

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

July 9, 2019

**Item 1 – Call the meeting to order**

The meeting was called to order at 7:05 pm by Commissioner McDaniel. The Commissioners present were: Roxann McDaniel, Raymond Veit, Mark Abbey, and Howard Livesay. Commissioner Brian Arceneaux was unable to attend. Chief Hosler, Alison Doyle, Helen Capozzelli, Assistant Chief Dicker, Lieutenant Moore, Firefighter Capozzelli, and Regina Adams (RBAP) were also present at the meeting.

**Item 2 – Citizens comments**

No Comments.

**Item 3 - Approve the minutes from the regular meeting of June 11, 2019.**

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

**Item 4 - Review and discuss the minutes and financial statements from the Needham Fire Rescue (“NFR”) July 2, 2019 Board of Directors meeting.**

The agenda, minutes, and the financial statement from the July 2, 2018 NFR Board of Directors meeting were reviewed. No action was taken.

**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 McDaniel). The fund account balances at Woodforest National Bank, N.A. (“Woodforest”) are as follows:

- A. General Fund Account (6823) - \$683,403.98
- B. Debt Service Account (6864) - \$137,332.98
- C. Revenue Account (6880) - \$1,529,979.24
- D. Sales Tax Revenue Account (6872) - \$88,556.58
- E. Payroll Account (9181) - \$584.17

**Item 6 - Review and approve monthly invoices, including**

**6a. Review Motorola invoice for radios purchased from the \$700,000.00 loan.**

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Livesay to authorize payment of the monthly invoices, as presented, including the Motorola invoice. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner McDaniel).

**Item 7 - Review and approve Quarterly Investment Report.**

The Quarterly Investment Report for April, May and June, 2019 was presented and reviewed. The Interest Earned from Woodforest Bank was \$3,397.33. It was noted that the interest rate acquired from Woodforest Bank averaged 0.10% higher than TexPool. The Board decided that the investments would stay with Woodforest Bank at this time. A motion was made by



Commissioner Veit and seconded by Commissioner Abbey to approve the Quarterly Investment Report. The motion carried 3 votes for (Commissioners Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

**Item 8 – Schedule initial Fiscal Year Ending September 30, 2020 Budget Workshop Meeting for July.**

It was decided that the Budget Workshop meeting would be July 23, 2019 at 5:00 p.m.

**Item 9 - Review potential change to District's regular meeting date and time.**

After discussion it was decided that the regular meeting date and time to the second (2<sup>nd</sup>) Wednesday at 11:30 a.m. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to change the date and time of the regular meeting to the second (2<sup>nd</sup>) Wednesday at 11:30 a.m. and authorize the publication of the notice of same. The motion carried 3 votes for (Commissioners Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

**Item 10 – Authorize Administration to inquire about options for Medical/Dental Insurance coverage to begin October 1, 2019.**

A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize Administration to inquire about Medical/Dental insurance options. The motion carried 3 votes for (Commissioners Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

**Item 11 – Authorize Administration to inquire about options for Fleet/Building Insurance coverage to begin October 1, 2019.**

A motion was made by Commissioner Livesay and seconded by Commissioner Veit to authorize Administration to inquire about Fleet/Building insurance options. The motion carried 3 votes for (Commissioners Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

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

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

**Item 13 – Authorize negotiations with NFR in connection with renewal of Services Agreement.**

A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to authorize negotiations with NFR in connection with renewal of the Services Agreement with same. The motion carried 3 votes for (Commissioners Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

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

Evaluation forms were given to the Commissioners. The Board noted that final evaluation and the renewal of Agreement for Employment will be considered at the August regular Board meeting.



**Item 15 – Monthly Chief’s Report:**

A. Summary of Department Monthly Financials and Call Activity

Chief Hosler presented his monthly report to the Commissioners. Chief Hosler noted that the District and NFR responded to 156 calls, 20 of which were outside the District. The overall response time was 6:71 (5:14) minutes.

- The Department completed 857.0 hours of training.
- Chief Hosler worked 282.5 hours.
- Participated in the South Montgomery County Safety Day with the City of Shenandoah.
- Finished placing the new Evacuation Vehicle 61 (“EV61”) in service.
- Held first FYE September 30, 2020 budget meeting with Commissioners Viet and Arceneaux.
- District employees completed repairs to Station 64 septic system.
- District employees repaired; Engine 63, Engine 62, Booster 61, and Booster 64.
- Started the process for the feasible study with the Architect
- Had several meeting with truck manufactures for proposed engine.
- Several firefighters attended the TIFMAS symposium in Round Rock, Texas.
- Delivered donated rescue equipment to Goodrich Volunteer Fire Department.
- Donated surplus fire hose to Todd Mission Volunteer Fire Department.
- The three (3) Battalion Chief attended the Executive Officers Training in Round Rock, Texas.
- Made trip to Austin and Round Rock for training.
- Made a trip to Holden for the Ladder Truck.
- Attended a meeting with Fitzpatrick Architects
- Changed the hot water heater in Station 61.
- Chief Hosler rode as the Battalion Chief for four (4) 24 hour shifts this month

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

The following SOP’s were presented:

- 1) Index - approved
- 2) SOP 318 - Travel - approved
- 3) SOP 433 – Water Rescue Incidents - approved
- 4) SOP 448 – Apparatus Equipment Placement - approved
- 5) SOP 522 – Evacuation Vehicle 61 Response Procedures (Humvee) - approved
- 6) SOP 523 – Evacuation Vehicle 62 Response Procedures (M5) - approved
- 7) SOP 604 – Issued Uniforms – approved

**Item 16 – Review and adopt any necessary revisions to the District’s Policies and Procedures Manual.**

A motion to approve the revisions to the Policies and Procedures Manual was made by Commissioner Livesay and seconded by Commissioner Veit. The motion carried 3 votes for (Commissioners Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

**Item 17 - Review Legislative Update following the 86<sup>th</sup> Texas Legislature.**

Ms. Adams reviewed the Legislative Update with the Commissioners regarding certain bills that passed and were signed into law that could possibly affect the District, specifically Senate Bill 2 which relates to Ad Valorem Taxation and a 3.5% roll back rate and House Bill 347 relating to eliminating Tier 1 and Tier 2 city and county distinctions regarding municipal annexation. Amongst other bills, Ms. Adams also reviewed HB 305 which relates to posting certain information

on an Internet website and HB 3001 which relates to fiscal transparency of Special Purpose Districts.

**Item 18 - Review service developments in and around the District's service area.**

Chief Hosler informed the District that a new school has opened in the District on Redbird and Groves, in a two-story house, with 65 students at this time. Chief Hosler also shared that construction has been approved for two (2) new strip centers in front of the former Soccer City on FM 1488 by Lake Lamond.

**Item 19 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.**

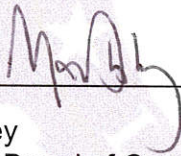
None.

**Item 20 - Miscellaneous Inquiry**

No comment.

**Item 21 - Adjourn**

Motion was made by Commissioner Abbey to adjourn at 8:45 p.m. and seconded by Commissioner Veit. The motion carried 4 for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 0 abstentions.



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Mark Abbey  
Secretary, Board of Commissioners