

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

December 9, 2020

Item 1 – Call the meeting to order

The meeting was called to order at 11:33 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Mark Abbey, and Raymond Veit. Also in attendance were: Karen Keels, Commissioner-appointee to the Board of Commissioners, Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Emily Daley, Captain Lee, Engine/Operator Franks, Firefighter Everett and family, Firefighter Whitla and family, Regina D. Adams of Radcliffe Bobbitt Adams Polley pllc, and Chris Majors of Anderson Group Construction Management ("AG/CM") (via videoconference).

Item 2 – Public comments.

No comments.

Item 3 – Welcome and Administration of Oath of Office for new Firefighters Everett and Whitla.

Chief Hosler presented new firefighter Matthew Everett and family. Firefighter Everett's wife and son pinned Firefighter Everett and Chief Dicker administered the Oath of Office. Chief Hosler then presented new firefighter Ian Whitla and family. Firefighter Whitla's wife pinned Firefighter Whitla and Chief Dicker administered the Oath of Office.

Item 4 – Presentation of new Engine/Operator ("E/O") Franks.

Chief Hosler presented new E/O Franks and family with the E/O certificate. E/O Franks' wife pinned him.

Item 5 - Approve the minutes of the regular meeting of November 11, 2020

A motion to approve the minutes was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Arceneaux, Abbey, and Veit), 0 against, with 1 abstention (Commissioner McDaniel).

Item 6 - Review the minutes and financial statements from the Needham Fire Rescue ("NFR") December 8, 2020 Board of Directors meeting.

The agenda, minutes, and the financial statement from the December 8, 2020 NFR Board of Directors meeting were reviewed. Commissioner Abbey commented on how good it was to adopt the family for Christmas. 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 Abbey to accept the Treasurer's Report, as presented by Commissioner Veit. The motion carried 4 for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

The fund account balances at Woodforest National Bank, N.A. ("Woodforest") are as follows:

- A. General Fund Account (6823) - \$230,253.14
- B. Debt Service Account (6864) - \$0.00
- C. Reserve Account (6880) - \$1,251,226.93
- D. Sales Tax Revenue Account (6872) - \$50,489.92
- E. Payroll Account (9181) - \$19,348.13

Item 8 - Review and approve monthly invoices, including authorize Citizens National Bank Loan (\$250,000 extra for Station 62) payment due January 9, 2021

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 authorization of the Citizens National Bank Loan due January 9, 2021. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Item 9 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board and reported that the December Sales and Use Tax received was in the amount of \$226,876.23. A motion was made by Commissioner Veit and seconded by Commissioner McDaniel to approve the Sales and Use Tax Report, as presented. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Item 10 – Station 61 Design/Build Construction Project.

- a. Review and approve Project Management Consulting Services Agreement with AG/CM for the District Representative.**
- b. Authorize preparation of Design Criteria Package for the Plans and Specifications and Selection Criteria.**
- c. Upon finalization of design criteria package authorize advertisement of Request for Qualifications ("RFQ") for Design/Build Firm.**

Mr. Majors explained the purpose and role of the District Representative. Commissioners Veit and Abbey reviewed the process used to select the District Representative. Commissioner McDaniel noted that she was not related to the Anderson, her maiden name, listed in AG/CM's title.

- a. A motion was made by Commissioner Veit and seconded by Commissioner Abbey to approve the Project Management Consulting Services Agreement with AG/CM. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.
- b. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize preparation of the Design Criteria Package. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.
- c. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize advertisement of the RFQ for the Design/Build firm after finalization

of the design criteria package. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Item 11 – Review and authorize purchase of three (3) Mobile Data Terminals (“MDT”) and licensing for same.

Chief Hosler reviewed that due to age three (3) of the current MDT’s needed to be replaced. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to authorize the purchase of three (3) MDT. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with **1** abstentions (Commissioner Keels).

Item 12 – Authorize publication of Notice of District Administration Office Address (by 1/31/2021).

A motion was made by Commissioner McDaniel and seconded by Commissioner Abbey to authorize publication of Notice of District Administration Office Address. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Item 13 – Authorize filing of Annual Report (District Information) with Texas Department of Emergency Management (by 1/1/2021).

A motion was made by Commissioner Abbey and seconded by Commissioner McDaniel to authorize filing of Annual Report (District Information) with Texas Department of Emergency Management. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Item 14 – 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

The following SOP’s were presented:

1. Index
2. SOP 311 Schedule Availability
3. SOP 321 Retirement
4. SOG 19-01 Department Task Schedule

Chief Hosler reviewed the updated SOP’s and explained SOP 321 Retirement. Chief Hosler then reviewed his monthly report:

During the month of November, 2020 Chief Hosler worked 175.0 hours, took five (5) days of PTO and two (2) holidays.

- The Training Division completed 925.0 hours of training:
 - Started Emergency Reporting training with IT Department will be finished this week.
 - Emergency Reporting Software training updated and Training Division ready to go live.
 - Preparing Santa sleds for Santa project.
 - Completed turkey fry burn with Community Risk Reduction (“CRR”) officer.

- Spent nine (9) days training with crews, completed six (6) company drills with all shifts/station along with the TIFMAS walk with all shifts there are two (2) full timers that need to still take it and a few that need to retake.
 - Completed Christmas tree burn for CRR officer.
 - Completed Driver/Operator ("DO") promotion test.
 - Completed new hire testing.
 - Complete Lieutenant testing.
 - In the process of setting up EVOC class, looking for rope classes for 2021, getting personnel enrolled in Spring classes with Lone Star College, and working on DO training for new promotions.
 - Preparing for tear down of building at Station 62, in the design phase of smoke house/drill house in container and car fire prop for spring projects.
- Administration has performed several tasks during the month:
 - Completed the selection process for the District Representative for the proposed construction of Station 61.
 - Have listed the 2013 Ferrara MVP for sale.
 - Administration and the CRR officer set up a blood drive at Station 61.
 - Worked with the NFR Board of Directors ("BOD") on the coffee fund raiser.
 - Started the planning for the Santa program.
 - Still working within the COVID protocols with Montgomery County Hospital District ("MCHD").
 - During the month the District hired three (3) new full-time employees.
 - We posted the testing for two (2) Lieutenant positions.
 - Community Risk Reduction has performed several tasks during the month:
 - Produced Public Service Announcement ("PSA") video, created paperwork and implemented Home Fire Safety Survey Program. The PSA video was released on all Department social media platforms.
 - CRR officer completed two Home Safety Surveys in our District.
 - CRR officer met with Shirley Grimes from Tamina Community Center about spreading the word in the community about Home Fire Safety Surveys.
 - Attended a meeting with Jason Tharp, Community Risk Reduction Chief for ESD #48 to gain comprehensive knowledge about Community Risk Reductions. ESD #48 has a very successful program.
 - Communicated with and received 80 smoke detectors from the Insurance Council of Texas for the District's smoke detector installation program.
 - Produced and released a PSA on the topic of Turkey Fryer safety for the holidays. This PSA video was released on all Department social media platforms.
 - Completed the Vision 20/20 Essentials of Community Risk Reductions Course.
 - Response Times and Counts for November:
 - 183 calls for service
 - 26 out of District.

Average response time was 5:38 with
October time of 5:32.

- Station 61 – 86 calls
- Station 62 – 12 calls
- Station 64 – 59 calls

The following repairs has been made or are in process:

Outside Repairs:

- Tanker 62 sent to Siddons Martin with major plumbing leaks.
- Engine 61 at Siddons Martin for warranty work.
- Engine 64 at Siddons Martin for warranty work.
- Booster 61 at RAS for power steering issues, oil leaks.
- Evacuation Vehicle 62 oil leaks and brake issues at RAS.
- Truck 61 at Siddons Martin for hydraulic cylinder leaking, several air leaks, radiator leaking, and several other issues repaired. RAS completed a brake job, tire rotation.
- Dodge truck fan clutch replacement at Marks Auto.

In Station Repairs

- Tanker 61 complete dash board replacement completed (NFR). Commissioner Abbey very impressed with the job.
- Utility 61 spring assist installed CC plus, warning lights installed (NFR).
- Evacuation Vehicle 61 24 volt charging system installed (NFR).

Information Technology ("IT") has performed several tasks during the month:

- ❖ Replaced four (4) antennas on Safety 61 Vehicle.
- ❖ Updated drivers and firmware on Truck 61 Tablet.
- ❖ Worked on microphones for ESD Zoom Meetings.
- ❖ Worked on Emergency Reporting Migration Project.
- ❖ Migrated Chief Hosler to new Dell Workstation.
- ❖ Migrated Teri Johnson to new Dell Workstation.
- ❖ Built new District Domain system and migrated workstations to it.
- ❖ Rebuilt Chief Dicker's workstation upgrade memory and installed SSD drive and migrated to District Domain.
- ❖ Installed Abila on Emily's laptop.
- ❖ Rebuilt Station 62's ESXi servers, vCenter server (Joined to 61 vCenter server and Single Sign On domain) Removed 1 ESXi server and moved to Station 61 to replace one that failed.
- ❖ Made accountability tags for six (6) fire fighters.
- ❖ Patched sixteen (16) servers with monthly patches.
- ❖ Patched twenty-five (25) workstations with monthly patches.
- ❖ Troubleshoot Station 64 data circuit and resolve outage.
- ❖ Troubleshoot Station 61 backup DSL line that was down.
- ❖ Moved printer Station 62 into Chief Weaver's office and installed drivers for all computers at Station 62.
- ❖ Installed new workstation at Station 62 in the in-charge dorm.
- ❖ Implemented SplashStream remote desktop software to replace AnyDesk software on all workstations and servers.

- ❖ Renewed GFI software licenses and installed new license on the three Kerio Control Firewalls, Kerio Connect email server, Mail Archiver software.
- ❖ Installed 4 Streamlights in Engine 61 with charges and wired to fuse boxes.
- ❖ Implemented Managed Engine software on District Domain which allows users to reset passwords by email or challenge questions.
- ❖ Worked on downloading radio images for all APX radios in order to keep backup copies of configurations.
- ❖ Added general counsel staff access to Dropbox.
- ❖ Worked on Engine 61 MDT that had video issues after Microsoft update.
- ❖ Recalled after work for a circuit outage at Station 61 that took down internet connection.
- ❖ Ran Zoom meeting for District.
- ❖ Replaced wireless mouse and keyboard receiver on Teri's computer with a unified to resolve mouse issue.
- ❖ Replaced wireless mouse receiver on Commissioner Veit's laptop that was intermittent.
- ❖ Worked on Firehouse software server that was down.
- ❖ Worked on Axtrax server that was down.

Item 15 - Review service developments in and around the District's service area.

Chief Hosler informed the Commissioners that while development remains quiet in most of the District, some new plans are under review by the Fire Marshall's office. Chief Hosler stated that the H.E.B. lots have been sold and that construction has begun on Valvoline and Blue Wave Car Wash. Commissioner Arceneaux asked about the possible station on Old Conroe Magnolia Road. Chief Hosler answered that developers should contact with DR Horton about property near Fosters Ridge or Red Oaks.

Item 16 – 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 McDaniel. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Item 17 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

Executive Session was called at 12:36 p.m. The Commissioners, Assistant Chief Doyle, and Mrs. Doyle were in attendance. Such Executive Session regarded:

Section 551.074 Personnel Action.

Executive Session concluded at 1:17 p.m.

A motion to take action on what was discussed in Executive Session was made by Commissioner Abbey and seconded by Commissioner McDaniel. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Item 18 - Miscellaneous Inquiry.

No comment.

Item 19 – Adjourn.

Motion was made by Commissioner McDaniel to adjourn at 1:18 p.m. and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Abbey, and Veit), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners

