

Notice of Commissioners Regular Meeting



Montgomery County Emergency Services District No. 4
9430 State Highway 242 East
Conroe, Texas 77385

Notice is hereby given to all interested members of the public that the Board of Commissioners (the "Board") of Montgomery County Emergency Services District No. 4 (the "District") will hold a public meeting at Needham Fire Rescue ("NFR") Station #61, 9430 State Highway 242 East, Conroe, Texas 77385 (936-321-0999)*, within the boundaries of the District. The meeting will be held on **Wednesday, December 9, 2020, at 11:30 a.m.** The subject of the meeting is to consider and act on the following:

Agenda

1. Call the meeting to order.
2. Public comments. Members of the public are invited to speak for three (3) minutes on District matters that relate to agenda or non-agenda items.
3. Welcome and Administration of Oath of Office for new Firefighters Everett and Whitla.
4. Presentation of new Engine/Operator ("E/O") Franks.
5. Approve the minutes of the regular meeting of November 11, 2020.
6. Review the minutes and financial statements from the NFR December 8, 2020 Board of Directors meetings.
7. Review and approve Treasurer's monthly report.

Woodforest Bank:

- a. Payroll Account – 9181
 - b. Sales Tax Revenue Account – 6872
 - c. Reserve Account - 6880
 - d. Debt Services Account - 6864
 - e. General Fund Account - 6823.
8. Review and approve monthly invoices, including authorize Citizens National Bank Loan (\$250,000 extra for Station 62) payment due 1/9/2021.
 9. Review and approve monthly Sales and Use Tax Report.
 10. Station 61 Design/Build Construction Project:
 - a. Review and approve Project Management Consulting Services Agreement with Anderson Group Construction Management ("AG/CM") for the District Representative.
 - b. Authorize preparation of Design Criteria Package, Plans and Specifications and Selection Criteria.
 - c. Authorize advertisement of Request for Qualifications for Design/Build Firm.

11. Review and authorize purchase of three (3) Mobile Data Terminals ("MDT") and licensing for same.
12. Authorize publication of Notice of District Administration Office Address (by 1/31/21).
13. Authorize filing of Annual Report (District Information) with Texas Department of Emergency Management (by 1/1/21).
14. Monthly Chief's Report:
 - A. Summary of Department Monthly Financials and Call Activity.
 - B. Review and consider any new and/or revised Department SOP/SOG's.
 - 1) Index
 - 2) SOP 311 Schedule Availability
 - 3) SOP 321 Retirement
 - 4) SOG 19-01 Department Task Schedule

15. Review service developments in and around the District's service area.
16. Review and adopt any necessary revisions to the District's Policies and Procedures Manual.
17. Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by Chapter 551, Texas Government Code, as amended (the "Texas Open Meetings Act"), will be held by the Board at the date, hour and place given in this Notice concerning any and all subjects for any and all purposes permitted by Sections 551.071 through 551.084 Texas Open Meetings Act, if applicable, including, but not limited to, Section 551.071, for the purpose of a private consultation with the District's attorney on any and all subjects or matters authorized by law. If the Board decides to enter into executive session regarding any item on this agenda, the Presiding Officer will announce in the open meeting that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.

18. Miscellaneous Inquiry:

Pursuant to Section 551.042, Texas Government Code, the District Commissioners, NFR Board of Directors, and/or District staff may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

19. Adjourn.

Commissioners may vote and/or act upon each of the items listed in this agenda in an order considered to be convenient to the public and Commissioners. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency.

Posted before 5:00 p.m. on this 4th day of December, 2020.

By:



Mark Abbey
Secretary, Board of Commissioners
Montgomery County Emergency Services District No. 4

* Members of the public may attend the Board meeting via videoconference if they so choose, at:
+1 346 248 7799 US (Houston), Meeting ID: 899 3929 2664, Password: 254237, due to limitations
placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.

