

# 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, February 12, 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 matters relating to the District that relate to agenda or non-agenda items.
3. Qualification of Commissioner Arceneaux and Administration of Oath of Office.
4. Approve the minutes of the regular meeting of January 15, 2020.
5. Approve the minutes of the special meeting of January 22, 2020.
6. Review the minutes and financial statements from the Needham Fire Rescue ("NFR") February 11, 2020 Board of Directors meeting.
7. Review and approve Treasurer's monthly report.

### Woodforest Bank:

- a. General Fund Account - 6823
  - b. Debt Services Account - 6864
  - c. Reserve Account - 6880
  - d. Sales Tax Revenue Account – 6872
  - e. Payroll Account – 9181.
8. Review and approve monthly invoices.
    - a. Authorize the Spirit of Texas Loan payment (due 2/20/20) (Two Command Vehicles – FINAL payment).
    - b. Authorize the Southside Bank Loan payment (due 3/1/20) (Two Twin Infernos).
  9. Review and approve monthly Sales and Use Tax Report.

10. Review and approve invoice from Inteltek Technologies to purchase computer hardware to comply with SB 944 for retrieval of archived District emails.
11. Adopt Order Authorizing Additional 20% Penalty on Delinquent Tax Accounts.
12. Adopt Order Determining Ad Valorem Tax Exemptions.
13. Adopt Resolution Authorizing Petition Challenging Appraisal Records.
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's.
    - 1) Index
    - 2) SOP 113 – Organization Chart
    - 3) SOP 210 – Firefighter Pay
    - 4) SOP 214 – Trading of Work Time
    - 5) SOP 306 – Vacation Requests
    - 6) SOP 310 – PTO Accruals
    - 7) SOP 313 – Shift Trades
    - 8) SOP 605 - Personal Protective Equipment ("PPE") Preliminary Exposure Reduction
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. Update on status of Station 61.
18. Update on status of new engine purchase.
19. Discuss status of maintenance of the District's fleet/vehicles and take any necessary action on same.
20. 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.*
21. 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.*
22. 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 7<sup>th</sup> day of February, 2020.

By:



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

