

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

**April 8, 2020**

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

The Zoom videoconference meeting, as allowed for by the suspensions of the Texas Open Meeting rules due to the COVID-19 pandemic, was called to order at 11:34 a.m. by Commissioner Arceneaux. Roll call showed that the Commissioners present via videoconference were: Brian Arceneaux, Roxann McDaniel, Mark Abbey, Raymond Veit, and Howard Livesay. Also in attendance via teleconference were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Captain Carrizal, Captain Lee, and Regina D. Adams of Radcliffe Bobbitt Adams Polley pllc.

**Item 2 – Citizens comments.**

No Comments.

**Item 3 - Approve the minutes of the regular meeting of March 11, 2020.**

A motion to approve the minutes was made by Commissioner Veit and seconded by Commissioner Livesay. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 2 abstentions (Commissioner Arceneaux and McDaniel).

**Item 4 - The minutes and financial statements from the Needham Fire Rescue ("NFR") April 14, 2020 Board of Directors meeting will be available at May 2020 Board meeting.**

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 McDaniel to accept the Treasurer's Report, as presented by Commissioner Veit. The motion carried 4 for (Commissioners McDaniel, 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) - \$903,299.19
- B. Debt Service Account (6864) - \$477,942.85
- C. Reserve Account (6880) - \$1,561,682.59
- D. Sales Tax Revenue Account (6872) - \$28,059.73
- E. Payroll Account (9181) - \$1,573.95

**Item 6 - Review and approve monthly invoices.**

- a. **Authorize the \$79,468.53 Spirit of Texas ("SoT") Loan payments (due 5/1/20) (MVP) (Sales Tax funds).**

- b. Authorize the \$42,909.36 Spirit of Texas ("SoT") Loan payments (due 5/1/20) (Rehab, Station 64, New Engine, Radios, and Watch Dog).**
- c. Authorize the \$46,301.35 Southside Bank ("SSB") Loan payments (due 5/1/20-FINAL PAYMENT) (Station 61 remodel).**
- d. Authorize the \$140,041.48 Southside Bank Loan ("SSB") payments (due 5/1/20-FINAL PAYMENT) (Fleet refinance).**

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, including the SoT and SSB loan payments. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

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

Mrs. Doyle informed the Commissioners that Woodforest still has better interest rates, at 1.72%, than TexPool, at 1.40%. A motion was made by Commissioner Veit and seconded by Commissioner McDaniel to approve the Quarterly Investment Report. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 8 - Review and approve monthly Sales and Use Tax Report.**

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board and noted that a more in-depth report was available in her office. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to approve the Sales and Use Tax Report, as presented. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 9 – Review Emergency Response Plan.**

This item was tabled.

**Item 10 – Monthly Chief’s Report:**

- A. Summary of Department Monthly Financials and Call Activity
  - During the month of March 2020, Chief Hosler worked 364.0 hours.
  - Response time and counts for March 2020:
    - 135 calls for services with 35 out of District.
    - Average response time was 5:30 (5:51). Chief Hosler noted five (5) calls for service off Conroe Magnolia Road.
  - Due to COVID-19 as of March 12th:
    - The District has instituted a revised response plan. All District Operations Chiefs (Chief Hosler, Assistant Chief Dicker and Battalion Chief Weaver) are on call, 24/7, to assist citizens and employees.
    - The District has revised its response plans for medical calls, and is now responding to higher priority calls only. When making patient contact, the District only sends one (1) firefighter in at a time to limit exposure.
    - Battalion Chief Nichols, the District Infectious Control Officer, along with Assistant Chief Dicker, have been meeting with the State and Local agencies

to ensure the District is complying with the CDC's requirements and recommendations.

- Several memos have gone out regarding COVID-19 precautions to include the following: station lock down, essential personnel, walk in procedures and PPE requirements.
  - Operations has been working on a presentation for a possible option for the proposed station build. Ms. Adams sent information on the requirements for a Design Build station which would include an oversight manager. Chief Hosler stated he does not want to have the problems similar to those with the design and construction of Station 62 again and the new station has to be something that is affordable. Ms. Adams stated that no construction project comes without its problems, but that ultimately the Board will need to decide whether it values a lower cost or less control when ultimately choosing a construction delivery method.
  - Administration has been working on completing the expenditures from the \$700,000.00 loan and \$135,684.36 remains in unspent funds. Administration would like to request the District allow for the replacement of the 2014 Dodge Ram Battalion Chief truck with a 2020 F250 4x4 crew cab with a camper cover and another add on. The total cost would not exceed \$60,000.00.
  - The District was awarded a TIFMAS grant for a fully equipped Type 3 TIFMAS truck. The truck is being built by Pierce Manufacturing. In the coming months the District will be receiving the Memorandum of Understanding ("MOU") and other paperwork from the State regarding same.
  - The Motorola radio programming was completed this month.
  - The District took delivery of the stock truck from Pierce and placed it into service.
  - The process of placing Engine 61, one of the twins, for sale with Brindal Mountain has been completed.
  - Administration is working with General Truck body on the conversion of Utility 61 from a flatbed to a utility box bed.
  - Engine 64 ("E64") crews assisted The Woodlands Fire Department with a working house fire. Since the new Pierce truck has been in service, it has made 7 working fires.
  - Training hours for March were 1,127.0. Chief Weaver has implemented a new training calendar that the crews most follow. This will be why the Board will see an increase on the total training hours.
  - Vehicle Maintenance Items:
    - Body mounts done on TIFMAS Booster.
    - Lone Star has worked on and fixed Truck 61's coolant leak, dryer, and XRT system.
    - Explorer: State inspection- \$25.50
    - Battalion Chief Truck: Tire Rotation- \$20.00 and Tire sensor, wheel stud and lug nut- \$191.87
    - Training Vehicle: State inspection- \$25.50
    - Truck 61: Replace Coolant Filter and fuel/water separator- \$227.50
- B. Review and consider any new and/or revised Department SOP's  
The following SOP's were presented: None presented

**Item 11 - Review service developments in and around the District's service area.**

Chief Hosler informed the Board of the total residential growth in the District:

- DR Horton and Foster's Ridge is at 83% occupancy and that there are new sections remaining to be developed.
- Montgomery Creek Ranch is working on the final section now and should be at 100% developed by the end of 2020.
- Harpers Trace is at 63% developed with four new sections planned.

Chief Hosler added that the bank at the HEB shopping center is under construction and in talking with the manager at HEB, the entire corporation's revenues from the end of February through the first three (3) weeks of March had exceeded last year's total holiday revenues.

**Item 12 – Review and adopt any necessary revisions to the District's Policies and Procedures Manual.**

None.

**Item 13 – Update on status of new engine purchase.**

Chief Hosler informed the Commissioners that delivery of the new engine is still scheduled for the middle to end of July. The new TIFMAS truck will be delivered to College Station to be equipped and then will be delivered around the same time as the new engine.

**Item 14 – Discuss status of maintenance of the District's fleet/vehicles and take any necessary action on same.**

Discussed in Chief's Report.

**Item 15 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.**

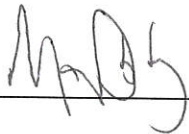
None.

**Item 16 - Miscellaneous Inquiry.**

Chief Hosler asked that if anyone needs anything to not hesitate to call him.

**Item 17 - Adjourn.**

Motion was made by Commissioner McDaniel to adjourn at 12:30 p.m. and seconded by Commissioner Livesay. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.



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Mark Abbey  
Secretary, Board of Commissioners