

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

**December 16, 2020**

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

The meeting was called to order at 11:30 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Mark Abbey, Raymond Veit, and Karen Keels. Commissioner Roxann McDaniel was unable to attend. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Helen Capozzelli, and Elliot Barner of Radcliffe Bobbitt Adams Polley pllc (via videoconference).

**Item 2 – Public comments.**

No comments.

**Item 3 – Welcome, Recognition, and Administration of Statement of Officer and Oath of Office for Commissioner Keels.**

Chief Hosler recognized and administrated the Statement of Officer and Oath of Office for Commissioner Keels.

**Item 4 – Ratify approval of Treasurer’s monthly report.**

A motion to ratify approval of the Treasurer’s November 2020 report was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 5 - Ratify approval of monthly invoices.**

**a. Ratify authorization of Abila accounting payment due November 29, 2020.**

A motion to ratify approval of the November 2020 monthly invoices including ratifying authorization of Abila accounting payment due November 29, 2020 was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 6 – Ratify approval of monthly Sales and Use Tax Report.**

A motion to ratify approval of the November 2020 monthly Sales and Use Tax Report was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 7 – Ratify approval of Used Property Agreement with Lone Star College System District regarding SCBAs.**

A motion to ratify approval of the Used Property Agreement with Lone Star College System District regarding SCBAs was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 8 – Ratify acceptance of AG | CM Statement of Qualifications to serve as the District Representative for the Station 61 Design-Build Project.**

A motion to ratify acceptance of AG|CM Statement of Qualifications to serve as the District Representative for the Station 61 Design-Build Project was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentio.

**Item 9 - Ratify approval of amendments to the Fiscal Year Ended September 30, 2020 budget.**

A motion to ratify approval of amendments to the Fiscal Year Ended September 30, 2020 budget was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 10 - Ratify approval of amendments to the Fiscal Year Ending September 30, 2021 budget.**

A motion to ratify approval of amendments to the Fiscal Year Ending September 30, 2021 budget was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 11- Ratify approval of SOP and SOGs presented.**

A motion to ratify approval of SOP and SOGs presented at the November 11, 2020 Board meeting was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 12 – Ratify approval of revisions to the District’s Policies and Procedures Manual**

A motion to ratify approval of revisions to the District’s Policies and Procedures Manual on November 11, 2020 was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 13 - Ratify approval of employee evaluation allocation as presented in the November 11, 2020 Executive Session.**

A motion to ratify approval of employee evaluation allocation as presented in the November 11, 2020 Executive Session was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstention.

**Item 14 - Miscellaneous Inquiry.**

No comment.

**Item 15 – Adjourn.**

Motion was made by Commissioner Veit to adjourn at 11:38 p.m. and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

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Mark Abbey  
Secretary, Board of Commissioners

