

## Notice of Commissioners Regular Meeting



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

There will be a regular meeting of the Montgomery County Emergency Service District No. 4 (the "District") Board of Commissioners (the "Board") at Needham Fire Rescue Station #61, located at 9430 State Highway 242 East, Conroe, Texas 77385 on **Tuesday, February 13, 2018 at 7:00 PM** (936-321-0999).

### Agenda

1. Call the meeting to order.
2. Citizen comments. Citizens are invited to speak for three (3) minutes on matters relating to the District that relate to agenda or non-agenda items.  
*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by the District shall be limited to a proposal to place the subject on the agenda of a future meeting.*
3. Presentation by Chief Hosler. District Employee question and comments limited to Chief Hosler's presentation subject.
4. Approve the minutes from the regular meeting of January 9, 2018.
5. Review and discuss the minutes and financial statements from the Needham Fire Rescue ("NFR") February 6, 2018 Board of Directors meeting.
6. 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
7. Review and approve monthly invoices.
  8. Discuss and if found appropriate, approve the District's Policies and Procedures Manual.
  9. Schedule District operations budget workshop meeting(s).
  10. Review and approve Joint Facilities Contract with Woodlands RV Park, if necessary.

11. Discuss and if found appropriate, authorize the Spirit of Texas Loan payment due February 20, 2018.

12. 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 206 – Firefighter Holiday Compensation
  - 3) SOP 210 – Firefighter Pay
  - 4) SOP 214 – Trading of Work Time
  - 5) SOP 310 – PTO Accruals
  - 6) SOP 435 – Motor Vehicle Operations
  - 7) SOP 446 – Annual Medical Statement for Driver/Operators
- C. Review of new construction in the SH 242 corridor.

13. Update on City of Conroe annexation three year plan amendment.

14. Authorize filing of financial and tax-related information to Texas Comptroller pursuant to Senate Bill 625, 85th Texas Legislature, for the implementation of the Special Purpose District Public Information Database.

15. 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 of the Texas Open Meetings Act, if applicable, including, but not limited to, Section 551.071, for the purpose of a private consultation with the Board'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.*

16. Miscellaneous Inquiry:

*Pursuant to Texas Government Code Section 551.042, the District Commissioners, Needham Fire Rescue Co. 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.*

17. 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 9th day of February, 2018.

By:



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

