administration has performed several tasks during the month:

1. Working on the District and NFR FYE September 30, 2021 budgets.
2. Completed the proposed operations changes for the budgets.
3. Assisted the Training Division with rescue boat training.
4. Started the yearly review of the Districts and NFR Standard Operating Procedures (“SOP’s”) and Standard Operating Guidelines (“SOG”).
5. Held several officer and crew meetings with the staff.
6. Completing the Utility 61 truck changes.

7. Working on presentation of 2013 Ferrara MVP engine and Booster 64, 2008 F450 truck, for surplus.
 8. Training the new communications specialist for the District.
 9. Working on the plan to move Booster 61 to Station 64 and run the grant funded booster from TIFMAS from Station 61. Medical calls will be run with Utility 61 from Station 61, in place of the booster truck.
 10. Surplus inventorying-aged-out bunker gear and out-of-date SCBA packs through Texas Forest Service Helping Hands program with 13 boxes total.
 11. Presented the new Communications Coordinator position to the Board.
- Rescue Boat training with all three (3) crews. Chief Hosler, Chief Dicker, and Battalion Chief Weaver taught basic boat operations as phase 1 of 4. Popped the small rescue boat, which was 20 years old. Administration will be looking for a replacement.

- 18 PTO shifts taken by District employees
- 16 COVID 19 Shifts
- 16 Open shifts this month

Response Times and Counts for June:

- 120 calls for service
- 22 out of District
- 4 calls to Old Conroe Road

Average response time was 5:34 with May time of 5:22.

- Station 61 = 59
- Station 62 = 9
- Station 64 = 30

Vehicle Maintenance Items for June 2020

- Ladder Truck - Replace Pump panel light switch \$32.01
Pump Test \$295.00
Replace air Governor Replace Purge Valve Lonestar \$474.13
Replace air filter \$152.55
- Pierce Stock Engine - Replace Crosslay net clip \$15.95
- Tanker 64 - Fuel Filters, Air filter \$67.23
- Booster 64 - Air filter \$83.95
- MVP Engine - Pump Test \$295.00 – replacing cab tip motor
- Engine 61 - Pump Test \$295.00
- Engine 62 - Pump Test \$295.00
- Evacuation Vehicle - Hummer State inspection \$7.00
- Chief Vehicle - Replace both batteries \$334.10
- Administration/Staff car - Reprogram power train, Software update, Catalytic converter \$0.00 under warranty

These only include what items on District apparatus that were completed during the month of June that have been inputted into Fire Programs. This does not include the two twin Engines that have been in and out of the shop for repairs during the month.

B. Review and consider any new and/or revised Department SOP's

The following SOP's were presented:

1. Index - approved

2. SOP 101 Objectives - approved
3. SOP 102 Rank Structure - approved
4. SOP 103 Fire Chief - approved
5. SOP 104 Assistant Chief(s) - approved
6. SOP 105 Deputy Chief(s) - approved
7. SOP 106 Battalion Chief(s) - approved
8. SOP 108 Lieutenants - approved
9. SOP 109 Quartermaster - approved
10. SOP 110 Fire Safety and Education Officer - approved
11. SOP 111a Full/Part-Time Firefighter - approved
12. SOP 113 Organization Chart - approved
13. SOP 114 Paper Work Requirements - approved
14. SOP 116 Exempt & Non-Exempt Employees - approved
15. SOP 118 Engine/Operator ("E/O") - approved
16. SOP 119 Chain of Command - approved
17. SOP 210 Firefighter Pay - approved
18. SOP 310 PTO Accruals - approved
19. SOP 504 Driver CE - approved
20. SOP 514 High Water Responses EV61/ATR61 - approved

Item 14 - Review service developments in and around the District's service area.

Chief Hosler stated most new construction noted the previous month were the same and added that Blue Wave Car Wash has broken ground and Valvoline, Taco Bell and McDonalds' plans have been approved by the Fire Marshal.

Item 18 – 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 Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 19 – Update on status of fleet.

Chief Hosler informed the Board that all of the fleet was in use and fully operational and the warranty matters with Ferrara are on an essential, as needed basis due to COVID. Chief Hosler also stated that the new truck would be delivered to Texas for the final inspection, also due to COVID.

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

Executive Session was called at 12:21 p.m. The Commissioners, Chief Hosler, and Mrs. Doyle were in attendance. Such Executive Session regarded:

Section 551.074 Personnel.

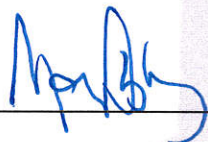
Executive Session concluded at 12:47 p.m. No action was taken.

Item 21 - Miscellaneous Inquiry.

No comment.

Item 22 - Adjourn.

Motion was made by Commissioner Abbey to adjourn at 12:48 p.m. and seconded by Commissioner Livesay. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners

