

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

March 12, 2019

Item 1 – Call the meeting to order

The meeting was called to order at 7:01 pm by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Raymond Veit, Mark Abbey, and Howard Livesay. Commissioner Roxann McDaniel was unable to attend. Also in attendance were: Chief Hosler, Alison Doyle, Helen Capozzelli, Battalion Chief Brooks, Lieutenant Moore, Captain Lee, Firefighters Barfield, Stayton, and Lane, Landon Newton (Government Capital Corporation “GCC”) and Nick, Robin and Kylie Miller.

Item 2 – Citizens comments

The Miller’s introduced themselves as Subaru ambassadors to present to the three (3) firefighters who went to California (Battalion Chief Weaver, Lieutenant Nichols, and Firefighter Uballe) with thank you gifts. Kylie also thanked the firefighters for bringing Santa into their neighborhood, Harpers Preserve, at Christmas.

Item 3 - Discuss and if found appropriate, adopt Resolution Authorizing Action on Loan Agreement and approve Loan Agreement with GCC for the purchase of Fire Equipment.

Mr. Newton, presented the Resolution Authorizing Action on Loan Agreement, for \$700,000.00 for the purchase of Fire Equipment for the Board’s consideration. Mr. Newton noted that the term of the loan is seven (7) years with annual debt service payments of \$114,310.31 beginning March 2020. Mr. Newton noted that the loan may be paid off at any time after the third payment. A motion to accept the Resolution was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 4 - Approve the minutes from the regular meeting of February 12, 2019.

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

Item 5 - Review and discuss the minutes and financial statements from the Needham Fire Rescue (“NFR”) March 5, 2019 Board of Directors meeting

The agenda, minutes, and the financial statement from the March 5, 2019 NFR Board of Directors meeting were reviewed. Commissioner Veit asked about the Swift Water Class. Chief Hosler responded that the class was held in Georgetown and that he and Chief Dicker observed the class and added it was one of the best he had seen. No action was taken.

Item 6 - Review and approve Treasurer’s monthly report.

Commissioner Veit reviewed the Treasurer’s Report with the Board. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to accept the Treasurer’s Report, as presented by Commissioner Veit. The motion carried 3 for (Commissioners 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) - \$673,640.64
- B. Debt Service Account (6864) - \$402,944.57

- C. Revenue Account (6880) - \$1,034,502.22
- D. Sales Tax Revenue Account (6872) - \$131,156.41
- E. Payroll Account (9181) - \$1,108.21

Item 7 - Review and approve monthly invoices

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Livesay to approve the payment of the monthly invoices as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 8 – Discuss and if found appropriate, authorize payment to Montgomery County Fire Chief’s Association (“MCFCA”) for Dispatching Fee, Annual Dues, Special Operations, and Montgomery County Hospital District (“MCHD”) Infrastructure Fee.

After discussion, a motion was made by Commissioner Abbey and seconded by Commissioner Livesay to authorize payment to the MCFCA. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 9 - Discuss and if found appropriate, approve VFIS/WinStar Insurance Group Key Person Insurance for Chief Hosler.

After discussion, a request was made to receive more information from the carriers regarding; (1) coverage in a higher amount, (2) if a provider was chosen and ceased doing business, would the policy be under guarantee fund of state at 75%, and (3) with the coverages in the proposals being the same, what is the difference between Protective and United of Omaha to make the premiums offered different? The Board tabled this item until the April Board meeting to allow time to receive the answers.

Item 10 – Discuss and if found appropriate, authorize purchase of Responder 360.

Chief Hosler explained to the Commissioners that the Responder 360 program is similar to Tricad but is more user friendly. Chief Hosler added that both MCHD and Montgomery County Fire Dispatch “Firecom” have the Responder 360 program. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize the purchase of Responder 360. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 11 – Discuss and if found appropriate, authorize payment to Heitman Truck Repair for repairs to the MVP.

Chief Hosler requested the District assist with payment for the major repairs to the MVP truck. A motion was made by Commissioner Abbey and seconded by Commissioner Livesay to authorize payment not to exceed \$7,628.81 to Heitman Truck Repair for the MVP. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 12 – Review station of preparation of engineering feasibility study of Station 61 site/ redevelopment.

This item was tabled until the April Board meeting.

Item 13 – Discuss and if found appropriate, authorize acquisition of temporary building/double-wide mobile home for Station 61 administration offices.

Chief Hosler explained that due to the issues with Station 61, the most cost-effective solution would be to purchase a double-wide mobile home for administration. Chief Hosler stated that the cost for the home, electric, sewer, fiber optics, water, Americans with Disabilities Act compliance and a monitored smoke alarm would be \$120,000.00. A motion was made by Commissioner

Abbey and seconded by Commissioner Veit to authorize the acquisition of a double-wide mobile home to serve as the Station 61 administration offices, not to exceed \$120,000.00. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 14 – Monthly Chief’s Report:

A. Summary of Department Monthly Financials and Call Activity

Chief Hosler presented his monthly report to the Commissioners. Chief Hosler noted that the District and NFR responded to 194 calls, 27 of which were outside the District. The overall response time was 5:50 (5:41) minutes.

- The Department completed 705.0 hours of training.
- Chief Hosler worked 255.0 hours and averaged a 63.0 hour week. Chief Hosler volunteered during the day for one (1) week at the Houston Livestock Show and Rodeo Cook-Off.
- District Administration staff attended the SAFE-D conference in Frisco, Texas.
- Completed repairs to Engine 61, Engine 64, EV-61, Tanker 61, Tanker 62, Engine 63, Chief’s Vehicle and the Tractor at Station 61. Chief Hosler noted that the staff has worked very hard to repair as much as possible in house to cut the down time and cost of the repairs.
- District Administration staff worked on the proposed temporary Administration offices and the Capital Expense projects for the District. Administration has worked with Regina Adams of Radcliffe Bobbitt Adams Polley pllc, the District’s attorney, Bill Blich of Blich Associates, the District’s financial advisor and Mr. Newton on the loan package to be presented earlier in the meeting.
- During the prior month, Truck 61 was involved in an accident and the staff is working with VFIS to resolve the insurance matters. No District employees were harmed.
- District staff took Engine 64 to Holden, Louisiana, for warranty work. Engine 64 has been picked up and is in service.
- Chief Hosler attended a meeting with General Truck Body and Booster 64 is progressing very well. General Truck Body is hoping to be done with the work to same by the end of the month.

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

The following SOP’s were presented:

- 1) SOP 111b – Volunteer Firefighter-approved
- 2) SOP 410 – Exposure Control Protocol for Medical Responses -approved

C. Review of new construction in the SH 242 corridor.

Chief Hosler also let the Commissioners know that Fire Marshal’s office is reviewing the Sycamore Creek Ranch at Shenandoah project, which will be located on Tamina Road.

Item 15 – Discuss and if found appropriate, adopt the revisions to the District’s Policies and Procedures Manual.

A motion to adopt the amended Policies and Procedures Manual was made by Commissioner Livesay and seconded by Commissioner Abbey. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 16 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

Executive Session was called at 8:28 p.m. The Commissioners and Chief Hosler were in attendance. Such Executive Session regarded:

Section 551.074, Personnel Matters.

Executive Session concluded at 8:47 p.m. No action was taken.

Item 17 - Miscellaneous Inquiry

No comment.

Item 18 - Adjourn

Motion was made by Commissioner Abbey to adjourn at 8:53 p.m. and seconded by Commissioner Livesay. The motion carried 4 for (Commissioners Arceneaux, Veit, Abbey, and Livesay), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners

