

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

September 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, Raymond Veit, and Howard Livesay. Also in attendance were: Chief Hosler (via videoconference), Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Emily Daley, Battalion Chief Weaver, and via videoconference; Lieutenant Murphy, Brian Toldan of McCall Gibson Swedlund Barfoot PLLC (“MGSB”), Regina Adams of Radcliffe Bobbitt Adams Polley pllc, Robin Humphry of HdL Companies, Tom Newby of WinStar Insurance, and Philip Corely of Benchmark.

Item 2 – Public comments.

No comments.

Item 3 – Public hearing on the proposed 2020 Tax Rate of \$0.0912.

Commissioner Arceneaux then called the 2020 Tax Rate Public Hearing to order and asked for any statements from the public. Hearing none, Commissioner Arceneaux closed the 2020 Tax Rate Public Hearing.

Item 4 – Adopt Order Setting 2020 Ad Valorem Tax Rate.

Commissioner Livesay stated, “I move that the property tax rate be increased by the adoption of a tax rate of \$0.0912/\$100, which is effectively a 3.87 percent increase in the tax rate.” Commissioner Veit seconded the motion. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 5 – Engage Auditor, MGSB, to prepare audit for Fiscal Year Ending (“FYE”) September 30, 2020.

Mr. Toldan was unable to unmute his connection to the meeting. Mrs. Doyle explained that MGSB is very easy to work with and the audit preparation fee is the same as last year. A motion was made to engage MGSB to prepare the audit for FYE September 30, 2020 by Commissioner McDaniel and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux)

Item 6 - Approve the minutes of the regular meeting of August 12, 2020

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

Item 7 - Review the minutes and financial statements from the Needham Fire Rescue ("NFR") September 8, 2020 Board of Directors meeting.

The agenda, minutes, and the financial statement from the September 8, 2020 NFR Board of Directors meeting were reviewed. No action was taken.

Item 8 - 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 **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) - \$298,656.57
- B. Debt Service Account (6864) - \$0.00
- C. Reserve Account (6880) - \$1,250,581.03
- D. Sales Tax Revenue Account (6872) - \$95,165.42
- E. Payroll Account (9181) - \$365.82

Item 9 - 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 **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.

Ms. Humphry reviewed the Sales and Use Tax Report with the Board. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit 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 – Approve District General, Property, Worker's Compensation, and Board insurance proposal.

Chief Doyle explained, in an overview, that VFIS, the District's current insurance broker, has provided a proposal for the upcoming insurance year with an increased general, property, and Director & Officer insurance premium from that of last year, due to the increase in number of District-owned apparatus. Chief Doyle noted that the Worker's Compensation premium proposed was significantly higher than last year. Chief Doyle then introduced Mr. Corely who reviewed a proposal for Worker's Compensation through Benchmark at a significantly lower cost. Mr. Corely explained that instead of creating dividends, Benchmark lowers the costs to compensate for the difference. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to accept the proposal from VFIS insurance for General, Property, and Director's & Officer's coverage and accept the proposal form Benchmark for Worker's Compensation coverage. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 12 - Review and approve Third Amended and Restated Agreement for Employment Between the District and Kevin Hosler.

Ms. Adams explained that the proposed Employment Agreement was essentially in the same format as the 2019-2020 Agreement, with only changes to the salary and dates. A motion was made by Commissioner Livesay and seconded by Commissioner Veit to approve the Third Amended and Restated Agreement for Employment between the District and Kevin Hosler. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 13 - Review and authorize purchase of Emergency Reporting (Truck Checks, NFIRS, reporting, etc.) and NetDuty (Online Scheduling, Time Clock, Time Sheets) for the District.

Chief Hosler explained that this system is intended to replace the current Fire Programs system. Commissioner Arceneaux asked how long the District has utilized the current system. Chief Hosler replied approximately three (3) years, and that Fire Programs initially cost \$6,000.00 per year and is increasing to \$14,000.00 this year. Chief Hosler added that the new system has a start-up cost of \$7,000.00 and updates are \$5,200.00. Chief Hosler added that the program is web-based instead of server-based. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to approve the purchase of Emergency Reporting and NetDuty for the District. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 14 - Review and approve District medical/dental insurance.

Chief Doyle explained that only two (2) proposals had been received and that there were so many similarities between the proposals that the District staff recommendation is to remain with the current insurance provider. A motion was made by Commissioner Abbey and seconded by Commissioner McDaniel to approve the District medical/dental insurance. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 15 - Review and approve 2020-2021 Annual Agenda.

Ms. Adams explained that this item is reviewed annually at the end of each fiscal year, but items are added or removed depending on the District's needs and/or requirements. A motion was made by Commissioner Livesay and seconded by Commissioner Veit to approve the 2020-2021 Annual Agenda. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 16 - Status of procurement of District representative for Station 61 design-build project.

Ms. Adams informed the District that the Request for Qualifications ("RFQ") and related notice of same had been completed and was ready to be posted.

Item 17 – Monthly Chief's Report:

A. Summary of Department Monthly Financials and Call Activity

During the month of August, 2020 Chief Hosler worked 332.0 hours.

The Training Division has completed 1217.0 hours of training:

- Chief Weaver has implemented a new training calendar that the crews must follow. During the COVID-19 pandemic, most of the outside training and company drills have been cancelled to ensure safe social distancing practices.

Administration has performed several tasks during the month:

1. Working on the insurance renewals.
2. Meeting with District employees to review changes that pertain to them.
3. Set up the Emergency Operations Center ("EOC") for the storms that were predicted for the area.
4. Working on changing fire prevention presentation to a video due to the COVID restrictions at the schools.
5. Changing the heavy truck checks to better responses to safety issues found by the crews.
6. Working on completing the yearly evaluation of the District employees.
7. District will be conducting fulltime testing sometime in October to fill open positions.

The following repairs has been made:

1. Tanker 61 - RAS completed a brake job on the truck and repaired a bad headlight switch.
2. Engine 61 - RAS replaced leaking wheel seal
3. Engine 61 - NPC replaced a bad air dryer system and pressure valve
4. EV61 - #6 and 601 replaced light on the hood
5. Station 64 - #6 replaced bad A/C drain lines
6. Station 64 - #6, 661, and 603 replaced septic lift pump.
7. Booster 61 - #6 and 603 replaced rear pump fuel lines and filters
8. Booster 61 - #6 repaired foam system
9. All stations generators were serviced and Station 61 generator was repaired
10. RH61 - #6 repaired the A/C
11. CV6 2012 Chevy - repaired the center console

All maintenance has been scheduled by the Fire Chief and all items have been completed. Also station supply inventories have been reviewed by the Fire Chief to prevent having excess supplies at the stations, which has greatly reduced the amount of money the Department is spending.

Response Times and Counts for August:

- 164 calls for service
- 30 out of District.

Average response time was 5:02 with July time of 5:51.

- Station 61 – 76 calls
- Station 62 – 18 calls
- Station 64 – 40 calls.

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

The following SOP's were presented:

1. SOP 113 Organization Chart - approved

2. SOP 119 Chain of Command - approved
3. SOP 301 Discipline Action - approved
4. SOP 302 Sexual Harassment - approved
5. SOP 303 Call Offs and Shift Coverage - approved
6. SOP 304 Grievance Procedure - approved
7. SOP 305 Exit Interview Process - approved
8. SOP 306 Vacation Requests - approved
9. SOP 307 Employment Requirements - approved

Item 18 - Review service developments in and around the District's service area.

Chief Hosler informed the District that Taco Bell and Valvoline have been approved and that there are more plans under review at the Montgomery County Fire Marshal's office along with the plans for the property across from Commissioner McDaniel's home which are awaiting review. Chief Hosler stated that he has a meeting on September 24th with the civil engineer for the new shopping center across SH 242 from Tractor Supply.

Item 19 – 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 Livesay. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 20 – Update on status of new fleet purchase.

Chief Hosler reported that the new engine is in Houston where the punch list items are being completed and it would be delivered to the District the week of September 14th. Chief Hosler noted that the Utility truck is back in the station with all work completed, excluding the computer. Chief Hosler also stated that Siddons-Martin would be talking pictures of Engine 64, the Pierce stock engine, for their 2021 calendar.

Item 21 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

Executive Session was called at 12:19 p.m. The Commissioners, Chief Hosler, and Mrs. Doyle were in attendance. Such Executive Session regarded:
Section 551.074 Personnel.
Executive Session concluded at 12:27 p.m.

A motion to take action as discussed in Executive Session was made by Commissioner McDaniel and seconded by Commissioner Veit. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 22 - Miscellaneous Inquiry.

No comment.

Item 23 – Adjourn.

Motion was made by Commissioner McDaniel to adjourn at 12:28 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

