

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

January 8, 2019

Item 1 – Call the meeting to order

The meeting was called to order at 7:01 pm by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Raymond Veit, Mark Abbey, and Howard Livesay. Commissioner Roxann McDaniel was unable to attend the meeting. Chief Hosler, Alison Doyle, Helen Capozzelli, Assistant Chief Dicker and Battalion Chief Weaver were also present at the meeting.

Item 2 – Citizens comments

No Comments.

Administration of oath of office for re-appointment of Commissioner Mark Abbey, Commissioner Raymond Veit and Commissioner Roxann McDaniel.

Chief Hosler administered the oath of office for Commissioners Abbey and Veit. Commissioner McDaniel will be administered the oath of office during the February meeting.

Item 3 - Approve the minutes from the regular meeting of December 11, 2018.

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

Item 4 - Review and discuss the minutes and financial statements from the Needham Fire Rescue ("NFR") January 7, 2019 Board of Directors meeting.

The agenda, minutes, and the financial statement from the January 7, 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 Abbey and seconded by Commissioner Livesay 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) - \$247,831.08
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$534,502.22
- D. Sales Tax Revenue Account (6872) - \$159,121.26
- E. Payroll Account (9181) - \$17,088.08

Item 6 - Review and approve monthly invoices.

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Abbey 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 Quarterly Investment Report for October, November, and December, 2018 was presented and reviewed. It was noted that the balance in the TexPool account is \$35.23. Mrs. Doyle suggested that with increasing interest rates it may be worthwhile to place more District funds into the TexPool account. A motion was made by Commissioner Livesay and seconded by Commissioner Veit 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 – Discuss and if found appropriate, authorize the Citizens National Bank Loan payment due January 9, 2019

A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to authorize the Citizens National Bank Loan payment due January 9, 2019. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 9 - Discuss and if found appropriate, authorize the Spirit of Texas Loan payment due January 26, 2019

A motion was made by Commissioner Veit and seconded by Commissioner Livesay to authorize the Spirit of Texas Loan payment due January 26, 2019. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 10 – Authorize filing Fiscal Year Ended September 30, 2018 Audit with Texas Comptroller pursuant to Texas Local Government Code, §140.008, once finalized (by March 29th)

A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize filing Fiscal Year Ended September 30, 2018 Audit with the Texas Comptroller. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 11 – Authorize filing financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code §203.062 and §403.0241 for the Special Purpose District Public Information Database

A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to authorize filing financial and tax-related information with the Texas Comptroller for the Special Purpose District Public Information Database. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 12 – Review, and if found appropriate, authorize payment of \$2,400.00 to Emergency Ministries d/b/a Emergency Chaplain Group for chaplain services

A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize payment of \$2,400.00 to Emergency Ministries for chaplain services. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux).

Item 13 – Discuss and if found appropriate, authorize Chief Hosler and the Attorney to coordinate procurement of proposals for the Station 61 feasibility study

Chief Hosler explained that this would be the first step to potentially rebuild Station 61 and reconfigure the existing structure to house administrative offices. A motion was made by Commissioner Abbey and seconded by Commissioner Livesay to authorize Chief Hosler and the

Attorney to coordinate procurement of proposals for the Station 61 feasibility study. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 14 – 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 174 calls, 36 of which were outside the District. The overall response time was 5:41 (6:11) minutes.

- The Department completed 314.5 hours of training.
- Chief Hosler worked 325.5 hours which averages an 81.3 hour week. Three (3) holiday days were taken.
- The Department held the Annual Awards Banquet.
- The Department accomplished the 2018 Santa Program, and the new changes seem to have worked well.
- The District held and completed the Engine/Operator (E/O) testing. Three (3) full time firefighters will be promoted to the position of E/O. Firefighter K. Bradley, Firefighter M. Bozoski, and Firefighter S. Polonski.
- The refurbishment of Booster 61 has started at General Truck Body.
- District Operations have finished several repairs to the following apparatus, Rehab 61, Engine 61, Tanker 64 and Engine 63.
- The District has returned the Decon Trailer to the Montgomery County Emergency Operations Center (EOC). The District is officially out of the decontamination business. The trailer has been removed from the District insurance policy.
- Chief Hosler has requested the Operations and Human Resources Divisions to look at every expense, including employees, to justify every expense. Chief Hosler added that if the Department cannot justify an expense, they should look into those areas to better suit the District’s and NFR’s budgets.
- The Department will begin a program in conjunction with the Lone Star College Fire Academy to bring in select students as employees while they are in school which will allow them to work in the field in which they are studying, and allow the District to recruit qualified people to work for the District. While in the program, they will make \$8.00 an hour and must have a passing grade to remain in the program.
- Starting Jan 1, 2019 ALL District Operations Chiefs, including Chief Hosler, Assistant Chief William Dicker and the Deputy Chief’s positions will be moving to 5 days a week to keep up with the growing District operations.
- During the month the District was made aware that full time employee Wyatt Pope is leaving the District to seek other opportunities outside the fire service.
- Full time Firefighter Tom Richardson is leaving the District to go to Tomball Fire Department. The District has hired Matt Pegoda as his replacement.

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

C. Review of new construction in the SH 242 corridor.

Item 15 - Review service developments in and around the District’s service area.

Tabled for this month.

Item 16 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

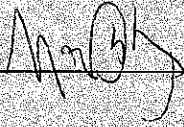
Tabled for this month.

Item 17 - Miscellaneous Inquiry

No comments.

Item 18 - Adjourn

Motion was made by Commissioner Veit to adjourn at 8:00 p.m. and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, Veit, Abbey, and Livesay), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners

