

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

June 10, 2020

Item 1 – Call the meeting to order

The meeting was called to order at 11:50 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, Captain Lee, and Regina Adams of Radcliffe Bobbitt Adams Polley pllc (via videoconference).

Item 2 – Public comments.

No comments.

Item 3 - Approve the minutes of the regular meeting of May 13, 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 4 - Review the minutes and financial statements from the NFR June 9, 2020 Board of Directors meeting.

The agenda, minutes, and the financial statement from the June 9, 2020 NFR Board of Directors meeting were reviewed. Commissioner McDaniel asked about the Mauk's donation and Commissioner Livesay commented on the purchase of bunker gear for the volunteers. No action was taken.

Item 5 - Review and approve Treasurer's monthly report.

Commissioner Veit reviewed the Treasurer's Report with the Board. A motion was made by Commissioner Abbey 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) - \$504,824.04
- B. Debt Service Account (6864) - \$180,555.56
- C. Reserve Account (6880) - \$1,315,385.57
- D. Sales Tax Revenue Account (6872) - \$25,105.53
- E. Payroll Account (9181) - \$1,614.17

Item 6 - Review and approve monthly invoices, including authorize the two (2) Spirit of Texas Loan ("SoT") payments (due 7/1/20) (New Platform Truck & New Station 62).

The invoices were reviewed and a motion was made by Commissioner Livesay and seconded by Commissioner Veit to approve the payment of the monthly invoices, as presented, including the SoT payments. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 7 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board. A motion was made by Commissioner Veit and seconded by Commissioner Abbey 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 8 - Review Emergency Response Plan.

Chief Hosler reviewed the Emergency Response Plan and let the Board know that if they had any comments or additions to please let him know and noted that this Standard Operating Guidelines will be updated, as necessary.

Item 9 – Monthly Chief’s Report:

A. Summary of Department Monthly Financials and Call Activity

- During the month of May 2020, Chief Hosler worked 244.5 hours with 3 days off.
- Response Times and Counts for May:
 - 80 calls for service with 26 out of District.
 - Average response time was 5:22 with April time of 5:20. Chief Hosler noted three (3) calls for service off Conroe Magnolia Road.
 - Station 61 = 31, Station 62 = 2, Station 64 = 21
- The Training Division has completed several projects to improve the Department’s ability to provide better “in-house” training.
 1. Training constructed a forcible entry prop and prop has been installed at Station 62.
 2. Purchased and installed new sea container for the training prop supplies at Station 62.
 3. Moved one Station 61 sea container to Station 62 for smoke room prop.
 4. Removed old sea containers from Station 61.
 5. Completed the new training calendar for the crews.
- There has been several improvements made to Station 64.
 1. Completed the kitchen upgrades.
 2. Installed the new emergency exit landing upstairs.
 3. Scheduled the brick repairs for the front of the station.
- During the month the IT Division has completed the following.
 1. 95% completed on the new Battalion Chief’s Truck.
 2. Installed the new Mobile Data Card (“MDC”) modems in all the apparatus.
 3. Installed the unused MDC modem in the Assistant Chief’s Truck.
 4. Repaired the intercom system at Station 64.

- Administration has completed several task during the month:
 1. Delivered the Utility truck to have the new bed installed.
 2. NFR purchased the new Utility Task Vehicle ("UTV") and Administration is working to complete the "build out" on it.
 3. Working to complete the FEMA paperwork for the COVID-19 responses.
 4. Working to complete the paperwork for the Federal Cares Act.
 5. Started working on the employee benefit packages for the next year.
 6. Completed the TIFMAS reimbursement paperwork from the deployment to Ozona, Texas in May.
 7. Completed the background checks for all employees and drug screens for employees.
 8. Recommended be designated Surplus Property: 2013 Ferrara MVP Engine and the 2008 F450 Booster 64.
 9. Booster 61 will move to Station 64 and the grant funded booster truck from TIFMAS will be at Station 61. Medical calls will run with Utility 61 from Station 61 instead of using the booster truck.
 10. Surplus aged out bunker gear (13 boxes) is being donated through Texas Forestry Service ("TFS") Helping Hands program.
 11. The out-of-date SCBA packs will go to surplus.
 12. The Department will be creating a new Communications Coordinator position.
- Engine 61, Truck 61, Battalion Chief 61, 601, Booster 64, and Tanker 64 assisted South Montgomery County with a structure fire.
- During the month of June the Department responded to six (6) working fires. Three (3) were within 12 hrs.
- Working Fire Responses:
 1. Oven fire in Fosters Ridge.
 2. Working house fire in Jacobs Reserve.
 3. Commercial Fire in Shenandoah.
 4. Working House fire in Shenandoah.
 5. Working house fire in Oak Ridge North.
 6. Electrical fire on White Oak Drive.
- Training hours for May 2020 were 660.0.
- Vehicle Maintenance Items:
 - Completed the preventative maintenance ("PM") on the Chevy Suburban.
 - Lone Star completed repairs on Engine 62 (one of the twins).
 - Siddons Martin made several repairs to Truck 61.
 - Booster 64 rear scene lights were repaired by 661.
 - Evacuation 61's front tire was replaced by Captain Don Landvogt.
 - Tanker 62 pump shifter was repaired by 661.
 - Tractor was sent in for complete annual PM service performed by Lansdowne Moody.
- The Station Committee held their first meeting and discussed basic agenda items regarding realistic project expectations and budget expectations. The Committee discussed needing to know where the budget cap will be and having to know what the District's financial standing is before it is known what can be spent. The Committee started talking about both Direct Build and RFQ's realizing that they

will have to know the price range before they start because the completed project will have to be in budget.

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

The following SOP's were presented:

1. SOP 210 – Firefighter Pay – approved
2. SOP 310 – PTO Accruals – approved, but will need revisions under Objectives
3. SOP 314 – PTO Pool – approved, deleted because too hard to document

Item 10 - Review service developments in and around the District's service area.

Chief Hosler informed the District that a seven (7) story hotel/convention center is planned for the HEB shopping area, a new apartment complex has started being built behind Suchma Elementary, a second commercial area will be built on 27 acres in the Carters Slough area of Harpers Trace, and the new dinosaur park is being built behind Station 62.

Item 11 – 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 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 12 – Update on status of new fleet purchases.

Chief Hosler informed the Board that the new Battalion Chief's truck was at I-45 Signs being wrapped, the new engine is still scheduled for end of June delivery to arrive at the station the second week of July, and that the free grant truck paperwork has been signed and the delivery is on track.

Item 13 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

None.

Item 14 - Miscellaneous Inquiry.

No comment.

Item 15 – Adjourn.

Motion was made by Commissioner McDaniel to adjourn at 1:03 p.m. and seconded by Commissioner Abbey. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners