

# 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, September 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. Public hearing on the proposed 2020 Tax Rate of \$0.0912.
4. Adopt Order Setting 2020 Ad Valorem Tax Rate.
5. Engage Auditor, McCall Gibson Swedlund Barfoot PLLC, to prepare audit for Fiscal Year Ending September 30, 2020.
6. Approve the minutes of the regular meeting of August 12, 2020.
7. Review the minutes and financial statements from the NFR September 8, 2020 Board of Directors meetings.
8. 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.
9. Review and approve monthly invoices.
10. Review and approve monthly Sales and Use Tax Report.
11. Approve District General, Property, Worker's Compensation, and Board insurance proposal.

12. Review and approve Third Amended and Restated Agreement for Employment Between the District and Kevin Hosler.
13. Review and authorize purchase of Emergency Reporting (Truck Checks, NFIRS, reporting, etc.) and NetDuty (Online Scheduling, Time Clock, Time Sheets) for the District.
14. Review and approve District medical/dental insurance.
15. Review and approve 2020-2021 Annual Agenda.
16. Status of procurement of District representative for Station 61 design-build project.
17. 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) SOP 113 Organization Chart
    - 2) SOP 119 Chain of Command
    - 3) SOP 301 Discipline Action
    - 4) SOP 302 Sexual Harassment
    - 5) SOP 303 Call Offs and Shift Coverage
    - 6) SOP 304 Grievance Procedure
    - 7) SOP 305 Exit Interview Process
    - 8) SOP 306 Vacation Requests
    - 9) SOP 307 Employment Requirements
18. Review service developments in and around the District's service area.
19. Review and adopt any necessary revisions to the District's Policies and Procedures Manual.
20. Update on status of fleet.
21. Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

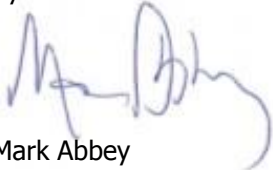
*If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by Chapter 551, 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 4<sup>th</sup> day of September, 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: 898 2886 0695, Password: 895812, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.

