

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

**March 10, 2021**

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

The meeting was called to order at 11:33 a.m. by Commissioner Arceneaux. The Commissioners present: Brian Arceneaux, Roxann McDaniel, Mark Abbey, Raymond Veit, and Karen Keels. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Emily Daley, Captain Lee, Bill Blich of Blich Associates, and via videoconference: Jennifer Day of McCall Gibson Swedlund Barfoot PLLC (“MGSB”); and Regina D. Adams and Sholeh Abedinzadeh of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”).

**Item 2 – Public comments.**

No comments.

**Item 3 – District staff awards, recognitions and/or promotions.**

None.

**Item 4 - Approve the minutes of the regular meeting of February 10, 2021.**

A motion to approve the minutes was made by Commissioner McDaniel and seconded by Commissioner Veit. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

**Item 5 - Review the minutes and financial statements from the Needham Fire Rescue (“NFR”) March 9, 2021 Board of Directors meeting.**

The agenda, minutes, and financial statement from the March 9, 2021 NFR Board of Directors meeting were reviewed. No action was taken.

**Item 6 - Review and approve Audit for Fiscal Year Ending (“FYE”) September 30, 2020 (the “Audit”).**

Ms. Day presented the draft Audit to the Board and noted that MGSB had provided an unqualified opinion of the District’s financials. Ms. Day noted adjustments from the prior fiscal year due to removal of assets and that the fund balance as of September 30, 2020 was \$180,096.00. A motion to approve the was made by Commissioner McDaniel and seconded by Commissioner Veit. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 0 against, with 0 abstentions

**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 Keels and seconded by Commissioner McDaniel to accept the Treasurer’s Report, as presented by Commissioner Veit. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 0 against, with 0

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

- A. General Fund Account (6823) - \$1,638,954.57
- B. Debt Service Account (6864) - \$0
- C. Reserve Account (6880) - \$1,251,644.44
- D. Sales Tax Revenue Account (6872) - \$109,131.51
- E. Payroll Account (9181) - \$6,165.99

**Item 8 - Review and approve monthly invoices.**

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner McDaniel to authorize the payment of the monthly invoices, as presented. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 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 noted that the District's sales and use tax receipts for March 2021 were \$220,105.92. A motion was made by Commissioner Veit and seconded by Commissioner McDaniel to accept the Sales and Use Tax Report as presented. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

**Item 10 – Review and approve any revisions to the NFR FYE September 30, 2021 Operations Budget.**

The Board tabled this item until its April 14, 2021 meeting.

**Item 11 – Station 61 construction and financing:**

**a. Review and accept Statements of Qualification ("SOQ") for Station 61 Design-Build Services.**

- a. District staff then opened the six (6) SOQ submissions for the Design-Build of Station 61. Chief Hosler recommended that the Construction Committee meet to rank the Design-Build candidates and that the Board schedule a special meeting to review the Construction Committee's rankings.

**b. Review financing options for Design-Build of Station 61 and authorize procurement of financing for same.**

- b. Mr. Bliitch presented a packet showing historical fund information for the General Fund, Debt Service Fund, ad valorem tax collection history, sales tax collection history, the 2020 Certified Taxable Values and the Tax Assessment Roll Grand Totals. Mr. Bliitch stated that such information as well as the prior three (3) fiscal years' audits, should be included in the financing prospectus to appeal to as many potential lenders as possible. In response to a question from Commissioner Arceneaux about bond election requirement and timelines, Mr. Bliitch explained that at this time, the legislative atmosphere is not favorable for a bond election and that even if a bond election were held in November 2021 (the earliest available date),

and the bond proposition passed, it would likely take over a year from the date of the meeting before the bonds could close.

Mr. Blich recommended the District receive proposals from local banks as well as Government Capital Corporation for the proposed Station 61 financing. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to authorize Mr. Blich, Chief Hosler and Mrs. Doyle to work together to procure financing for the Design-Build of Station 61. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

## **Item 12 – Monthly Chief’s Report:**

### **A. Summary of Department Monthly Financials and Call Activity**

- During the month of February, 2021 Chief Hosler worked 284.0 hours.
- The Training Division completed 786.0 hours of training:
  - \* Completed one (1) prescribed burn on the Jones Forest.
- Administration performed several tasks during the month:
  - \* Completed the monthly administrative meetings.
  - \* Started work on the ISO regrading for the District, which is required every six (6) years.
  - \* Administration changes were made to better perform tasks.
  - \* Had one (1) Station 61 pre-bid construction meeting with possible design-builders for site inspections.
  - \* Ordered new approved command truck.
  - \* Ordered the new SCBA compressor.
- EOC was activated during Winter Storm Uri (“Uri”) for four (4) days, 24/7.
- Tanker 61 and two (2) crew members responded to Galveston for a TIFMAS deployment.
- Response Times and Counts for February:
  - 250 calls for service
  - 73 calls for service due to winter storm
  - Total call for service 320
  - 35 out of District.
- Average response time was 8:21 with January time of 5:38.
- The following repairs has been made or are in the process of repair:
  - \* Outside Repairs
    - ❖ Engine 64 windshield resealed - Siddons Martin
    - ❖ Engine 61 oil leak - Cummins - warranty

- ❖ Stations 61 and 64 bay doors - Overhead Door
- ❖ Engine 62 relief valve - pending
- ❖ Engine 63 air tank replacement - on going
- ❖ Engine 64 radio issues with Conroe Fire Department - on going
- ❖ Booster 64 brakes and shocks – Mark’s Auto

\* In Station Repairs

- ❖ Engine 64 check engine light - 661
- ❖ Booster 64 winch cable - 661
- ❖ Booster 64 charger cord - 661
- ❖ Tanker 61 rear tires - 661
- ❖ EV61 coolant leak - 663
- ❖ 601 truck new tires - #6
- ❖ 603 truck new tires - #6
- ❖ Repairs to staff car - #6
- ❖ Repairs to reserve fuel tank - #6
- ❖ Engine 63 air brake valve - 661
- ❖ Engine 62 repair frozen air system - #6/crew
- ❖ Utility 61 rescue tools mounting system - #6

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

The following SOP’s were presented:

1. Index
2. SOP 113 Organization Chart
3. SOP 116 Exempt & Non-Exempt Employees
4. SOP 119 Chain of Command
5. SOP 217 Emergency Response Requirements
6. SOP 222 Progression Standards
7. SOP 409 Motor Vehicle Incidents
8. SOP 410 Exposure Control Protocol for Medical Responses
9. SOP 411 Fraternalization
10. SOP 412 Hazardous Material Decontamination Procedures
11. SOG 21-02 Motor Vehicle Accidents.

**Item 13 - Review service developments in and around the District’s service area.**

Chief Hosler reported that a new business will be constructed across from Commissioner McDaniel’s home. Commissioner McDaniel noted that she heard it was to be an Aqua Car Wash. Chief Hosler stated that the Taco Bell in the HEB complex is under construction. Chief Hosler also stated that on F.M. 1488 a retail store is slated to be constructed in the old soccer building, a new retail establishment is moving into the shopping center at F.M. 1488 and Carriage Hills Boulevard, and across from Exxon a company is moving into the empty building.

**Item 14 – 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 Keels and seconded by Commissioner McDaniel. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

**Item 15 – Review District personnel matters.**

None.

**Item 16 - Discuss approve and authorize submission of the proposal to the City of Shenandoah (“Shenandoah”).**

Ms. Adams stated that RBAP has revised the draft proposal to the City of Shenandoah (the “City”) for possible fire and rescue service. A motion to approve the form of the proposal and authorize submission of same to Shenandoah was made by Commissioner Keels and seconded by Commissioner McDaniel. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

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

None.

**Item 18 - Miscellaneous Inquiry.**

Chief Hosler stated he was preparing an amendment to the FYE September 30, 2021 Budget for staffing and added Uri cost the District more than \$100,000.00 and increased the wages paid to District employees through URI substantially.

**Item 19 – Adjourn.**

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

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Mark Abbey  
Secretary, Board of Commissioners