

# 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, August 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 District matters that relate to agenda or non-agenda items.
3. Approve the minutes of the regular meeting of July 8, 2020.
4. Approve the minutes of the special budget meeting of July 23, 2020.
5. Review the minutes and financial statements from the NFR July 14 and August 11, 2020 Board of Directors meetings.
6. 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.
7. Review and approve monthly invoices.
8. Review and approve monthly Sales and Use Tax Report.
9. Discuss and adopt Fiscal Year Ending ("FYE") September 30, 2021 District budget and debt service schedule.
10. Discuss and accept FYE September 30, 2021 NFR budget.
11. Discuss proposed 2020 tax rate, review tax rate setting process and hear financial advisor's tax rate recommendations.

12. Authorize publication of proposed tax rate calculation, and establish 2020 tax rate public hearing date of September 9, 2020.
13. Presentation by the Station Construction Committee regarding potential construction methods for the proposed new Station 61 and select the preferred construction method for same.
14. Authorize preparation of Request for Qualifications regarding construction method approved.
15. Consider and accept Excess 2019 Ad Valorem Tax Collections for Debt Service and Certification for 2020 Debt Service Collection Rate.
16. 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 201 Leave of Absence
    - 3) SOP 203 Cell Phones
    - 4) SOP 204 Photography and Video Policy
    - 5) SOP 205 Code of Conduct and Ethics
    - 6) SOP 208 Animals/Pets
    - 7) SOP 209 Community Service Worker Requirements
    - 8) SOP 210 Firefighter Pay
    - 9) SOP 211 Policies and SOP's
    - 10) SOP 212 Part-Time Schedule Requirements
    - 11) SOP 213 Public Relations Events
    - 12) SOP 214 Trading of Work Time
    - 13) SOP 216 Social Media Policy
    - 14) SOP 217 Emergency Response Requirements
    - 15) SOP 312 Fit for Duty
    - 16) SOP 319 Life Scans
    - 17) SOG 20-01 Infectious Diseases
    - 18) SOG 20-03 Service Awards
17. Review service developments in and around the District's service area.
18. Review and adopt any necessary revisions to the District's Policies and Procedures Manual.
19. Update on status of fleet.
20. Discuss Chief Hosler's Performance Evaluation and renewal of Agreement for Employment of Fire Chief.
21. 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.*

22. 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.*

23. 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 August, 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: 813 3161 2806, Password: 219167, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.

