

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

October 14, 2020

Item 1 – Call the meeting to order

The meeting was called to order at 11:48 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Mark Abbey, Raymond Veit, and Howard Livesay. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Emily Daley, Battalion Chief Thomas and family, Captain Langwell and family, Captain Lee, and Regina Adams of Radcliffe Bobbitt Adams Polley pllc (via videoconference).

Item 2 – Public comments.

No comments.

Item 3 – Recognize Promotions and Pinning of Battalion Chief Thomas and Captain Langwell.

Chief Hosler recognized the promotions and invited the families of BC Thomas and Captain Langwell to pin their respective relatives. Chief Dicker administered the oath of office for each individual.

Item 4 - Approve the minutes of the regular meeting of September 9, 2020

A motion to approve the minutes was made by Commissioner Livesay and seconded by Commissioner Veit. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 5 - Approve the minutes of the special meeting of September 23, 2020

A motion to approve the minutes was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 6 - Review the minutes and financial statements from the Needham Fire Rescue October 13, 2020 Board of Directors meeting.

No action was taken.

Item 7 - Review and approve Treasurer's monthly report.

Commissioner Veit reviewed the Treasurer's Report with the Board. A motion was made by Commissioner McDaniel and seconded by Commissioner Livesay 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) - \$245,062.93
- B. Debt Service Account (6864) - \$0
- C. Reserve Account (6880) - \$1,250,847.55
- D. Sales Tax Revenue Account (6872) - \$1,927.94
- E. Payroll Account (9181) - \$79,200.43

Item 8 - Review and approve monthly invoices.

a. Authorize The Independent BankersBank Loan (Custom Pierce truck-8846) payment due October 25, 2020.

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 loan payment to Independent BankersBank. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 9 - Review and approve monthly Quarterly Investment Report.

Mrs. Doyle reviewed the Quarterly Investment Report stating that the total interest for the previous three (3) months was \$1,148.08. A motion was made by Commissioner Livesay and seconded by Commissioner Veit to approve the Quarterly Investment Report as presented. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 10 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle explained that the reason significant revenue increase was due to a Texas Comptroller review of the sales and use tax accounts. A motion was made by Commissioner Veit and seconded by Commissioner Livesay 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 11 – Letter of Intent to Commissioner's Court for reappointment of Commissioners McDaniel, Abbey, and Veit.

All three (3) subject Commissioners indicated that they would like to be reappointed to the Board of Commissioners.

Item 12 – Authorize Commissioner attendance at SAFE-D Annual Conference in Fort Worth, Texas on February 18-20, 2021.

A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to authorize Commissioner attendance at SAFE-D Annual Conference in Fort Worth, Texas on February 18-20, 2021. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 13 – Authorize Life Scan testing for all District and NFR employees, per NFPA 1582.

Chief Hosler explained that because of the cost of Life Scan, this item has to be approved annually. A motion was made by Commissioner Abbey and seconded by Commissioner McDaniel to authorize Life Scan testing for all District and NFR employees. The motion

carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 14 – Review and approve amendments to the Fiscal Year Ended September 30, 2020 budget, as presented.

Deferred until November Board meeting.

Item 15 – Review and approve amendments to the Fiscal Year Ending September 30, 2021 budget, as presented.

Deferred until November Board meeting.

Item 16 – Monthly Chief’s Report:

A. Summary of Department Monthly Financials and Call Activity

During the month of September, 2020 Chief Hosler worked 207.0 hours, was quarantined for COVID for 14 days and took 1 day of PTO for family matters.

The Training Division has completed 660.30 hours of training:

- There were several trainings done over the prior month at the Station 62 training field. The tower has been utilized along with the FDC, which is part of the tower. The forcible entry prop has also been used quite a bit.

Administration has performed several tasks during the month:

- Fire prevention, which has converted to video uploads due to COVID.
- Updating the SOP’s.
- Reviewing Statements of Qualification for the proposed new Station 61 District Representative.

Operations has been working to complete the following operational changes for the upcoming year:

- The addition of a Community Risk Reduction Officer.
- The testing for two (2) fulltime firefighter positions.
- The testing for Engine Operators (E/O).
- The testing for open Lieutenant (LT) positions.
- The new Pierce engine was placed in service.
- The MVP graphics were removed.
- Captain Landvogt completed the utility truck.
- The District deployed crew members to California for the wildfires via TIFMAS.

The following repairs has been made:

- Shop 21 (Engine 61) repaired R-1 door latch and lift cable, in house by 661 (Captain Carrizal).
- Shop 21 (Engine 61) rewrapped the heat shield on the exhaust.
- Shop 08 (Utility 61) cleared codes for check engine light by 661 (Captain Carrizal).
- Shop 21 (Engine 61) ordered rear seat w/ sensor.
- Shop 22 (Engine 62) Warranty repairs to the exhaust system.

- Shop 22 (Engine 62) state inspection.
- Station tractors damaged wheel repaired by Larry Weaver.
- Chief Vehicle 6 truck warning light issues and trailer tow lights 662 (Captain Lee).

Response Times and Counts for September:

- 132 calls for service
- 22 out of District.

Average response time was 5:32 with August time of 5:44.

- Station 61 – 56 calls
- Station 62 – 14 calls
- Station 64 – 40 calls

B. Review and consider any new and/or revised Department SOP's

The following SOP's were presented and approved:

Chief Hosler explained SOP changes including the Chain of Command, Grievance, Use of District Property, and that many were part of the yearly review.

1. Index
2. SOP 103 Fire Chief
3. SOP 104 Assistant Fire Chiefs
4. SOP 105 Deputy Chiefs
5. SOP 106 Battalion Chief
6. SOP 106A Battalion Chief of Training Division
7. SOP 107 Captains
8. SOP 108 Lieutenants
9. SOP 109 Quartermaster
10. SOP 110 Fire Safety and Education Officer
11. SOP 111a Full Part- Time Firefighter
12. SOP 111b Volunteer Firefighter
13. SOP 112 Candidate
14. SOP 113 Organization Chart
15. SOP 115 Administration
16. SOP 117 Entry & Promotional Testing
17. SOP 119 Chain of Command
18. SOP 202 Energy Conservation
19. SOP 206 Firefighter Holiday Compensation
20. SOP 210 Firefighter Pay
21. SOP 214 Trading of Work Time
22. SOP 215 Public Information Requests
23. SOP 218 Donations
24. SOP 219 Oath of Office
25. SOP 221 Use of District Property
26. SOP 304 Grievance Procedure
27. SOP 308 Carrying / Possession of Firearms
28. SOP 309 Wellness Program
29. SOP 310 PTO Accruals
30. SOP 313 Shift Trades



ESD #4 ★

- 31.SOP 315 Critical Incident Stress Debriefing-Defusing
- 32.SOP 316 Death While Involved in Emergency Operations
- 33.SOP 317 Vehicle Accident Requirement
- 34.SOP 318 Travel
- 35.SOP 401 Responding POV's
- 36.SOP 402 Mutual Aid
- 37.SOP 403 Radio Procedures
- 38.SOP 404 Drug Testing
- 39.SOP 405 Public/Media Relations
- 40.SOP 406 Tobacco Use
- 41.SOP 407 First Responder Program
- 42.SOP 408 Station Security

Item 17 - Review service developments in and around the District's service area.

Chief Hosler informed the District that Regions Bank is almost complete, construction has begun on the Valvoline oil building and Blue Wave Car Wash, and Taco Bell plans have been approved and the commercial center by the river bridge is still a possibility.

Item 18 – Review and adopt any necessary revisions to the District's Policies and Procedures Manual

A motion to adopt the amended Policies and Procedures Manual was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 19 – Update on status of fleet.

Chief Hosler informed the Commissioners that as of the meeting, all apparatus are working but Booster 61 is at RAS because the plastic oil pan was cracked. Chief Hosler explained that he and Captain Landvogt had moved some lights to the rear of the Suburban and that the TIFMAS pumper was delayed due to a change over to a Chevrolet 2½ ton truck chassis.

Item 20 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

None.

Item 21 - Miscellaneous Inquiry.

Chief Hosler stated that the Department is trying to decide whether to have the annual awards dinner and after COVID-19 dissipates, a Chili dinner will be discussed.

Item 22 – Adjourn.

Motion was made by Commissioner McDaniel to adjourn at 12:49 p.m. and seconded by Commissioner Veit. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners

