

Notice of Commissioners Regular Meeting



Montgomery County Emergency Services District No. 4
9430 State Highway 242 East
Conroe, Texas 77385

Notice is hereby given to all interested members of the public that the Board of Commissioners (the "Board") of Montgomery County Emergency Services District No. 4 (the "District") will hold a public meeting at Needham Fire Rescue ("NFR") Station #61, 9430 State Highway 242 East, Conroe, Texas 77385 (936-321-0999), within the boundaries of the District. The meeting will be held on **Wednesday, May 13, 2020, at 11:30 a.m.** The subject of the meeting is to consider and act on the following:

Agenda

1. Call the meeting to order.
2. Public comments. Members of the public are invited to speak for three (3) minutes on matters relating to the District that relate to agenda or non-agenda items.
3. Approve the minutes of the regular meeting of April 8, 2020.
4. Review the minutes and financial statements from the NFR May 12, 2020 Board of Directors meeting.
5. Review and approve Treasurer's monthly report.

Woodforest Bank:
 - a. Payroll Account – 9181
 - b. Sales Tax Revenue Account – 6872
 - c. Reserve Account - 6880
 - d. Debt Services Account - 6864
 - e. General Fund Account - 6823.
6. Review and approve monthly invoices.
7. Review and approve monthly Sales and Use Tax Report.
8. Adopt Order Regarding Annual Review of Rules, Policies, and Code of Ethics for the Investment of District Funds.
9. Review Emergency Response Plan.
10. Review and authorize purchase of the new bed for Utility 61.
11. Monthly Chief's Report:
 - A. Summary of Department Monthly Financials and Call Activity.
 - B. Review and consider any new and/or revised Department SOP/SOG's.
 - 1) Index

- 2) SOP 113 Organization Chart
- 3) SOP 310 PTO Accruals
- 4) SOP 320 Incentive Pay Plan
- 5) SOG 20-01 Infectious Diseases

12. Review service developments in and around the District's service area.
13. Review and adopt any necessary revisions to the District's Policies and Procedures Manual.
14. Update on status of new engine purchase.
15. Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by Chapter 551, Texas Government Code, as amended (the "Texas Open Meetings Act"), will be held by the Board at the date, hour and place given in this Notice concerning any and all subjects for any and all purposes permitted by Sections 551.071 through 551.084 Texas Open Meetings Act, if applicable, including, but not limited to, Section 551.071, for the purpose of a private consultation with the District's attorney on any and all subjects or matters authorized by law. If the Board decides to enter into executive session regarding any item on this agenda, the Presiding Officer will announce in the open meeting that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.

16. Miscellaneous Inquiry:

Pursuant to Section 551.042, Texas Government Code, the District Commissioners, NFR Board of Directors, and/or District staff may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

17. Adjourn.

Commissioners may vote and/or act upon each of the items listed in this agenda in an order considered to be convenient to the public and Commissioners. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency.

Posted before 5:00 p.m. on this 8th day of May, 2020.

By:



Mark Abbey
Secretary, Board of Commissioners
Montgomery County Emergency Services District No. 4

* Members of the public may attend the Board meeting via phone conference if they so choose, at: +1 346 248 7799 US (Houston), Meeting ID: 845 0487 1669, Password: 132101, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.

AGENDA ITEM

1

CALL THE MEETING TO ORDER

AGENDA ITEM

2

PUBLIC COMMENTS.

**MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK FOR THREE
(3) MINUTES ON MATTERS RELATING TO THE DISTRICT
AGENDA OR NON-AGENDA ITEMS.**

AGENDA ITEM

3

**APPROVE THE MINUTES OF THE REGULAR
MEETING OF APRIL 8, 2020**

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

April 8, 2020

Item 1 – Call the meeting to order.

The Zoom videoconference meeting, as allowed for by the suspensions of the Texas Open Meeting rules due to the COVID-19 pandemic, was called to order at 11:34 a.m. by Commissioner Arceneaux. Roll call showed that the Commissioners present via videoconference were: Brian Arceneaux, Roxann McDaniel, Mark Abbey, Raymond Veit, and Howard Livesay. Also in attendance via teleconference were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Captain Carrizal, Captain Lee, and Regina D. Adams of Radcliffe Bobbitt Adams Polley pllc.

Item 2 – Citizens comments.

No Comments.

Item 3 - Approve the minutes of the regular meeting of March 11, 2020.

A motion to approve the minutes was made by Commissioner Veit and seconded by Commissioner Livesay. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 2 abstentions (Commissioner Arceneaux and McDaniel).

Item 4 - The minutes and financial statements from the Needham Fire Rescue ("NFR") April 14, 2020 Board of Directors meeting will be available at May 2020 Board meeting.

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 Livesay and seconded by Commissioner McDaniel 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) - \$903,299.19
- B. Debt Service Account (6864) - \$477,942.85
- C. Reserve Account (6880) - \$1,561,682.59
- D. Sales Tax Revenue Account (6872) - \$28,059.73
- E. Payroll Account (9181) - \$1,573.95

Item 6 - Review and approve monthly invoices.

- a. **Authorize the \$79,468.53 Spirit of Texas ("SoT") Loan payments (due 5/1/20) (MVP) (Sales Tax funds).**

- b. Authorize the \$42,909.36 Spirit of Texas ("SoT") Loan payments (due 5/1/20) (Rehab, Station 64, New Engine, Radios, and Watch Dog).**
- c. Authorize the \$46,301.35 Southside Bank ("SSB") Loan payments (due 5/1/20-FINAL PAYMENT) (Station 61 remodel).**
- d. Authorize the \$140,041.48 Southside Bank Loan ("SSB") payments (due 5/1/20-FINAL PAYMENT) (Fleet refinance).**

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

Item 7 – Review and approve Quarterly Investment Report.

Mrs. Doyle informed the Commissioners that Woodforest still has better interest rates, at 1.72%, than TexPool, at 1.40%. A motion was made by Commissioner Veit and seconded by Commissioner McDaniel to approve the Quarterly Investment Report. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner Arceneaux).

Item 8 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board and noted that a more in-depth report was available in her office. A motion was made by Commissioner Livesay 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 9 – Review Emergency Response Plan.

This item was tabled.

Item 10 – Monthly Chief's Report:

A. Summary of Department Monthly Financials and Call Activity

- During the month of March 2020, Chief Hosler worked 364.0 hours.
- Response time and counts for March 2020:
 - 135 calls for services with 35 out of District.
 - Average response time was 5:30 (5:51). Chief Hosler noted five (5) calls for service off Conroe Magnolia Road.
- Due to COVID-19 as of March 12th:
 - The District has instituted a revised response plan. All District Operations Chiefs (Chief Hosler, Assistant Chief Dicker and Battalion Chief Weaver) are on call, 24/7, to assist citizens and employees.
 - The District has revised its response plans for medical calls, and is now responding to higher priority calls only. When making patient contact, the District only sends one (1) firefighter in at a time to limit exposure.
 - Battalion Chief Nichols, the District Infectious Control Officer, along with Assistant Chief Dicker, have been meeting with the State and Local agencies

to ensure the District is complying with the CDC's requirements and recommendations.

- Several memos have gone out regarding COVID-19 precautions to include the following: station lock down, essential personnel, walk in procedures and PPE requirements.
 - Operations has been working on a presentation for a possible option for the proposed station build. Ms. Adams sent information on the requirements for a Design Build station which would include an oversight manager. Chief Hosler stated he does not want to have the problems similar to those with the design and construction of Station 62 again and the new station has to be something that is affordable. Ms. Adams stated that no construction project comes without its problems, but that ultimately the Board will need to decide whether it values a lower cost or less control when ultimately choosing a construction delivery method.
 - Administration has been working on completing the expenditures from the \$700,000.00 loan and \$135,684.36 remains in unspent funds. Administration would like to request the District allow for the replacement of the 2014 Dodge Ram Battalion Chief truck with a 2020 F250 4x4 crew cab with a camper cover and another add on. The total cost would not exceed \$60,000.00.
 - The District was awarded a TIFMAS grant for a fully equipped Type 3 TIFMAS truck. The truck is being built by Pierce Manufacturing. In the coming months the District will be receiving the Memorandum of Understanding ("MOU") and other paperwork from the State regarding same.
 - The Motorola radio programming was completed this month.
 - The District took delivery of the stock truck from Pierce and placed it into service.
 - The process of placing Engine 61, one of the twins, for sale with Brindal Mountain has been completed.
 - Administration is working with General Truck body on the conversion of Utility 61 from a flatbed to a utility box bed.
 - Engine 64 ("E64") crews assisted The Woodlands Fire Department with a working house fire. Since the new Pierce truck has been in service, it has made 7 working fires.
 - Training hours for March were 1,127.0. Chief Weaver has implemented a new training calendar that the crews most follow. This will be why the Board will see an increase on the total training hours.
 - Vehicle Maintenance Items:
 - Body mounts done on TIFMAS Booster.
 - Lone Star has worked on and fixed Truck 61's coolant leak, dryer, and XRT system.
 - Explorer: State inspection- \$25.50
 - Battalion Chief Truck: Tire Rotation- \$20.00 and Tire sensor, wheel stud and lug nut- \$191.87
 - Training Vehicle: State inspection- \$25.50
 - Truck 61: Replace Coolant Filter and fuel/water separator- \$227.50
- B. Review and consider any new and/or revised Department SOP's
The following SOP's were presented: None presented

Item 11 - Review service developments in and around the District's service area.

Chief Hosler informed the Board of the total residential growth in the District:

- DR Horton and Foster's Ridge is at 83% occupancy and that there are new sections remaining to be developed.
- Montgomery Creek Ranch is working on the final section now and should be at 100% developed by the end of 2020.
- Harpers Trace is at 63% developed with four new sections planned.

Chief Hosler added that the bank at the HEB shopping center is under construction and in talking with the manager at HEB, the entire corporation's revenues from the end of February through the first three (3) weeks of March had exceeded last year's total holiday revenues.

Item 12 – Review and adopt any necessary revisions to the District's Policies and Procedures Manual.

None.

Item 13 – Update on status of new engine purchase.

Chief Hosler informed the Commissioners that delivery of the new engine is still scheduled for the middle to end of July. The new TIFMAS truck will be delivered to College Station to be equipped and then will be delivered around the same time as the new engine.

Item 14 – Discuss status of maintenance of the District's fleet/vehicles and take any necessary action on same.

Discussed in Chief's Report.

Item 15 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

None.

Item 16 - Miscellaneous Inquiry.

Chief Hosler asked that if anyone needs anything to not hesitate to call him.

Item 17 - Adjourn.

Motion was made by Commissioner McDaniel to adjourn at 12:30 p.m. and seconded by Commissioner Livesay. The motion carried **5** for (Commissioners Arceneaux, McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners

AGENDA ITEM

4

**REVIEW THE MINUTES AND FINANCIAL
STATEMENTS FROM THE NFR MAY 12, 2020
BOARD OF DIRECTORS MEETING**



NEEDHAM FIRE RESCUE CO.



(936) 321-0999 main * www.needhamfirerescue.com
Station 61: 9430 S.H. 242 East, Conroe, Texas 77385
Station 62: 11831 Sleepy Hollow Drive, Conroe, Texas 77385
Station 64: 15341 Lake Lamond Road, Conroe, TX. 77384

NEEDHAM FIRE RESCUE CO. - BOARD OF DIRECTORS REGULAR MEETING NOTICE

Notice is hereby given to all interested members of the public that the Board of Directors (the "Directors") of Needham Fire Rescue Company (the "Department") will hold a public meeting at Needham Fire Rescue ("NFR") Administrative Offices, 9430 State Highway 242 East, Conroe, Texas 77385 (936-321-0999), within the boundaries of the District. The meeting will be held on **Tuesday, May 12, 2020 at 17:00 hours / 5:00 p.m.** The subject of the meeting is to consider and act on the following:

AGENDA

1. Review and approve Morale Account Financial Report for March and April, 2020.
2. Review and approve Business Meeting Minutes of March 10, 2020.
3. Review and authorize purchase of a Cam-Am ATV as a rescue vehicle.
4. Fire Chief Presentations:
 - A. Summary of Department Activity
 - B. Review and consider any new and/or revised Department SOP/SOG's
 - 1) Index
 - 2) SOP 113 Organization Chart
 - 3) SOP 310 PTO Accruals
 - 4) SOP 320 Incentive Pay Plan
 - 5) SOG 20-01 Infectious Diseases
5. Review service developments in and around the District service area.
6. Miscellaneous Discussion: *Pursuant to Texas Government Code Sect. 551.042, Needham Fire Rescue Co. Board of Directors and/or Needham Fire Rescue Co. staff may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

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

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by Chapter 551, Texas Government Code, as amended (the "Texas Open Meetings Act"), will be held by the Board at the date, hour and place given in this Notice concerning any and all subjects for any and all purposes permitted by Sections 551.071 through 551.084 Texas Open Meetings Act, if applicable, including, but not limited to, Section 551.071, for the purpose of a private consultation with the District's attorney on any and all

subjects or matters authorized by law. If the Board decides to enter into executive session regarding any item on this agenda, the Presiding Officer will announce in the open meeting that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.

7. Adjourn the meeting.

By:

Helen Capozzelli

Helen Capozzelli, Secretary Treasurer
Board of Directors, Needham Fire Rescue Co.



NEEDHAM FIRE RESCUE CO.



(936) 321-0999 main * www.needhamfirerescue.com
Station# 61: 9430 S.H. 242 East, Conroe, Texas 77385
Station #62: 11831 Sleepy Hollow Road, Conroe, Texas 77385
Station #64: 15341 Lake Lamond Road, Conroe, Texas 77384

MINUTES OF BUSINESS MEETING NEEDHAM FIRE RESCUE BOARD OF DIRECTORS MARCH 10, 2020

Directors in attendance were R. Doyle, D. Lincoln, C. Collins, H. Capozzelli and R. Uballe. Departmental representatives present were Chief Kevin Hosler (late arrival) and Office Manager Alison Doyle.

MEETING MINUTES:

Meeting was called to order at 17:08 hours by Director Doyle.

1. **Discuss and approve Morale Financial Report for February, 2020.**
Director Capozzelli reviewed the Financial Report with the Board. A motion was made to accept the February, 2020 Financial Report as read by Director Collins and seconded by Director Lincoln. Vote was taken with 4 for (Directors Lincoln, Collins, Capozzelli, and Uballe), 0 against, 1 abstention (Director Doyle)
2. **Discuss and approve Business Meeting Minutes from the February 11, 2020 Meeting.**
A motion was made to approve the February 11, 2020 Meeting Minutes by Director Lincoln and seconded by Director Uballe. Vote was taken with 4 for (Directors Lincoln, Collins, Capozzelli, and Uballe), 0 against, 1 abstention (Director Doyle)
3. **Discuss and if found appropriate, approve the purchase of safety glasses and holder clips for employees and trucks.**
Chief Doyle had pictures of two (2) different clips to choose from. It was decided that the four (4) pack would be the best choice. A motion was made to approve the purchase of 12 four (4) packs at \$118.20 and to purchase 72 clear and 72 sun safety glasses at \$432.00 by Director Collins and seconded by Director Capozzelli. Vote was taken with 4 for (Directors Lincoln, Collins, Capozzelli, and Uballe), 0 against, 1 abstention (Director Doyle)
4. **Discuss and if found appropriate, approve the purchase of bunker gear for Volunteers Dimitry Bychkov and Marcus Capozzelli at \$6,810.00.**
Director Capozzelli informed the Board that this amount did not include shipping. A motion was made to approve the purchase of bunker gear for Dimitry Bychkov and Marcus Capozzelli by Director Lincoln and seconded by Director Uballe. Vote was taken with 4 for (Directors Lincoln, Collins, Capozzelli, and Uballe), 0 against, 1 abstention (Director Doyle)
5. **Fire Chief Presentations:**
 - A. Summary of Department Activity

- Response Times and Counts for February 2020: 169 calls for service with 30 calls out of district. Average response time of 5:51 with last months of 6:26. 5 calls for service off Conroe Magnolia Road
 - During the month of January 2020 Chief Hosler worked 269.5 hours.
 - There were several repairs completed in-house with a total saving to the District of \$10,897.36. These repairs were completed by Chief Hosler, Captain Carrizal, and Captain Don Landvogt.
 - District Commissioners and Administration attended the SAFE-D Conference in Galveston TX.
 - REV and Lone Star have started the repairs to the Twins and the Ladder truck.
 - Administration finalized the purchase of the stock truck from Pierce Manufacturing, which will be delivered on March 5th.
 - During the month there was a burn patient in Huntington Estates that was transported in critical condition that died as a result of her injuries at the hospital.
 - Chief Hosler and Engine 61 responded to an explosion in Montgomery Creek Ranch. One (1) patient was transported to the hospital in critical condition but should survive.
 - Training hour totals for the month totaled 889.25.0 hours.
 - Several crews attended a burn in the Jones Forest.
 - Several firefighters are completing the Instruction 2 class with Lone Star College-Kingwood.
- B.** Review and consider any new and/or revised Department SOP's
1. 1) SOP 605 - Personal Protective Equipment ("PPE") Preliminary Exposure Reduction – approved
- C.** Review of new construction in the SH 242 corridor.
- Chief Hosler informed the Board that on the HEB property will be Taco Bell and Valvoline and that one of the expected banks has pulled out. Chief Hosler also explained that Great Clips, the Chinese restaurant and Twin Liquors had completed their lease with HEB.

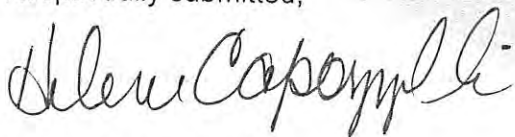
6. Miscellaneous Discussion:

- Director Collins asked about how many Boy Scouts would be necessary for the Shenandoah Safety Day, he has 78 available. Mrs. Doyle stated that she would get with Teri Johnson, who had talked with the coordinator the day before, to see if they would need any Scouts and then she would get in contact with Directors Collins.
- Chief Hosler discussed the possibility of having a Chili Supper at the end of October.

7. Adjourn the meeting

A move was made to adjourn the meeting at 18:16 by Director Lincoln and seconded by Director Uballe and unanimously agreed by all. Next meeting will be April 8, 2020.

Respectfully submitted,



Helen Capozzelli, Secretary
Board of Directors
Needham Fire Rescue Co.

AGENDA ITEM

5

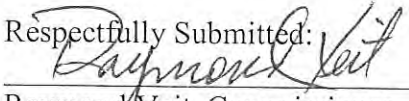
**REVIEW AND APPROVE TREASURER'S
MONTHLY REPORT**

WOODFOREST BANK:

- A. PAYROLL ACCOUNT - 9181**
- B. SALES TAX REVENUE ACCOUNT - 6872**
- C. RESERVE ACCOUNT - 6880**
- D. DEBT SERVICES ACCOUNT - 6864**
- E. GENERAL FUND ACCOUNT - 6823**

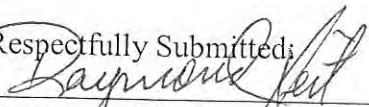
MONTGOMERY COUNTY E.S.D. #4
Payroll Account
 Woodforest Bank Account # 9181
April 2020 Report

CHECK NO	DESCRIPTION	(+) CREDITS	(-) DEBITS	BALANCE
	Forward Balance			1,573.95
DEP	Transfer from General Fund Acct. [4.01.20]	48,000.00		49,573.95
DEP	Transfer from Sales Tax Rev Acct. [4.07.20]	18,000.00		67,573.95
DEP	Transfer from Sales Tax Rev Acct. [4.14.20]	1,000.00		68,573.95
DEP	Transfer from Sales Tax Rev Acct. [4.15.20]	60,000.00		128,573.95
DEP	Transfer from Sales Tax Rev Acct. [4.21.20]	17,200.00		145,773.95
DEP	Transfer from Sales Tax Rev Acct. [4.23.20]	1,200.00		146,973.95
DEP	Transfer from General Fund Acct. [4.29.20]	59,150.00		206,123.95
PAY	Payroll [4.02.20]		47,948.81	158,175.14
PAY	Payroll Taxes [4.08.20]		17,224.89	140,950.25
PAY	Payroll Taxes [4.10.20]		141.84	140,808.41
PAY	AFLAC [4.16.20]		1,041.10	139,767.31
PAY	Payroll [4.16.20]		48,115.85	91,651.46
PAY	TCDRS [4.17.20]		11,984.62	79,666.84
PAY	INVESTRUST [4.21.20]		597.52	79,069.32
PAY	Payroll Taxes [4.22.20]		17,202.18	61,867.14

Respectfully Submitted:

 Raymond Veit, Commissioner
 Treasurer
 Date: May 13, 2020

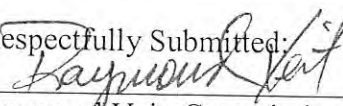
MONTGOMERY COUNTY E.S.D. #4
Payroll Account
 Woodforest Bank Account # 9181
April 2020 Report

CHECK NO	DESCRIPTION	(+) CREDITS	(-) DEBITS	BALANCE
	Forward Balance			61,867.14
PAY	AFLAC [4.27.20]		1,041.10	60,826.04
PAY	Payroll [4.30.20]		369.93	60,456.11
PAY	Texas Work Force Comm. (Unemployment Taxes)		4,514.05	55,942.06
PAY	Payroll [4.30.20]		54,487.39	1,454.67
1337	Child Support		300.00	1,154.67
1338	Mark Abbey		138.52	1,016.15
1339	Brian Arceneaux		138.52	877.63
1340	Howard Livesay		88.52	789.11
1341	Raymond Veit		138.52	650.59
1342	Child Support		300.00	350.59
1343*	Child Support		300.00	50.59
	TOTALS	204,550.00	206,073.36	50.59

Respectfully Submitted;

 Raymond Veit, Commissioner
 Treasurer
 Date: May 13, 2020

MONTGOMERY COUNTY E.S.D. #4
Reserve Account
 Woodforest Bank Account # 6880
April 2020 Report

CHECK NO	DESCRIPTION	(+) CREDITS	(-) DEBITS	BALANCE
	Forward Balance			1,561,682.59
DEP	Interest f/ April - 2020	1,645.19		1,563,327.78
1026	Gullo Ford (New BC Truck)		38,004.00	1,525,323.78
	Totals	1,645.19	38,004.00	1,525,323.78

Respectfully Submitted:

 Raymond Veit, Commissioner
 Treasurer
 May 13, 2020

MONTGOMERY COUNTY E.S.D. #4

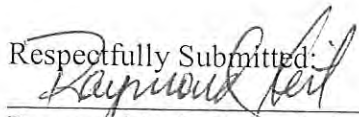
Sales Tax Revenue

Woodforest Bank Acct.# 6872

April 2020

CHECK NO	DESCRIPTION	(+) CREDITS	(-) DEBITS	BALANCE
	Forward Balance			28,059.73
DEP	Texas Comptroller (Sales) Tax Collections	179,931.86		207,991.59
PAY	Transfer to Payroll Acct. [4.07.20]		18,000.00	189,991.59
PAY	Transfer to Payroll Acct. [4.14.20]		1,000.00	188,991.59
PAY	Transfer to Payroll Acct. [4.15.20]		60,000.00	128,991.59
PAY	Transfer to Payroll Acct. [4.21.20]		17,200.00	111,791.59
PAY	Transfer to Payroll Acct. [4.23.20]		1,200.00	110,591.59
2036	Mont. Co. Sheriff Dept. (Radio Mic Fees)		4,050.00	106,541.59
2037	VFIS (Ins)		4,666.00	101,875.59
2038	First Financial (Ins)		2,350.46	99,525.13
2039	Webb's Uniforms (Jackets f/ Commissioners)		674.70	98,850.43
2040	Radcliffe, Bobbitt, Adams & Polley (Legal Support Services)		614.95	98,235.48
2041	American Express (Hotel f/ SAFE-D Conf)		4,274.84	93,960.64
2042	Texas Mutual (Ins)		3,413.14	90,547.50
2043	Needham Fire & Rescue (Admin fees f/ April - 2020)		81,500.00	9,047.50
TOTALS		179,931.86	198,944.09	9,047.50

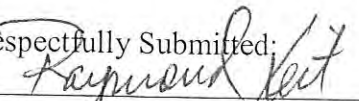
Respectfully Submitted:


 Raymond Veit, Commissioner
 Treasurer

Date: May 13, 2020

MONTGOMERY COUNTY E.S.D. #4
Debt Service Account
 Woodforest Bank Account #6864
April 2020 Report

CHECK NO	DESCRIPTION	(+) CREDITS	(-) DEBITS	BALANCE
	Forward Balance			477,942.85
PAY	Spirit of Texas Bank (Loan f/ Sta.#64 Remodel & Watch Dogs)		42,909.36	435,033.49
PAY*	Southside Bank (Loan f/ Sta.#61 Remodel))		43,484.74	391,548.75
PAY	Spirit of Texas Bank (Loan f/ New MVP Pumper)		79,468.53	312,080.22
PAY*	Southside Bank (Loan on Fleet / Refinance)		131,524.66	180,555.56
*	Paid Off / Last Pymt.			
	Totals	0.00	297,387.29	180,555.56

Respectfully Submitted:

 Raymond Veit, Commissioner
 Treasurer
 Date: May 13, 2020

AGENDA ITEM

6

REVIEW AND APPROVE MONTHLY INVOICES

RBAP

**RADCLIFFE
BOBBITT
ADAMS
POLLEY**

America Tower
2929 Allen Parkway, Suite 3450
Houston, Texas 77019
(713) 237-1221
www.rbapl原因.com

May 6, 2020

Montgomery County ESD No. 4
9430 S. H. 242 East
Conroe, Texas 77385

Attention: Helen Capozzelli

Matter	Description	Fees	Disbs.	Total Due
7700.0000	General	\$465.00	\$25.50	\$490.50
7700.4000	COVID-19	\$762.50	\$0.00	\$762.50
Totals:		<hr/> \$1,227.50	<hr/> \$25.50	<hr/> \$1,253.00

RBAP

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Houston, Texas 77019
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www.rbapl.com

Montgomery County ESD No. 4
9430 S. H. 242 East
Conroe, Texas 77385

May 6, 2020

Client No.: 7700.0000
Invoice No.: 209746

Attention: Helen Capozzelli

RE: General

DATE	DESCRIPTION	HOURS	AMOUNT	
Apr-08-20	Prepare for and attend via conference call the 4/8 Board meeting.	1.50	465.00	RDA
	Totals	1.50	<u>465.00</u>	

DISBURSEMENTS

Photocopies - Black & White	25.50	
Totals	<u>\$25.50</u>	
Total Fee & Disbursements		<u>\$490.50</u>
Balance Now Due		<u>\$490.50</u>

RBAP

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2929 Allen Parkway, Suite 3450
Houston, Texas 77019
(713) 237-1221
www.rbaplaw.com

Montgomery County ESD No. 4
9430 S. H. 242 East
Conroe, Texas 77385

May 6, 2020

Client No.: 7700.4000
Invoice No.: 209747

Attention: Helen Capozzelli

RE: COVID-19

DATE	DESCRIPTION	HOURS	AMOUNT	
Apr-09-20	Telephone conference and correspondence with K. Hosler regarding questions pertaining to FFCRA paid leave requirements due to COVID-19.	0.50	155.00	RDA
Apr-14-20	Research information regarding merit pay.	1.25	375.00	JMS
Apr-18-20	Correspond with K. Hosler regarding employer requirements/duties related to PTO/workers comp for COVID-19 exposures.	0.25	77.50	RDA
Apr-20-20	Telephone conference with A. Doyle and K. Hosler regarding questions regarding merit/incentive pay and the creation of policies regarding same.	0.25	77.50	RDA
Apr-22-20	Review and revise Incentive Pay SOP; correspond with H. Capozzelli regarding same.	0.25	77.50	RDA
	Totals	2.50	<u>\$762.50</u>	
	Total Fee & Disbursements			<u>\$762.50</u>

Invoice #: 209747

May 6, 2020

Balance Now Due

\$762.50



Ultimate Lighting Solutions, LLC

12414 Montebello Manor Lane
 Tomball, TX 77377
 (281) 433-0318
 ULSolutions@hotmail.com
<http://www.ultimatelightsolutions.net>

INVOICE

BILL TO
 Montgomery County ESD #4 - Needham Fire & Rescue (F250)

TRACKING# 2020 F250

INVOICE 1173
 DATE 05/03/2020
 TERMS Net 30
 DUE DATE 06/02/2020

PRODUCT DESCRIPTION	PART NUMBER	QUANTITY	COST	AMOUNT
Feniex Fusion® GPL Dual Color Lightbar Fusion Light Bar Front - 1/2 RW 1/2 BW (front Flood) Side - Alley Rear - Corner Only RW / BW Rear Delete - 10 module max	FN-4918D	1	1,599.00	1,599.00T
GPL Lightbar Bracket - Strap Kit 2020 F-250	FN-5316	1	25.00	25.00T
Fusion® 600 Dual Color Fusion Light Sticks 1/2 RW 1/2BW Front Grille / Bumper	FN-0616D	1	389.00	389.00T
Feniex Fusion® 800 Dual Color Fusion Light Sticks 1/2 AR 1/2 AB Rear Camper	FN-0816D	1	489.00	489.00T
Feniex Fusion Dual Color - Red White Fusion 40* Surface Mount LED Side / Steps (3) ea side	FSM-40-RW	6	79.00	474.00T
Feniex Fusion Dual Color - Red Blue Fusion 40* Surface Mount LED Rear Camper	FSM-40-RB	2	79.00	158.00T
Feniex Storm® Pro 200W Siren Siren Amplifier	C-4015	1	189.00	189.00T
Feniex Vanguard 100w Speaker 100watt Cast Speaker w/bale bracket	S-1019	2	129.00	258.00T
Feniex 4200® Controller 18 button / 3 slide switch Controller	C-4200-DL	1	399.00	399.00T
Under Mirror Puck - Tri Color Tri Color Intersection Light - *Specify Color (sold individually) RWB	UM-5019T	2	189.00	378.00T
Tecniq Compartment Light Model E45 high side compartments (1) ea side	E45-WBP10-1	2	124.10	248.20T
Tecniq Compartment Light - Oval (bright white)	E18-WCS0-1	3	35.20	105.60T

Surface mount 4.5"x2.5" Cool White 12 LED Dome light w/ Switch

AI Series Cube

AI Series Cube

Magnetic Mic

AI-1018

2 179.0 358.00T
0

MAGMIC

4 34.95 139.80T

All estimates are good for 60 days. Custom orders are non-refundable. Limited Lifetime Warranty on workmanship and materials. All products furnished by ULS are covered by their manufacturers warranty.

SUBTOTAL

5,209.60

TAX

0.00

TOTAL

5,209.60

BALANCE DUE

\$5,209.60

Account number: 50460917
Account holder
MONTGOMERY COUNTY ESD 4
Agency
WINSTAR INSURANCE GROUP LLC

RECEIVED
MAY 05 2020
K

Account summary

Invoice No. 1001236609 Date: 4/28/2020

Previous balance		3,413.14
Payments	(-)	3,413.14
New charges	(+)	3,413.14

Due date:
5/20/2020

Total amount due
\$3,413.14

Pay online at texasmutual.com/pay
Use a checking or savings account to make a payment.
Credit cards are not accepted at this time.

Fee information

Insufficient funds fee (NSF Fee): \$30 charge for each check.
Late fee: \$10 for each payment not received by the invoice due date.



Never miss a payment with autopay.
Save time and avoid late fees by signing up in the Billing and Payments section of your online account.

Charge details

Policy No.	Description	Amount due
0001314122	Initial Premium, Installment 8	3,413.14

New charges and fees: 3,413.14

Total amount due: \$3,413.14



Make check payable to Texas Mutual Insurance Company and mail to the address below. Please include your account number on your check for prompt handling.



Never miss a payment with autopay.
Save time and avoid late fees by signing up in the Billing and Payments section of your online account.

Account number: 50460917
Account holder: MONTGOMERY COUNTY ESD 4

Total amount due
\$3,413.14

Return this portion when paying by mail to:
Texas Mutual Insurance Company
PO Box 841843, Dallas, TX 75284-1843

Invoice due date: 5/20/2020

Pay online at texasmutual.com/pay

Use a checking or savings account to make a payment. Credit cards are not accepted at this time.

\$

Amount enclosed



VFIS of Texas
 3420 Executive Center Dr #301
 Austin, TX 78731
 Phone: 800-252-9435 Fax: 512-448-9929

INVOICE NO. 81033		Page 1
ACCOUNT NO.	OP	DATE
MONTC-4	MW	04/30/2020
PRODUCER		
Glenn Hastings		
BALANCE DUE ON		
04/30/2020		
AMOUNT PAID	AMOUNT DUE	
	\$363.83	

Montgomery Co ESD #4
 PO Box 8009
 Spring, TX 77387

Itm #	Due Date	Type	Policy #	Description	Amount
351994	04/30/20	CPKG	VFIS-TR-2069513	Add 2020 Ford #4481	\$362.00
351995	04/30/20	CPKG	VFIS-TR-2069513	Theft Fee	\$1.83
Invoice Balance:					\$363.83

Please remit payment upon receipt. Thank you!
 To pay your premium online go to: <https://winstar.epay.com/>

VFIS of Texas
3420 Executive Center Dr #301
Austin, TX 78731
Phone: 800-252-9435 Fax: 512-448-9929

INVOICE NO. 53000		Page 1
ACCOUNT NO.	OP	DATE
MONTC-4	NS	04/01/2020
PRODUCER		
Glenn Hastings		
BALANCE DUE ON		
05/01/2020		
AMOUNT PAID	AMOUNT DUE	
	\$4,666.00	

Montgomery Co ESD #4
PO Box 8009
Spring, TX 77387

itm #	Due Date	Type	Policy #	Description	Amount
158242	05/01/20	CPKG	VFIS-TR-2069513	Renewal installment	\$4,666.00
				Invoice Balance:	\$4,666.00

RECEIVED
MAR 30 2020

Payments not received within 30 days will incur a 6% annual late fee.

McCALL GIBSON SWEDLUND BARFOOT PLLC
Certified Public Accountants

13100 Wortham Center Drive
Suite 235
Houston, Texas 77065-5610
(713) 462-0341
Fax (713) 462-2708
E-Mail: mgsb@mgsbpllc.com

9600 Great Hills Trail
Suite 150W
Austin, Texas 78759
(512) 610-2209
www.mgsbpllc.com

April 13, 2020

Montgomery County Emergency
Services District No. 4
c/o Alison Doyle
9430 S.H. 242 East
Conroe, TX 77385

Client Number: 580-64

Audit of Montgomery County Emergency Services District No. 4 as of September 30, 2019, and for the year then ended including discussion of the audit report and supplemental information with the Board of Directors and completion of nonattest services including the preparation of the financial statements, preparation of the appropriate capital asset schedules including calculation of depreciation on the capital assets and preparation of the journal entries to convert the fund financial statements to the government-wide financial statements as required by generally accepted accounting principles.

Total Due	\$ 15,500.00
TCDRS Requirements	\$ 1,500.00
Less Interim Billing	<u>10,000.00</u>
Balance Due	<u>\$ 7,000.00</u>

We appreciate the opportunity to serve your District.

Joseph Ellis



Casco Industries, Inc.

INVOICE

P.O. Box 8007
 Shreveport, LA 71148
 Phone: 318-865-5107 Fax: 318-865-8157

Providing Protection for those Who Protect Us
 since 1950

E-Mail: info@cascoindustries.com
 Website: www.cascoindustries.com

Number	218174
Date	04/24/2020
Page	1

Bill-to: **NEEDHAM**

 NEEDHAM FIRE DEPT
 P O BOX 8009
 P O #S REQUIRED OVER \$500.!!!!
 SPRING, TX 77387

Ship-to: **1**

 NEEDHAM ROAD VOL FIRE DEPT
 9430 STATE HIGHWAY 242 EAST
 CONROE, TX 77385

Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	Wh	Freight	Ship Via
HOSLER	04/24/20	132 ROBBIE YAN	NET 30	TX	607305	30	PREPAID	UPS

Item	Description	Ordered	Shipped	Backordrd	UM	Price	UM	Extension
AKR-7982	INTAKE VALVE	3	3	0	EA	1550.00	EA	4650.00

RECEIVED
 MAY 05 2020

Merchandise	Misc	Discount	Tax	Freight	Total Due
4650.00	.00	.00	.00	.00	4650.00

Thank You for Your Order

Do not write below this line

Customer Copy

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SOINV



01-218174





Casco Industries, Inc.

P.O. Box 8007
 Shreveport, LA 71148
 Phone: 318-865-5107 Fax: 318-865-8157

INVOICE

E-Mail: info@cascoindustries.com
 Website: www.cascoindustries.com

Number	217391
Date	03/31/2020
Page	1

Bill-to: **NEEDHAM**

NEEDHAM FIRE DEPT
P O BOX 8009
P O #S REQUIRED OVER \$500.!!!!
SPRING, TX 77387

Ship-to: **1**

NEEDHAM ROAD VOL FIRE DEPT
9430 STATE HIGHWAY 242 EAST
CONROE, TX 77385

Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	Wh	Freight	Ship Via
HOSLER	03/31/20	132 ROBBIE YAN	NET 30	TX	601542	30	PREPAID	UPS

Item	Description	Ordered	Shipped	Backordrd	UM	Price	UM	Extension
MSA-GIFS442MA2C1LAR	SCBA G1 4500 PSI PER	29	29	0	EA	4150.00	EA	120350.00
MSA-10175708	CYL VLV QC G1 RC 450	69	69	0	EA	790.00	EA	54510.00
MSA-LOGO	FOR LOGO CYLINDERS	69	69	0	EA	.00	EA	.00
MSA-SET UP	SET UP FEE	1	1	0	EA	.00	EA	.00
MSA-10156459	FACEPIECE MEDIUM	29	29	0	EA	210.00	EA	6090.00
MSA-10156458	FACEPIECE SMALL	6	6	0	EA	210.00	EA	1260.00
MSA-10156460	FACEPIECE LARGE	8	8	0	EA	210.00	EA	1680.00
MSA-10169711	RIT PACK G1	5	5	0	EA	2680.00	EA	13400.00
MSA-10148741-SP	BATTERY RECHARGEABLE	16	16	0	EA	190.00	EA	3040.00
MSA-10158385	G1 CHARGING STATION	2	2	0	EA	395.00	EA	790.00

RECEIVED
 APR 06 2020

Merchandise	Misc	Discount	Tax	Freight	Total Due
201120.00	.00	.00	.00	.00	201120.00

Thank You for Your Order

Do not write below this line

Customer Copy

... Last Page

SOINV



01-217391



First Financial Administrators, Inc.

P.O. Box 670329, Houston, TX 77267-0329 Phone: 281-847-8422

Billing Statement

MONTGOMERY COUNTY ESD 4

Billing Date : 4/17/2020

• Carrier Summary

Payperiod : 4/17/2020

Invoice No. : B218655-ER

Participants	Product Description	Orig.	Adj.
--------------	---------------------	-------	------

33	AFLAC : ACCIDENT GROUP - 26 Pay	135.63	135.63
33	AFLAC : GROUP CRITICAL ILLNESS - 26 Pay	254.39	254.39
33	AFLAC : HOSPITAL INDEMNITY - 26 Pay	282.48	282.48

5120

Please make checks payable to: **First Financial Administrators, Inc.**

99 Total Participants

Totals : 672.50

672.50

First Financial Administrators, Inc.

P.O. Box 670329, Houston, TX 77267-0329 Phone: 281-847-8422

Billing Statement**MONTGOMERY COUNTY ESD 4****Billing Date : 4/17/2020****• Carrier Summary****Payperiod : 4/17/2020****Invoice No. : B218655-EE****Participants****Product Description****Orig.****Adj.**2
21ALLSTATE BENEFITS : DISABILITY - 26 Pay
TEXAS LIFE INSURANCE COMPANY : LIFE - 26 Pay55.89
422.5055.89
422.50

2224

Please make checks payable to: **First Financial Administrators, Inc.**

23 Total Participants

Totals :

478.39

478.39

First Financial Administrators, Inc.

P.O. Box 670329, Houston, TX 77267-0329 Phone: 281-847-8422

Billing Statement

MONTGOMERY COUNTY ESD 4

Billing Date : 5/1/2020

• Carrier Summary

Payperiod : 5/1/2020

Invoice No. : B219021 *ER*

Participants	Product Description	Orig.	Adj.
--------------	---------------------	-------	------

33	AFLAC : ACCIDENT GROUP - 26 Pay	135.63	135.63
33	AFLAC : GROUP CRITICAL ILLNESS - 26 Pay	254.39	254.39
33	AFLAC : HOSPITAL INDEMNITY - 26 Pay	282.48	282.48

5120

Please make checks payable to: **First Financial Administrators, Inc.**

99 Total Participants

Totals : 672.50 672.50

First Financial Administrators, Inc.

P.O. Box 670329, Houston, TX 77267-0329 Phone: 281-847-8422

Billing Statement

MONTGOMERY COUNTY ESD 4

Billing Date : 5/1/2020

Payperiod : 5/1/2020

• Carrier Summary

Invoice No. : B219021-EE

Participants	Product Description	Orig.	Adj.
2 21	ALLSTATE BENEFITS : DISABILITY - 26 Pay TEXAS LIFE INSURANCE COMPANY : LIFE - 26 Pay	55.89 422.50	55.89 422.50
2224			
Please make checks payable to: First Financial Administrators, Inc.			

23 Total Participants

Totals : 478.39 478.39

AGENDA ITEM

7

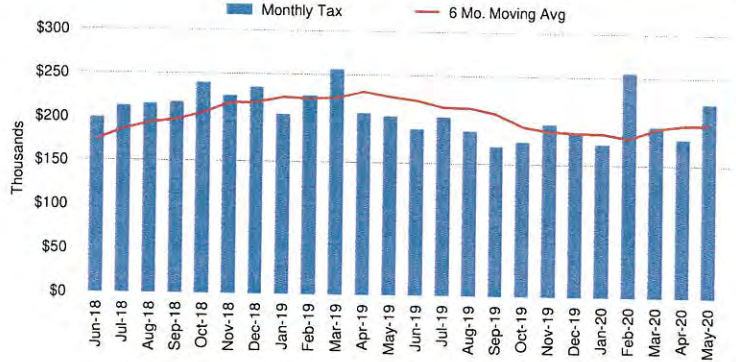
**REVIEW AND APPROVE MONTHLY SALES AND
USE TAX REPORT**

SALES TAX SNAPSHOT Montgomery Co Esd 4 May-20

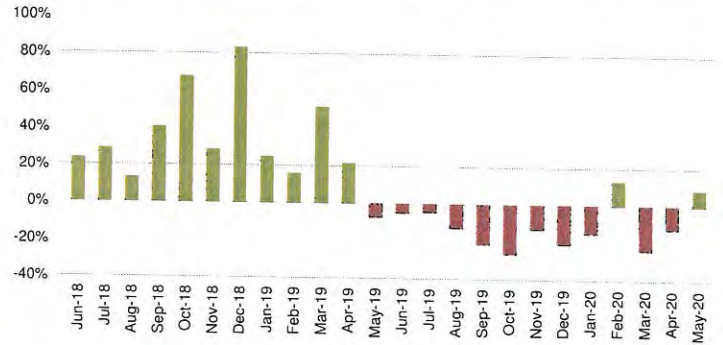
Sales Tax Net Payments

FY Mo.	FY2019	FY2020	YoY % Change
Oct	\$ 238,832	\$ 175,137	-26.7%
Nov	\$ 224,698	\$ 195,308	-13.1%
Dec	\$ 234,524	\$ 184,872	-21.2%
Jan	\$ 203,902	\$ 173,137	-15.1%
Feb	\$ 225,605	\$ 255,008	13.0%
Mar	\$ 256,120	\$ 193,843	-24.3%
Apr	\$ 206,230	\$ 179,932	-12.8%
May	\$ 202,938	\$ 220,510	8.7%
Jun	\$ 188,436		
Jul	\$ 202,539		
Aug	\$ 186,861		
Sep	\$ 169,661		
FYTD	\$ 1,792,849	\$ 1,577,747	-12.0%
FY Total	\$ 2,540,347		

Sales Tax Net Payments Trend



Sales Tax Net Payments Change - YoY



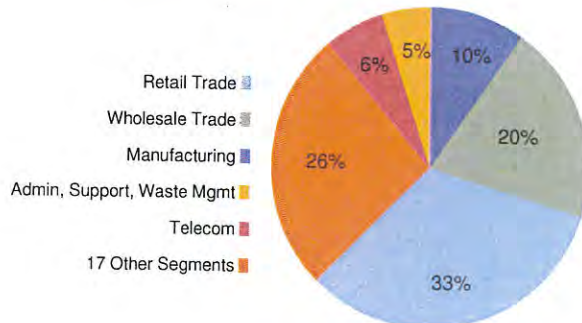
Top 10 Taxpayers

Rank	Company	FYTD Collections	% Total
1	D.R. HORTON MATERIALS, INC.		
2	SCP DISTRIBUTORS LLC		
3	ROCK SOLID PRECAST, LP		
4	AMAZON FULFILLMENT SERVICES INC		
5	HD SUPPLY CONSTRUCTION SUPPLY, LTD.		
6	H-E-B LP		
7	NEW CINGULAR WIRELESS PCS, LLC		
8	CONSOLIDATED COMMUNICATIONS ENTERPRISE SERVIC		
9	POOL TEC POOL & SPA LLC		
10	CST STATIONS TEXAS, LLC		
Top 10 Companies		\$ 572,986	35.6%
4072 Other Large Companies		\$ 1,011,196	62.8%
Small Companies/Other		\$ 25,376	1.6%
Single Local Tax Rate (SLT)		\$ 1,450	0.1%
Total		\$ 1,611,008	100.0%

Industry Segment Collections Trend - YoY % Chg

SEGMENT	Dec	Jan	Feb	Mar	Apr	May
Retail Trade	-58.9%	-60.5%	-30.4%	-50.7%	-35.6%	102.2%
Wholesale Trade	14.3%	13.4%	16.7%	1.8%	43.3%	3.8%
Manufacturing	-19.6%	92.7%	38.7%	14.7%	-41.5%	-39.5%
Telecom	25.1%	26.9%	115.1%	11.1%	12.7%	10.4%
Admin, Support, Waste Mgmt	-60.2%	5.5%	7.5%	-5.1%	27.3%	3.4%
All Others	36.5%	25.0%	66.6%	-10.5%	10.7%	-14.2%
Total Collections	-21.8%	-15.5%	12.4%	-25.7%	-13.1%	8.9%

Sales Tax Collections by Industry Segment



Montgomery Co Esd 4
TOP 30 COMPANIES RANK and CHANGE SUMMARY
May-20

Fiscal Year: Oct-Sep

Rank*	Company	NAICS Key	Prior Fiscal YTD Sales Tax Collections	Current Fiscal YTD Sales Tax Collections	Change \$	Change %	Current Fiscal YTD % Total Collections
1	D.R. HORTON MATERIALS, INC.	9					
2	SCP DISTRIBUTORS LLC	8					
3	ROCK SOLID PRECAST, LP	5					
4	AMAZON FULFILLMENT SERVICES INC	8					
5	HD SUPPLY CONSTRUCTION SUPPLY, LTD.	8					
6	H-E-B LP	9					
7	NEW CINGULAR WIRELESS PCS, LLC	12					
8	CONSOLIDATED COMMUNICATIONS ENTERPRISE SERVICE	6					
9	POOL TEC POOL & SPA LLC	18					
10	CST STATIONS TEXAS, LLC	9					
TOP 10 LARGE** COMPANIES			921,990	572,986	(349,005)	-37.9%	35.6%
11	ENTERGY TEXAS, INC.	3					
12	HAROLD D WOODSON	9					
13	TRACTOR SUPPLY CO. OF TEXAS LP	9					
14	GTE MOBILNET OF SOUTH TEXAS LIMITED PARTNERSH	12					
15	APPLE INC.	5					
16	BEACON SALES ACQUISITION, INC.	8					
17	AMAZON SERVICES LLC (MARKETPLACE)	17					
18	WOODSONS 1488 LLC	22					
19	LONG LAKE, LTD.	4					
20	TETRA TECHNOLOGIES, INC.	2					
21	A 3 H FOODS, LP	22					
22	STARBUCKS CORPORATION	22					
23	CARRIAGE HILLS SHELL, LLC	9					
24	AMAZON.COM SERVICES INC (MARKETPLACE)	9					
25	KR SOD - BRAZOS, L.P.	1					
26	CONROE TAXIDERMYP LP	5					
27	FLORIDA WATER PRODUCTS, INC.	8					
28	CONSOLIDATED COMMUNICATIONS OF TEXAS COMPANY2	2					
29	PANJWANI ENERGY, LLC	9					
30	THE LETCO GROUP, LLC	5					
TOP 30 LARGE COMPANIES			1,226,349	940,642	(285,707)	-23.3%	58.4%
TOP 100 LARGE COMPANIES			1,630,606	1,311,980	(318,625)	-19.5%	81.4%
3,981 OTHER LARGE COMPANIES			182,102	272,201	90,099	49.5%	16.9%
SMALL COMPANIES & OTHER			16,447	25,376	8,929	54.3%	1.6%
SINGLE LOCAL TAX RATE COLLECTIONS (SLT)				1,450	1,450	0.0%	0.1%
TOTAL COLLECTIONS			1,829,155	1,611,008	(218,147)	-11.9%	100.0%
STATE COMPTROLLER FEES			36,305	33,261	(3,045)	-8.4%	2.1%
NET PAYMENTS			1,792,849	1,577,747	(215,102)	-12.0%	97.9%

* Ranked by Total of Last Fiscal Year + Current Fiscal YTD

** Businesses whose detailed sales tax data is available

Montgomery Co Esd 4
INDUSTRY SEGMENT RANK & CHANGE
May-20

Fiscal Year: Oct-Sep

INDUSTRY SEGMENT*	% Total Current YTD Collections	Prior Fiscal YTD Sales Tax Collections	Current Fiscal YTD Sales Tax Collections	Change	
				\$	%
Retail Trade	27.1%	779,314	429,930	(349,384)	-44.8%
Wholesale Trade	20.6%	289,191	325,987	36,797	12.7%
Manufacturing	10.6%	170,082	168,457	(1,625)	-1.0%
Telecom	7.4%	90,427	116,775	26,348	29.1%
Admin, Support, Waste Mgmt	5.4%	85,119	86,070	951	1.1%
Top 5	71.2%	1,414,134	1,127,220	(286,914)	-20.3%
Lodging, Food Svcs	5.0%	77,942	79,920	1,977	2.5%
Construction	2.7%	70,069	42,755	(27,314)	-39.0%
Unidentified	4.5%	35,647	71,963	36,316	101.9%
Prof, Scientific, Tech Svcs	3.3%	44,934	51,769	6,835	15.2%
Mining, Oil/Gas Extr	2.9%	35,204	45,558	10,354	29.4%
Company, Enterprise Mgmt	3.3%	16,685	51,514	34,829	208.7%
Real Estate, Rental, Leasing	1.7%	26,144	27,086	942	3.6%
Utilities	1.8%	35,663	28,096	(7,568)	-21.2%
Ag, Forestry, Fishing, Hunting	1.4%	20,057	21,490	1,433	7.1%
Other Services	1.1%	20,669	17,874	(2,794)	-13.5%
Information excl. Telecom	0.4%	4,589	7,020	2,431	53.0%
Recreation, Arts, Entmt	0.4%	6,445	6,533	88	1.4%
Education Services	0.1%	985	1,594	609	61.8%
Financial, Insurance	0.1%	2,646	2,307	(338)	-12.8%
Transportation, Warehousing	0.1%	776	1,429	653	84.1%
Health Care, Social Assistance	0.0%	117	52	(65)	-55.2%
Public Admin	0.0%				0.0%
All Other	28.8%	398,574	456,962	58,388	14.6%
TOTAL COLLECTIONS	100.0%	1,812,708	1,584,182	(228,526)	-12.6%

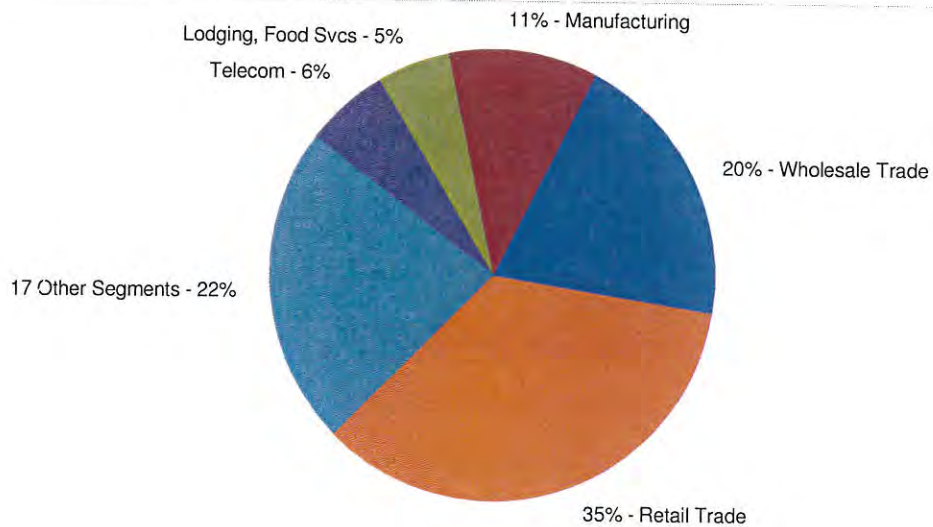
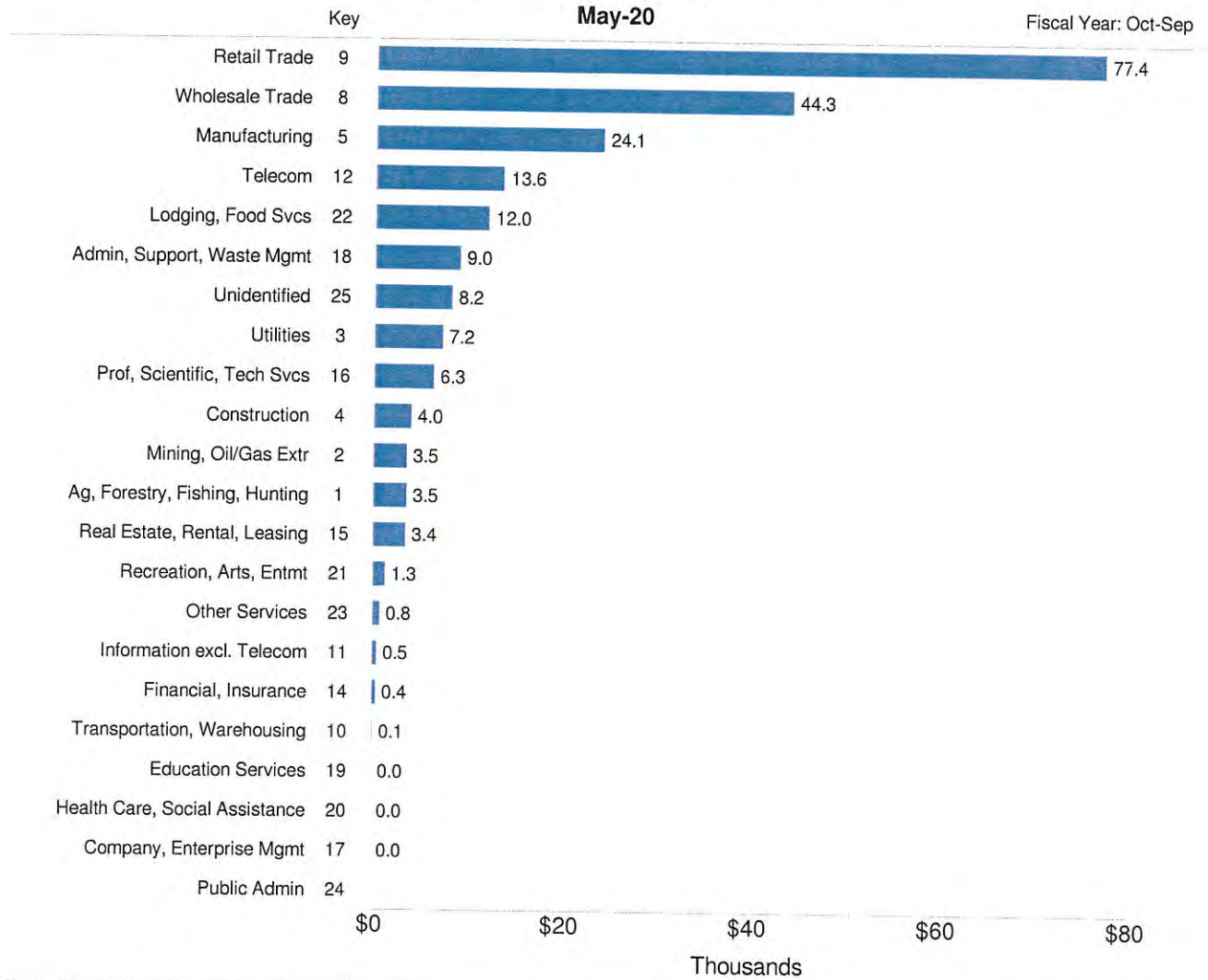
INDUSTRY SEGMENT	% Change from same month Prior Year					
	Dec	Jan	Feb	Mar	Apr	May
Retail Trade	-58.9%	-60.5%	-30.4%	-50.7%	-35.6%	102.2%
Wholesale Trade	14.3%	13.4%	16.7%	1.8%	43.3%	3.8%
Manufacturing	-19.6%	92.7%	38.7%	14.7%	-41.5%	-39.5%
Telecom	25.1%	26.9%	115.1%	11.1%	12.7%	10.4%
Admin, Support, Waste Mgmt	-60.2%	5.5%	7.5%	-5.1%	27.3%	3.4%
All Others	36.5%	25.0%	66.6%	-10.5%	10.7%	-14.2%
TOTAL COLLECTIONS	-21.8%	-15.5%	12.4%	-25.7%	-13.1%	8.9%

* Ranked by Current + Prior YTD Collections

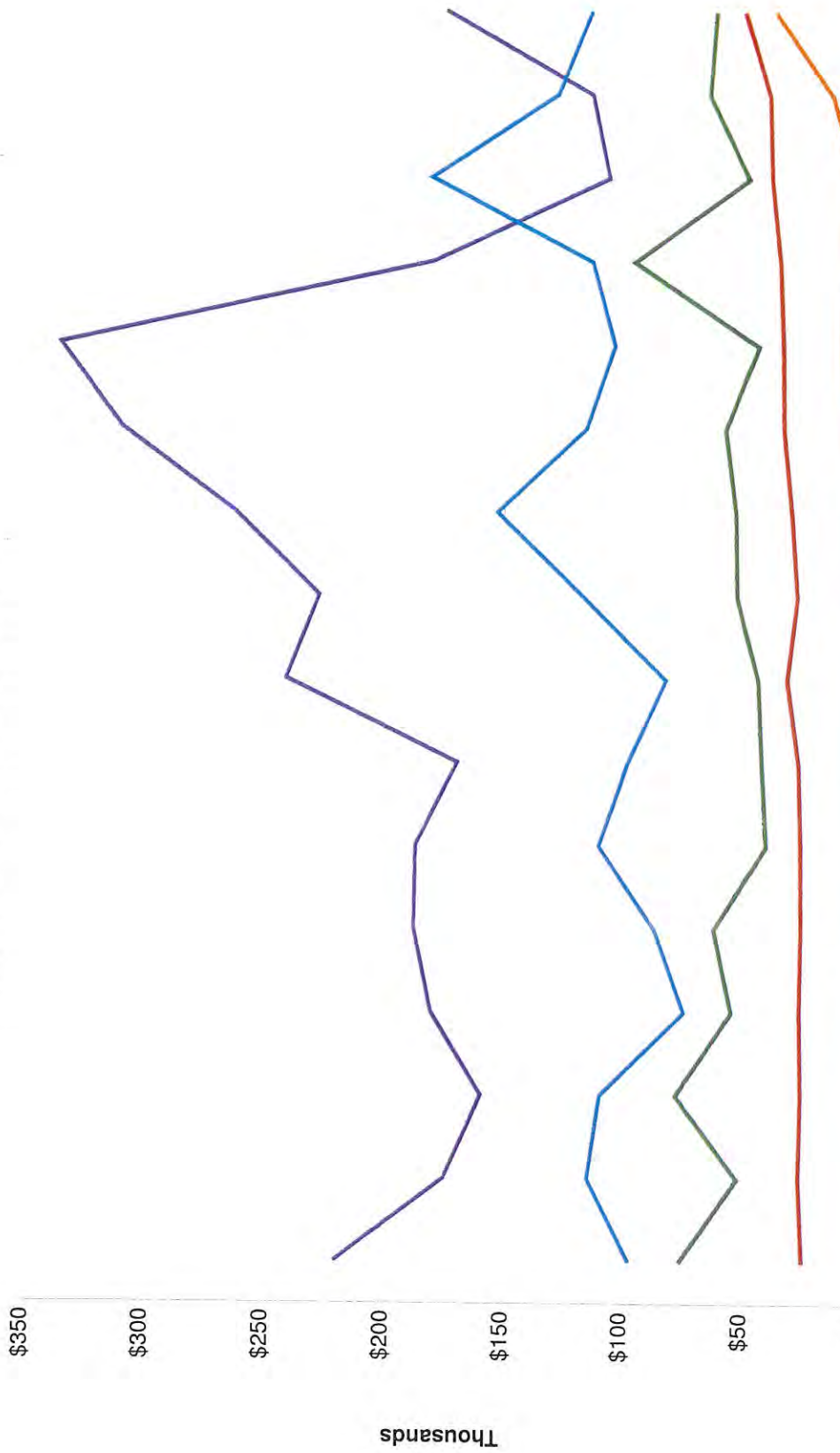
Montgomery Co Esd 4

INDUSTRY SEGMENT SALES TAX RANK & DISTRIBUTION

(Prior Fiscal Year + Current Fiscal Year-to-Date)



Montgomery Co Esd 4
INDUSTRY SEGMENT SALES TAX TREND



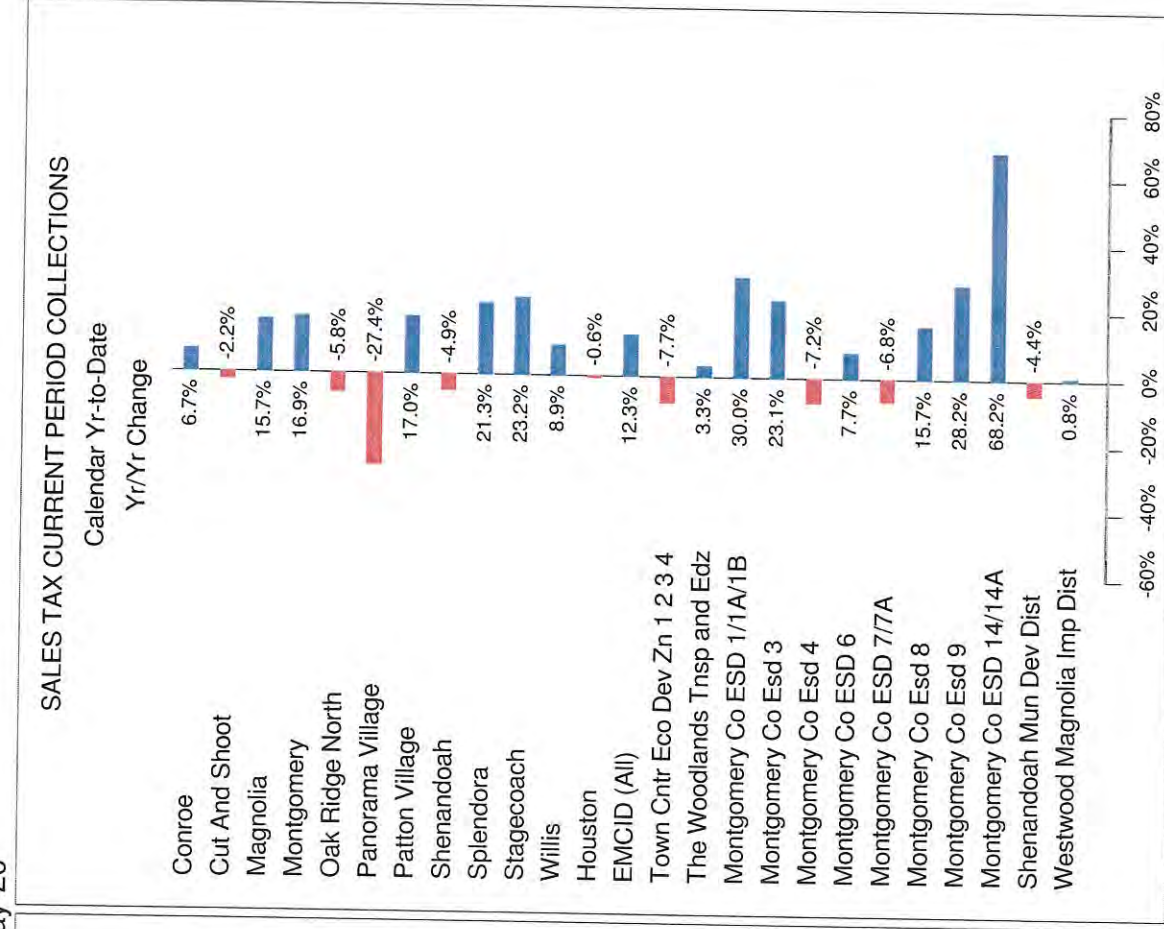
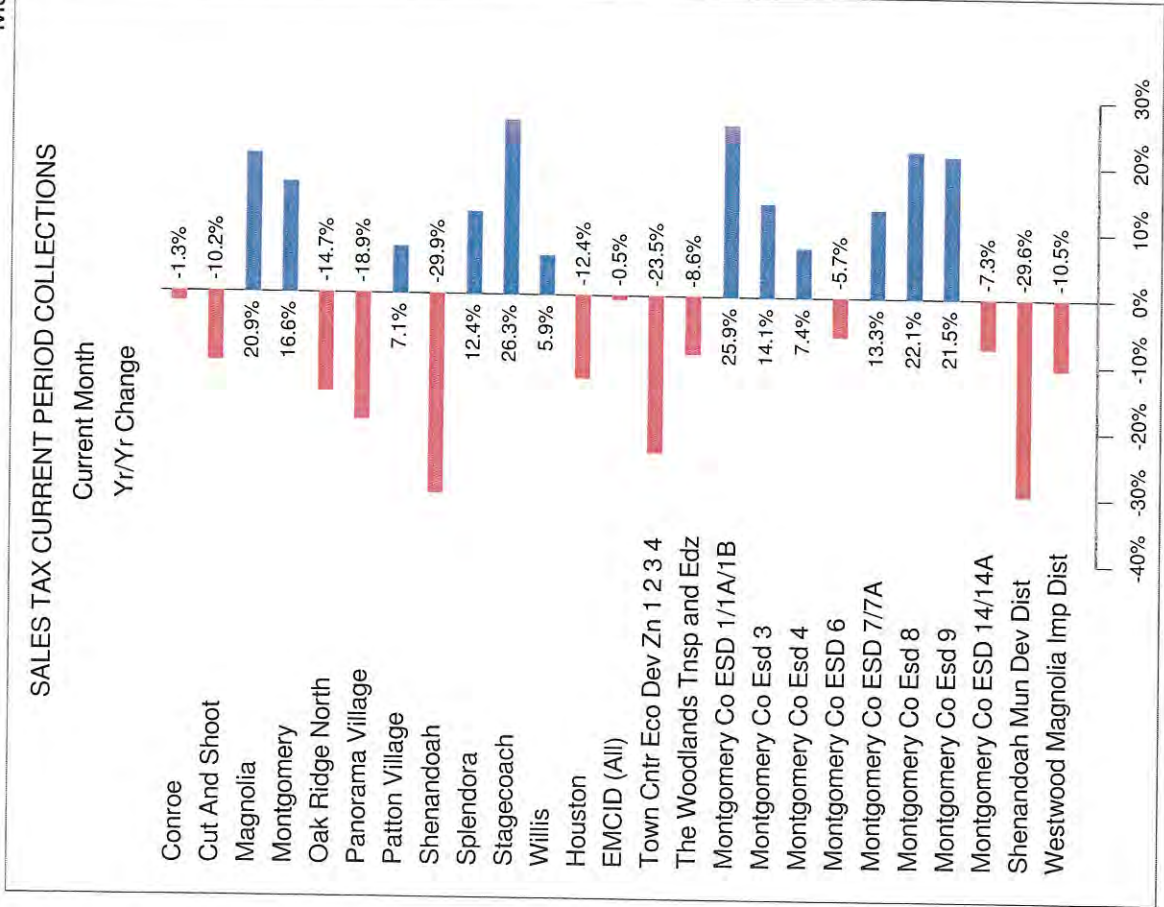
	2016 Q2	2016 Q3	2016 Q4	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q1
Retail Trade	219,649	174,075	158,591	179,641	186,960	186,468	169,171	240,738	227,083	262,578	309,644	335,199	180,776	106,835	114,236	176,383
Wholesale Trade	96,044	113,776	108,640	73,516	85,958	109,610	97,443	81,593	116,712	152,986	115,746	103,997	113,651	181,456	128,719	114,617
Manufacturing	74,962	51,126	76,745	53,770	61,055	39,622	41,681	43,233	52,095	52,876	57,408	43,811	95,895	48,152	64,864	62,496
Telecom	23,990	25,670	24,915	25,504	24,962	25,237	26,378	31,166	27,132	29,650	33,121	33,686	35,041	38,743	39,914	50,514
Company, Enterprise Mgmt	598	537	574	1,034	903	818	958	1,672	1,716	1,671	4,720	7,648	5,848	4,213	13,729	37,780

Data Source:
Texas Comptroller of Public Accounts

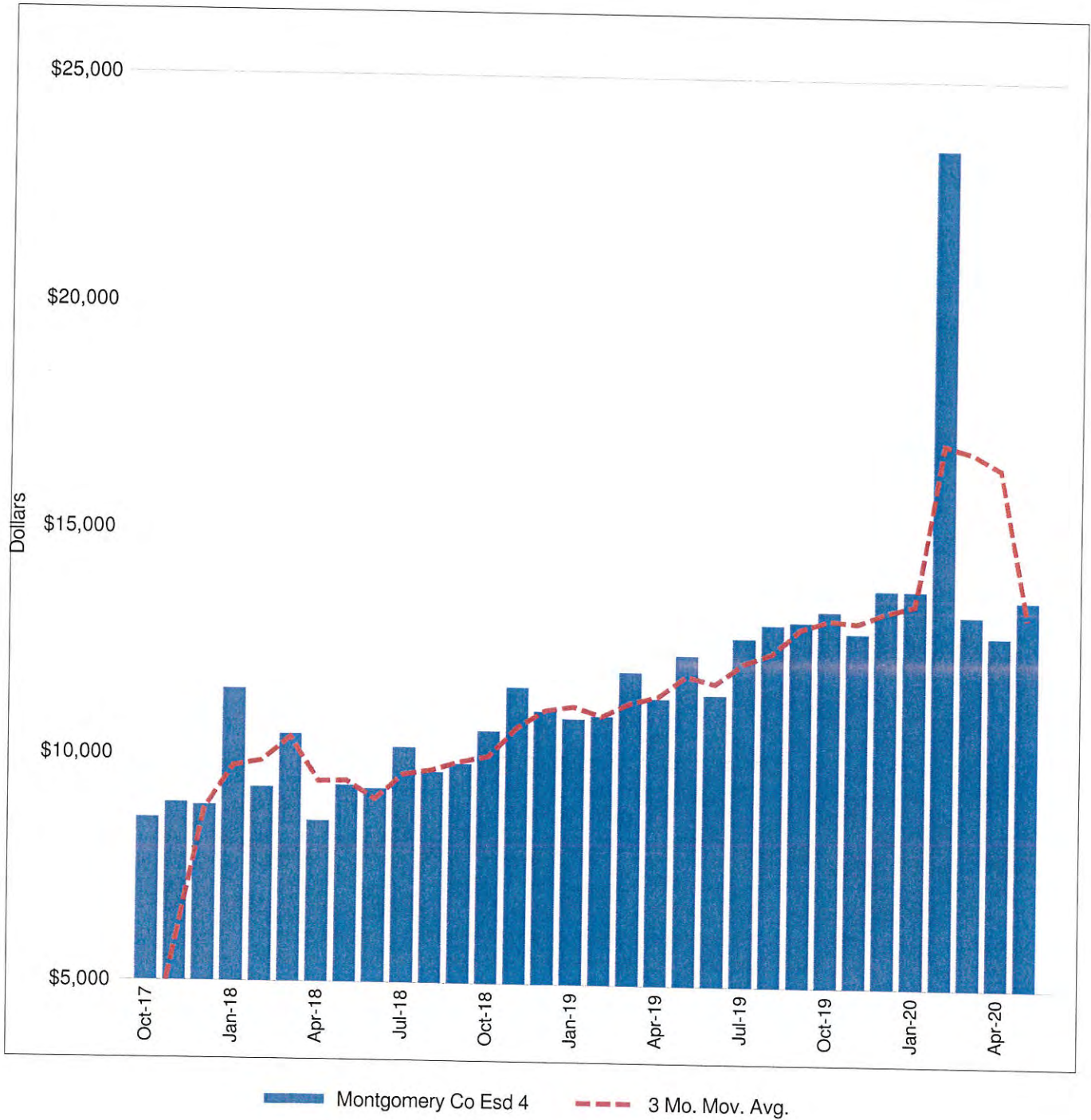
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SALES TAX TREND MONTGOMERY COUNTY

May-20



Montgomery Co Esd 4 Telecommunications Sales Tax



AGENDA ITEM

8

**ADOPT ORDER REGARDING ANNUAL REVIEW OF
RULES, POLICIES, AND CODE OF ETHICS FOR
THE INVESTMENT OF DISTRICT FUNDS**

AGENDA ITEM

9

REVIEW EMERGENCY RESPONSE PLAN

AGENDA ITEM

10

**REVIEW AND AUTHORIZE PURCHASE OF THE
NEW BED FOR UTILITY 61**

Dealers Truck Equipment Co., LLC

" Everything for the Truck "

Quote # **J2420**

Date: **4/14/2020**

Company Name:

Address: **9430 TX-242, Conroe, TX 77385**

Needham FD

Phone # **936-321-0999**

Year

Make

Person Quoted

Fax #

2015

Ford

Kevin Hosler

Model

Cab to Axle

Vin #

E-mail

TERMS

F350

60"

C.O.D.

QUANTITY	PART #	DESCRIPTION	UNIT PRICE	EXTENSION
----------	--------	-------------	------------	-----------

1	6108D54F	Knapheide 9ft Fliptop service body Remove skirted flatbed straight galva-grip bumper, std shelving Master locking system Mudflaps, and brackets All required lights and reflectors. Relocate factory back up camera Reciever hitch, 7 Way plug Custom roll up cover <i>**6-8 weeks for delivery**</i>		\$12,895.00
---	----------	--	--	-------------

**** Available Options ****

Ford Red Paint on outside of body	\$ 2,500.00
-----------------------------------	-------------

Sub Total	\$ 15,395.00
Tax 8.25%	N/A
Total	\$ 15,395.00
FOB Willis, TX	



Quoted by: Jared Accepted by: _____ Dealer Code: _____

NOTE: THIS QUOTE VALID FOR 30 DAYS

SUBJECT TO FEDERAL, STATE, COUNTY, CITY TAXES IF APPLICABLE

17015 Interstate 45 North, Willis TX 77318
Phone # 936-344-0303 ** Fax # 936-344-0306 ** Toll Free # 844-533-6200

AGENDA ITEM

11

MONTHLY CHIEF'S REPORT

A. SUMMARY OF DEPARTMENT MONTHLY FINANCIALS AND CALL ACTIVITY

B. REVIEW AND CONSIDER ANY NEW AND/OR REVISED DEPARTMENT SOP'S

- 1) Index
- 2) SOP 113 Organization Chart
- 3) SOP 310 PTO Accruals
- 4) SOP 320 Incentive Pay Plan
- 5) SOG 20-01 Infectious Diseases

MONTHLY FIRE CHIEFS REPORT

April 2020

During the month of April 2020, Chief Hosler worked 365.0 hours WITH NO DAYS OFF.

Due to COVID-19 as of March 12th :

- The District has instituted a revised response plan. All District Operations Chiefs (Chief Hosler, Assistant Chief Dicker and Battalion Chief Weaver) are on call, 24/7, to assist the citizens and employees.
- The District has revised our response plans for medical calls, we are now responding to higher priority calls only. When making patient contact, we only send one (1) firefighter in at a time to limit exposure.
- Battalion Chief Nichols, the District Infectious Control Officer, and Chief Dicker have been meeting with the State and Local agencies, every Tuesday and Friday, to ensure the District is complying with the CDC's requirements and recommendations.
- Several memos have gone out regarding COVID-19 precautions to include the following: Station lock down, essential personnel, Walk in procedures and PPE requirements.

Operations has been working on a presentation for a possible option for the proposed station build. We would like to create a station committee of two (2) ESD Board members and Chief Hosler, Assistant Chief Doyle, and Lieutenant Donald Moore. This will allow us to start looking at what is going to be the next move toward this project.

The department has attended several Public Relations ("PR") events during the month. We have attended four (4) birthday parades for children in the District and one (1) parade for the retired Assistant Chief of SMCVFD Troy Ekdhal who is very ill.

The department has also started several projects:

1. Station 64 remodel of the kitchen area, installing the second floor second means of egress with a landing and stairs, having the brick repaired, and the building repainted.
2. Repaired the electrical issues at Station 64.
3. Clearing out the old container city at Station 61.
4. Building the new Battalion Chiefs truck.
5. Removing the old house from Station 62, along with the wooden garage. Replacing the garage with a metal awing to cover Evacuation 62 ("EV62"), the reserve engine, and the rehab truck.
6. Replacing the flood pump at Station 62 and installing concrete tanks for the pit.
7. Built a car fire pad and put the car prop on the pad at Station 62



Engine 61 ("E61"), Booster 62 ("B62"), Chief Hosler and eight (8) other employees responded to assist Onalaska Volunteer Fire Department as back-in to cover any department 911 calls while they dealt with the deadly tornados that struck the area. The crews covered their calls for 12 hours.



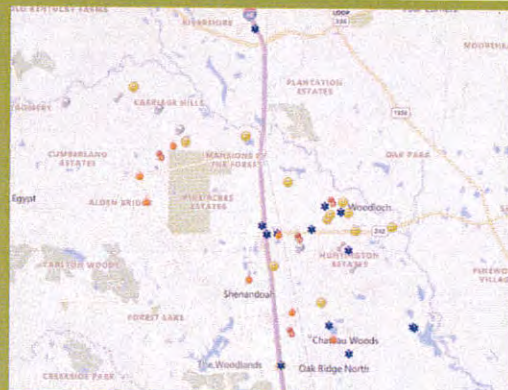
The crews also assisted with storm surveys to help with the FEMA paperwork.

Three (3) Firefighters responded with TIFMAS to Ozona, TX for a 25,958 acre wildfire. Raymond Uballe responded as the strike team leader and William Dicker and Billy Thomas responded with the Baytown type 3 engine.



Response Times and Counts for April:

- 47 calls for service
- 9 out of District.
- 3 calls to Old Conroe Road
- Average response time was 5:20 with March time of 5:30.
- Station 61 = 25
- Station 62 = 4
- Station 64 = 9





Monthly Training Report for April 2020

620.30 Total Hours of Training for April

Vehicle Maintenance Items

Chief Vehicle: Shop 15

- Front Brakes replaced
- Back up camera fixed
- Faulty Tire sensors fixed
 - Gullo for \$1,278.00

Chief Vehicle: Shop 14

- Oil and Filter
- Air Filter
 - In House for \$96.14

These only include the items on MCESD 4 apparatus that were completed during the month of April that have been input into Fire Programs. This does not include the two twin Engines that have been in and out of the shop for repairs during the month.

PROPOSAL

Brick Restoration, Inc.
8830 Emnora Ln.
Houston, TX 77080
(281) 558-1828

Restoration Specialist
Matt Staley



Billing Address:
Montgomery County ESD 4
15341 Lake Lamond
Conroe TX 77384
(936) 321-0999 (936) 217-5204 firechief@mcesd4.com

Estimate # 63366
Date 5/5/2020

Jobsite Address:
15341 Lake Lamond
Conroe, TX 77384

Description	Amount
Demolish and rebuild damaged/loose section of brick veneer at the front left corner of the building. > Area to be demoed is approx 21 sq ft > BRI to supply closest matching brick and new fasteners > Includes setup, re-positioning and breakdown of scaffolding throughout project.	\$1,840.00
All of the above work includes materials, labor and final clean-up; and is guaranteed under Brick Restoration's 1-year warranty.	\$0.00
Please note that this proposal is valid for 90 days. After 90 days, a re-evaluation may be required and prices are subject to adjustment.	

Authorization, Terms and Conditions
Upon approval of this proposal, I authorize Brick Restoration to perform all work described above. I accept this proposal on a per job basis without regard to the total hours or labor required for completion. By signing this proposal, I agree to make payment in full upon completion of the work listed above.

Sub Total	\$1,840.00
Sales Tax (8.2500 %)	\$151.80
Total	\$1,991.80

Signature: _____ Date: _____

Print Name: _____

ADDITIONAL NOTES



Integrity Solutions DVB, LLC
16893 Blue Jay St.
Conroe, TX, 77385
(936) 827-1230
remodel@integritysolutionsdvb.com

Proposal/Letter of Intent for Work May 6, 2020

Scope of Work for ***Needham Fire & Rescue 64***
15341 Lake Lamond Rd, Conroe, TX 77384

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>SUB TOTAL</u>
Exterior Paint (whole building)	4,758	sq.f	\$6,750.00	\$6,750.00
Powerwash	1	FREE	FREE	FREE

Total: \$6,750.00

Payment Terms. Owner agrees to pay Contractor the total amount of **\$6,750.00** Payment of this amount is subject to additions or deletions from mutually agreed upon Change Orders. Owners will make payment on the following schedule:

- 1 payment 65%: **\$ 4,387.50** (before the work begins)
- 2 payment 35%: **\$ 2,362.50** (when the work is completed)

OWNER PRIOR APPROVALS: For all new materials purchased by Contractor.
PRICE; including al labor, removal of old materials, cleaning, taxes, and insurance:
TOTAL: \$6,750.00



April 2020

May 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4
			8:00am 13.0 HR DAY	13.0 HR DAY COVID 19 SPECIAL OPERATIONS PERIOD (DISTRICT WIDE)	14.0 HR DAY 4:00pm MCHD COVID-19 UPDATE (https://zoom.us/j/58)	10.0 HR DAY
5	6	7	8	9	10	11
12	13	14	15	16	17	18
8.0 HR DAY	12.0 HR DAY	12.0 HR DAY 4:00pm MCHD COVID-19 UPDATE (https://zoom.us/j/58)	12.0 HR DAY P/U REHAB 61	12.0 HR DAY COVID 19 SPECIAL OPERATIONS PERIOD (DISTRICT WIDE)	13.0 hr day 4:00pm MCHD COVID-19 UPDATE (https://zoom.us/j/58)	8.0 hr day
19	20	21	22	23	24	25
6.5 hr day	13.0 HR DAY	13.0 HR DAY TIFMAS Deployment today. 4:00pm MCHD	16.0 HR DAY contract worker 8.0 hr day Onlaskia storm 603,6	14.0 HR DAY CONTRACT WORKER 8.0 HRS DEMINTRE	14.0 HR DAY CONTRACT WORKER 8 HRS 4:00pm MCHD	8.0 HR DAY
26	27	28	29	30	May 1	2
12.0 HR DAY ONLASKIA TRIP 911 COVERAGE.	14.0 HR DAY 2 CONTRACT WORKERS MOBILE WRAP MTG NEW WASHER FOOR	14.50 HR DAY STATION 61/64 CLEAN UP DAYS. 4:00pm MCHD	13.0 HR DAY MTG WITH CRANE CO. 9AM	14.0 HR DAY START CONSTRUCTION FOR STA64 TRIP TO HOUSTON FOR	8:30am 14.0 HR DAY	

1 360.5 Total
0 - Days off

Montgomery County Emergency Services District No. 4

Standard Operating Procedures

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Montgomery County Emergency Services District No. 4

Standard Operating Guidelines

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STANDARD OPERATING PROCEDURE

ISSUE DATE:
7-1-2015

NO.
113

Montgomery County Emergency Services District No. 4



REVISION/REFERENCE:

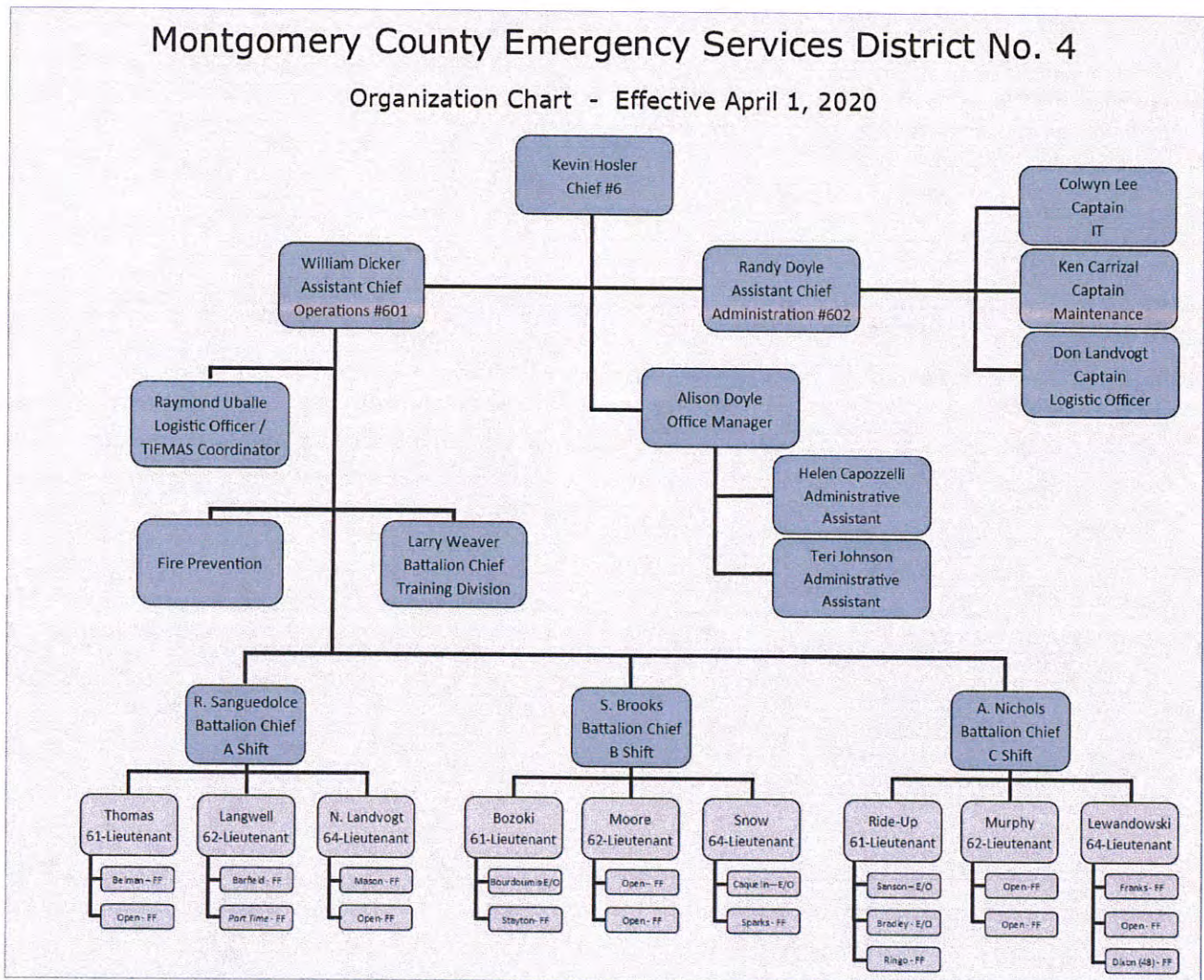
5-13-2020

Supersedes all prior Standard Operating Procedures No. 113 dated prior.

SUBJECT: Organization Chart

Purpose:

To outline the operational organization of Montgomery County Emergency Services District No. 4 ("MCESD4").



STANDARD OPERATING PROCEDURE

ISSUE DATE:
10-1-2013

NO.
310

Montgomery County Emergency Services District No. 4



REVISION/REFERENCE:

5-13-2020

Supersedes all prior Standard Operating Procedures No. 310 dated prior.

SUBJECT: PTO Accruals

Purpose:

Personal Time Off ("PTO") accruals for all Montgomery County Emergency Services District No. 4 ("MCESD4") employees.

Objectives:

To establish the following guidelines to utilizing PTO:

- A PTO bid will be established at the beginning of the Fiscal Year (October).
- All PTO not approved during the bid process will be requested not less than 30 days prior to time off, excluding sick or emergencies as deemed by the Fire Chief.
- **ALL** September PTO requests have to be completed and approved by July 31st, excluding sick or emergencies as deemed by the Fire Chief.
- **ALL** employees must contact Administration prior to date of PTO to be sure PTO form has been received and approved for time-off.

Cancelling PTO:

Any employee who has requested and been approved for PTO can request to cancel at any time. However, if Administration has already filled the shift by recall or adding a part timer

into the position; the request will be denied and the employee will have to be charged their PTO.

Full Time Firefighter/Battalion Chiefs:

0 months thru 6 months:

- 6 hours (84 total hours) per pay period (probationary period – time off will be on a case by case basis approved by the Fire Chief and/or Montgomery County ESD No. 4)

7 months thru 3rd year:

- 9 hours (234 total hours) per pay period (19.5 - 12 hour shifts)
- Carry over 4 - 24 hour (96 hours) shifts
- Use between October 1st and September 30th

4th year thru 6th year:

- 9 hours (234 total hours) per pay period (19.5 - 12 hour shifts)
- Carry over 6 - 24 hour (144 hours) shifts
- Use between October 1st and September 30th

7th year and up:

- 12 hour (312 total) per pay period (26 - 12 hour shifts)

- Carry over 8 - 24 hour (192 hours) shifts
- Use between October 1st and September 30th

Fire Administration:

1st thru 5th year:

- 8 hours (208 total hours) per pay period (26 - 8 hour shifts)
- Carry over 6 - 8 hour (48 hours) shifts
- Use between October 1st and September 30th

6th thru 10th year:

- 8 hours (208 total hours) per pay period (26 - 8 hour shifts)
- Carry over 10 - 8 hour (80 hours) shifts
- Use between October 1st and September 30th

11th year and up:

- 12 hours (312 total hours) per pay period (39 - 8 hour shifts)
- Carry over 10 - 8 hour (80 hours) shifts
- Use between October 1st and September 30th

In the event of a Non-Workmen's Compensation accident, if PTO is used, accruals will be suspended when there is no longer any accrued PTO available. In the case of a Leave of Absence, PTO time will be suspended immediately. PTO will begin accruing when the employee is able to return to work. For any work related injuries PTO will continue to accrue.

When PTO is taken employees will not accrue any PTO for that time off.

- Full Time Firefighter/Battalion Chiefs example:

- $9 \text{ hour accrual} / 24 \text{ hours} = 2.25 \text{ hours not accrued}$
- $12 \text{ hour accrual} / 24 \text{ hours} = 3 \text{ hours not accrued}$

- Fire Administration example:

- $8 \text{ hour accrual} / 8 \text{ hours} = 2 \text{ hours not accrued}$
- $12 \text{ hour accrual} / 8 \text{ hours} = 3 \text{ hours not accrued}$

Bereavement:

An employee is entitled to up to three (3) workdays of funeral leave to make arrangements for or to attend the funeral of an immediate relative. If the employee provides satisfactory reasons, the three (3) workdays do not need to be consecutive.

Immediate relative covers a wide range of relationships, limited to spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable.

A PTO form will need to be filled out for the three (3) days off.

Maternity Leave:

The immediate 48 hour shift following the birth of a full-time firefighter's child will be given to the employee without using PTO (form will still need to be filled out showing dates). Any additional days will have to go through regular PTO approval.

Part-time employees and Volunteers are not eligible for PTO.

Resignation/Termination:

Upon resignation/termination accrued PTO will be paid out at the Employee's current regular rate of pay for the hours accrued in the PTO bank. Firefighters will be paid in increments of 96 hours per check and Administration will be paid in

increments of 72 hours per check until the PTO bank is cleared. PTO checks will be written on regular payroll dates for employees who have resigned. Terminated employees will be paid within six (6) days of their termination date.

NOTE:

For Fair Labor Standards Act ("FLSA") purposes, "hours worked" means time when the Employee is actually performing services for the employer. These are the only hours which must be included when determining if FLSA overtime is due. Thus, for example, "Kelly days" or other paid leave days do not count as hours worked for FLSA purposes. "Sleep time" and meal breaks may or may not count as FLSA hours worked. FLSA overtime is due only when, and to the extent that, FLSA hours worked exceeds the applicable FLSA overtime threshold -- 40 hours per week, or whatever the applicable "chart" hours are for a "7(k)" work period.

NOTE:

Shift Swaps shall be Salary-for-Salary, Hourly-for-Hourly, Position-for-Position **ONLY**, which means "boots on the ground" – an employee must work to receive overtime shifts.


A District Firefighter's heavy shift is 144 hours.

If PTO is taken or there is a Shift Swap, the Firefighter's overtime pay will be changed by:

- 12 hours = only 26 hours of overtime pay
- 24 hours = only 14 hours of overtime pay
- 36 hours = only 2 hours of overtime pay
- 48 hours = no overtime pay

If the District Firefighter requests a Shift Swap during the heavy 144 hours shift, and the Swap is completed within the same pay period, the Firefighter will still receive the overtime pay.

If the Shift Swap is **NOT** completed during the same pay period, the above changes will be in effect.

STANDARD OPERATING PROCEDURE		ISSUE DATE: 5-13-2020	NO. 320
Montgomery County Emergency Services District No. 4		REVISION/REFERENCE: <i>Supersedes all prior Standard Operating Procedures No. 0 dated prior.</i>	

SUBJECT: Incentive Pay Plan

Purpose:

To explain the Incentive Pay Plan for Montgomery County Emergency Services District No. 4 ("MCESD4") Employees.

Description:

An Incentive Pay Plan is based on a special dispensation given to an MCESD4 Employee for consistent performance above and beyond the level of performance required for their position of employment. An Incentive Pay Plan may be granted to an Employee with the approval of the Fire Chief and in concurrence with the Assistant Chief of Operations and Assistant Chief of Administration. In addition, Employees being considered for an Incentive Pay increase should embrace, model, and encourage the District's values of customer service, diversity, and communication in all of their work activities. Employees still in their initial probationary period are ineligible for the Incentive Pay Plan.

Objective:

The Incentive Pay Plan has been established for District Employees to recognize, encourage, and reward MCESD4 Employees who have worked at least seven (7) days in an operational period, which is above and beyond the normal scope of their job description/duties during critical periods, of a temporary nature, or federal, state or local declared periods of emergency.

Compensation:

Compensation may be in the form of a one-time sum of money; additional compensation for a limited, specified duration; PTO time added to an Employee's account; or any other award deemed appropriate and reasonable by the Fire Chief. Compensation will not be added to base pay.

Standard Operating Guideline

ISSUE DATE:
5-13-2020

NO.
20-01

Montgomery County Emergency Services District No. 4



REVISION/REFERENCE:

*Supersedes all prior Standard Operating
Guideline No. 0 dated prior.*

SUBJECT: Infectious Diseases

Purpose

To use as a guideline to assist Montgomery County Emergency Service District No. 4 ("MCESD4"), Needham Fire Rescue ("NFR") employees and volunteers with limiting their exposure to Infectious Diseases, and to assist with providing guidelines for a safer work environment. This guideline is subject to change as conditions change. This Guideline is only in effect during a pandemic, disaster, or at the Fire Chiefs discretion and/or designation.

Preface

In 2020, the United States was introduced to the infectious disease known as COVID-19 or Coronavirus. We have come to find COVID-19 as a new "normal" for first responders. First Responders are, on a day-to-day basis, responding to emergencies for potential COVID-19. Though the death of first responders to this disease has been limited, so far, there has still been an influx of exposures to Montgomery County First Responders making it apparent that more protective measures are needed to minimize the possible exposure. In order to reduce this exposure, a new mindset must be adopted. No longer can it be acceptable within the fire service to believe that the danger to employees is not apparent for infectious diseases.

Terms/Acronyms Associated

- CDC – Centers for Disease Control and Prevention
- EMS – Emergency Medical Service
- PUM (Person Under Monitor) – These are the patients that have been exposed to the virus and have symptoms.
- PUI (Person Under Investigation) – These are patients that have been exposed to the virus and have no symptoms.
- Presumptive Patients – Patients that have received local lab positives, but not officially approved through the CDC Labs.
- PPE – Personal Protective Equipment.
- Doffing/doff – Removing respirator or PPE.
- Donned/don – Putting respirator or PPE on.
- PPE Alert – Employees will need to don full PPE if they make scene.

- FFR - Fire Fighter Respirator
- Decon – Decontamination
- DICO – Designated Infection Control Officer
- HCP – Health Care Personnel
- Standard PPE – Gloves, Eyewear, and N-95 Mask.
- Increased PPE – Gloves, Eyewear, N-95 Mask, Gown, and as needed Face Shield.

Exposure Definitions Per CDC

Low-risk exposures generally refer to brief interactions with patients with an infectious disease (beginning 48 hours before onset of symptoms) or prolonged close contact with patients (beginning 48 hours before onset of symptoms) who were wearing a cloth face covering or facemask for source control while HCP were wearing a facemask or respirator. Use of eye protection in addition to a facemask or respirator would further lower the risk of exposure.

Medium-risk exposures generally include HCP who had prolonged close contact with patients with an infectious disease (beginning 48 hours before onset of symptoms) who were wearing a cloth face covering or facemask while HCP nose and mouth were exposed to material potentially infectious with the infectious disease. Some low-risk exposures are considered medium-risk depending on the type of care activity performed. For example, HCP who were wearing a gown, gloves, eye protection and a facemask (instead of a respirator) during an aerosol generating procedure would be considered to have a medium-risk exposure.

High-risk exposures refer to HCP who have had prolonged close contact with patients with an infectious disease (beginning 48 hours before onset of symptoms) who were not wearing a cloth face covering or facemask while HCP nose and mouth were exposed to material potentially infectious with the an infectious disease. Being present in the room for procedures that generate aerosols or during which respiratory secretions are likely to be poorly controlled (e.g., cardiopulmonary resuscitation, intubation, extubation, bronchoscopy, nebulizer therapy, sputum induction) on patients with an infectious disease (beginning 48 hours before onset of symptoms) when the healthcare providers' eyes, nose, or mouth were not protected, is also considered high-risk.

Responsibility

DICO – The position of the DICO should be the department contact for any employee exposure to any infectious disease on-duty and off duty. The DICO should:

- 1) Monitor all employees wellness checks and station decon logs;

- 2) Should be the liaison to Montgomery County Hospital District, ensuring any further information is passed to the employees, and;
- 3) Should maintain inventory over the proper equipment needed to limit exposure and decon the stations.

Battalion Chief – The position of Battalion Chief should ensure the following:

- 1) That employees on their shift are aware of the Infectious Diseases Standard Operating Guideline and that they utilize best practices for limiting exposure on responses;
- 2) That all supplies used for decon and responses are topped off or stocked daily;
- 3) That all employees have their N-95 mask while on-duty, and;
- 4) That proper documentation is being completed on responses, wellness logs, and station decon logs.

Lieutenant / Officer in Charge – The position of Lieutenant or Officer in Charge should ensure the following:

- 1) Employees are aware of the Infectious Diseases Standard Operating Guideline;
- 2) That wellness checks are completed twice a day;
- 3) That employees are completing best practices for limiting exposure on responses, and;
- 4) That the station and apparatus are decontaminated each morning and after returning to the station while on-duty.

Firefighter – The position of Firefighter should ensure the following:

- 1) That he/she is aware of the Infectious Diseases Standard Operating Guideline;
- 2) That his/her wellness checks are completed twice a day;
- 3) That he/she is completing best practices for limiting exposure on responses.

The firefighter should also assist the Lieutenant/Officer in Charge with station and apparatus decon each morning and after returning to the station while on-duty.

Guidelines

Extended Use

The practice of wearing the same N-95 respirator for repeated close contact encounters with several patients, without removing the respirator between patient encounters. Extended use may be implemented when multiple patients are infected with the same respiratory pathogen and patients are placed together in dedicated waiting rooms, residents or hospital wards. Extended use has been recommended as an option for conserving respirators during previous respiratory pathogen outbreaks and pandemics.

Reuse

The practice of using the same N-95 respirator for multiple encounters with patients but doffing after each encounter. The respirator is stored in between encounters to be donned prior to the next encounter with a patient. For pathogens in which contact transmission (e.g., fomites) is not a concern, non-emergency reuse has been practiced for decades. Even when N-95 respirator reuse is practiced or recommended, restrictions are in place which limit the number of times the same FFR is reused. Thus, N-95 respirator reuse is often referred to as "limited reuse". Limited reuse has been recommended and widely used as an option for conserving respirators during previous respiratory pathogen outbreaks and pandemics.

The following is criteria for discarding the used N-95 respirator after a patient contact and/or treatment:

- Discard N-95 respirators following use during aerosol generating procedures.
- Discard N-95 respirators contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Discard N-95 respirators following close contact with any patient co-infected with an infectious disease requiring contact precautions.
- The following are procedures for in between care for a N-95 respirator which did not meet the discard criteria after patient contact and/or treatment:
 - ♦ Hang used respirators in a designated storage area to dry if possible or keep them in a clean, container (zip-lock bag) between uses.
 - ♦ To minimize potential cross-contamination, store respirators so that they do not touch each other and the person using the respirator is clearly identified.
 - ♦ Storage containers (zip-lock bag) should be disposed of regularly.
 - ♦ Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary, for comfort or to maintain fit).
 - ♦ Avoid touching the inside of the respirator. If inadvertent contact is made with the inside of the respirator, perform hand hygiene as described above.
 - ♦ Use a pair of clean (non-sterile) gloves when donning a used N-95 respirator. Discard gloves after the N-95 respirator is donned and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.
- To reduce the chances of decreased protection caused by a loss of respirator functionality, the following should be observed:
 - ♦ Discard the N-95 respirator after five (5) separate donnings.
 - ♦ Discard any respirator that is obviously damaged or becomes hard to breathe through.

- ♦ Pack or store respirators between uses so that they do not become damaged or deformed.
- Secondary exposures can occur from respirator reuse if respirators are shared among users and at least one of the users is infectious (symptomatic or asymptomatic). Thus, N-95 respirators must only be used by a single wearer.
- Label containers used for storing respirators or label the respirator itself (e.g., on the straps) between uses with the user's name and initial date of going into use to reduce accidental usage of another person's respirator.

Each Full Time and Part Time Employee will be issued an N-95 Mask that will always be stored with their gear. The current N-95 Mask on the apparatus will remain on the apparatus as spare supplies. It will be the employee's choice if they would like to be given a pair of safety glasses or use the safety glasses already on the apparatus.

Equipment

- The albuterol mask and treatments will be removed from all oxygen bags at the DICO's discretion.
- The medical kit (red bag) has the following noted equipment:
 - ♦ Gown Masks located in the front pocket.
 - ♦ Two Safety Glasses located in the front pocket or the top pocket.
 - ♦ One PPE kit is in the main pocket of the bag.

PPE Backpacks

Montgomery County Hospital District along with county departments have decided to implement reusable gown programs due to the influx of "PPE Alert" responses. Reusable gowns provide further protection for the first responder while on scene.

PPE Backpack Medical Supplies

- The PPE backpacks will be added to the following apparatus EMS equipment: Boosters, Engines, Ladder Truck, and Battalion Chief Vehicle.
- The PPE backpack will consist of reusable gowns, spare safety glasses, spare N-95 masks, gown masks, face shields, hand sanitizer bottle, Sani-Cloth wipes and a roll of red biohazard bags.
- The number of reusable gowns and face shields on each of the apparatus is:
 - ♦ Boosters – 2
 - ♦ Engine – 4
 - ♦ Ladder – 4
 - ♦ Battalion Chief Vehicle – 2

N-95 masks and safety glasses will be a limited amount due to each member having already been issued their own personal equipment.

- The Battalion Chief Vehicle will have two trashcans in an outside compartment (doffing).
- Each station should have in their medical cabinet a PPE plastic bin consisting of:
 - ♦ reusable gowns
 - ♦ face shields
 - ♦ N-95 masks
 - ♦ gown masks
 - ♦ Safety glasses
 - ♦ Roll of red biohazard bags

PPE Backpack Guidelines

Response Review:

- The responding unit should stage for EMS unless it is believed that making scene prior to EMS will dictate life or death.
- When requested by MCHD to make location, make sure that you have full understanding of what PPE is required on scene.
 - ♦ Increased PPE should be used from the on-scene Medic unit. Follow MCHD protocol for deconning.
 - ♦ Positive Screen: Increased PPE
 - *Face Shields should be worn if the member has the possibility of doing airway management (suctioning, airway adjunct placement, bag valve mask, or i-gel)
 - ♦ Negative Screen: Standard PPE
- Unless otherwise requested, only one member should assist EMS with the proper PPE. To reduce exposure, no part-time or volunteer employee should have contact with the patient. If the medic unit arrives on scene and the manpower is still not sufficient they should request another medic unit to assist at the location.
- If fire department should make location prior to EMS on a positive screen patient.
 - ♦ Request the on-duty Battalion Chief to respond if they are not already.
 - ♦ Send one member of the apparatus to make patient contact with **increased PPE**. (See Donning and Doffing Guideline)
 - ♦ The member making patient contact should screen the patient. If the screen is not able to be completed or is positive, then any further members requested from the apparatus should have increased PPE.

Donning and Doffing:

- The member not making contact should deploy the PPE backpack outside the apparatus and assist the member going to make contact donning their PPE.
- Assisting each other with donning PPE should be a repeated process if further manpower is requested.
- In the event there are limited members on location, then the member should don their own PPE.
- The Battalion Chief upon arrival should deploy the two trashcans with Biohazard Bags outside their apparatus and don standard PPE.
- One trash can should be used for the used gown, other for trash.
- The Battalion Chief or any other member that did not make contact should assist members with doffing their PPE (Standard PPE should be worn)
- PPE Removal Sequence (member that made contact) - sanitize glove hands -> untie front abdomen strap -> remove gloves -> sanitize hands -> untie neck strap -> doff gown into trash can -> sanitize hands -> remove glasses and place to the side for decon -> sanitize hands -> remove mask (throw in trash) -> sanitize hands
*Face Shields when used should be placed to the side prior to the safety glasses for decon.
- The biohazard bag containing the gowns should be tied off and placed in the outside compartment of the Battalion Chief vehicle.
- The Battalion Chief or any other member that did not make contact should use the Sani-Cloth wipes to decon the safety glasses or face shields (Standard PPE should be worn).
- The Battalion Chief or any other member that did not make contact should follow the following PPE Removal Sequence:
Sanitize glove hands -> remove safety glasses -> clean safety glasses with Sani-Cloth wipe -> Sanitize glove hands -> remove mask (throw in trash at your discretion) -> remove gloves (trash)
- After all trash has been disposed of, the bag should be tied up and placed in an outside compartment of the Battalion Chief vehicle.

Returning to the Station:

- The members should restock, if needed, from the PPE plastic bin located in the medical cabinet. After decon the safety glasses and face shields can be reused.
- The member that goes to get the used gowns and trash bags out of the outside compartment of the Battalion Chief vehicle should have increased PPE donned prior.
- The member should follow the following sequence:
remove trash bag and dispose of in a trash can -> bring the bag of used gowns to the washer -> untie the bag and place used gowns in the

washer -> remove both trash cans from the battalion chief vehicle -> disinfect both trash cans with approved cleaning solution -> then doff your gown into washing machine -> throw away your medical gloves -> sanitize hands -> remove mask (throw away at your discretion) and safety glasses -> sanitize hands -> clean glasses with disposable wipe or disinfectant -> go back to washer and add detergent and bleach and wash with hot water (dry normally) -> place both trash cans back in the designated compartment

- Blood Stains should be treated with hydrogen peroxide prewash. Spray a moderate amount of hydrogen peroxide and let it sit for a minute then wash it.
- If any gown should appear unusable do not throw it away. The gown should be washed with the others, place the unusable gown to the side, and the Designated Infection Control Officer should be notified.
- An intervention form should be filled out for any scene a member uses a gown for patient care (positive screen).

The following information above is subject to change daily. If there is not a Battalion Chief able to make location, the members should formulate another plan for proper decon, and notify the Designated Infection Control Officer.

Routine Employee Checks

Employees should keep track of their wellness before coming on shift, while on shift and after each shift. Please notify the DICO if you have a fever of 99°F and above or have one of the symptoms listed below that isn't chronic. No employee will come into work with 100°F or above and will have to have three consecutive days of temperatures below the given temperature without any medications used.

Symptoms:

- | | |
|------------------------|--------------------------------|
| ▪ Cough | ▪ Muscle Aches |
| ▪ Productive Cough | ▪ Fatigue |
| ▪ Dry Cough | ▪ Headache |
| ▪ Shortness of Breath | ▪ Abdominal Pain or Discomfort |
| ▪ Difficulty breathing | ▪ Nausea |
| ▪ Chills | ▪ Diarrhea |
| ▪ Sore Throat | ▪ Vomiting |
| ▪ Runny Nose | |

Employee Wellness Log

When arriving at their designated station, employee should complete their wellness log including their temperature check before entering any offices, or bedrooms. This will be repeated at the end of the day before going to bed, and before you leave to go home. Below are totals that wellness logs should be completed:

- 8-12 Hour Shift = 2 (Arriving at Station, and Before Going Home)
- 24 Hour Shift = 3 (AM, PM, and Before Going Home)
- 48 Hour Shift = 5 (AM, PM, AM, PM, and Before Going Home)

Station Decon Log

Each station should complete a morning decon of the station and the apparatus. The disinfectants that will be used are:

- Pine Plus Disinfectant – Station Door Handles, Switches, Kitchen and Bathroom areas (Hard, Non-Porous Surfaces only)
- Lysol or Similar Brand Disinfectant – Apparatus Cabs, Porous Surfaces, Medical Bags, and Station Boots (Before Entering the Station)

The disinfectants should be left wet on the surfaces, for full effect.

Decon should be repeated after every response, or after returning to the station. The initial morning decon of the station and apparatus should be documented properly in the Station Decon Log.

If the department EMS equipment (Pulse Ox, Stethoscope, Pen Light, BP Cuffs, etc.) is used on responses, employees should use the designated Sani-Cloth Wipes to disinfect the equipment located in the Engine. Employee should wear medical gloves while using the wipes.

Station Security

The stations should always be kept secured meaning:

- 1) Bay doors closed;
- 2) Station doors closed, and;
- 3) Gates closed.

The only exception to this should be if Employees are completing their apparatus checks and daily duties or are working in the bay. Please use caution if the stations are not secured during that time. Visits from family member and friends should be limited to outside the station, have minimal contact, and not last for a long period of time.

All donations should be scheduled with the administration office before receiving.

Walk-in Procedures

If a patient rings the doorbell and are complaining of symptoms common with COVID-19, the following should be completed with one employee only.

- 1) Ask them to step back, maintain six feet distance.
- 2) Ensure they know we do not test for COVID-19
 - Options given to the patient for testing could be their primary care doctor, or nearby urgent care facilities or hospitals.
- 3) If they insist on being evaluated and have symptoms of COVID-19
 - Request medic unit on FD3 and advise Alarm that it is a "PPE Alert"
 - Have one employee don increased PPE
 - Give the patient a gown mask
 - Keep patient isolated to outside the building if possible or have them remain in their vehicle
 - Notify the on-duty Battalion Chief of the situation

If they are a walk-in for other reasons and don't have any signs and symptoms of COVID-19 there is no reason for the use of the PPE kit, but should still use standard PPE.

After the patient's departure clean and sanitize all surfaces that were touched during the evaluation of the patient. If there are needs for supplies being replaced, notification should be made to the on-duty Battalion Chief, and the online intervention form should be filled out for positive screen patients.

Responses

All employees should don safety glasses, standard PPE, and their N-95 mask on all responses that SCBA will not be used.

Apparatus should stage for MCHD on all medical calls, unless it is known that making scene can make a difference on the patient's outcome. The medic unit will advise if manpower is needed. If manpower is requested, only one employee should enter the scene. Employee should check with EMS, if the specific number of manpower and level of PPE was not stated. If increased PPE is required, this should be donned from the medic unit supplies, not the Fire Department.

If the apparatus does make scene before MCHD, only one employee of that apparatus should make patient contact with minimum of standard PPE. If the call is a known "PPE Alert", full PPE should be donned from the EMS Bag. If manpower is needed, employees should continue this process one employee at a time. To reduce exposure, no part-time or volunteer employee should have contact with the patient. If the medic unit arrives on scene and the manpower is still not sufficient they should request another medic unit to assist at the location.

At any time an employee has contact with any patient (positive screen), an intervention form should be completed online on the department website.

First Responder Decontamination (Standard PPE ONLY)

The following procedure should be followed for stable patients:

- After completion of patient care or upon being released by EMS, the Employee should proceed to the side door of the ambulance for decontamination.
- Employee should doff their PPE one piece at a time, starting with most contaminated to least.
- After each step, employees should use the hand sanitizer from the side door of the ambulance.
- The order for doffing should be gloves, gown, and then mask.
- Once employees have access to a handwashing station, they should use soap and hot water.

The following procedure should be followed for Gross Contamination or Urgent Patients:

- If able, employee should notify the on-duty Battalion Chief of the situation.
- You should consider your encounter a gross contamination when there is a heavy fluid or particulate exchange.
- The decontamination process on scene takes several minutes. If the patient condition does not allow for EMS to remain on scene, employees that had direct contact should ride in on the ambulance to the facility.
- Once they hand over patient care, they can properly decontaminate at the facility.
- The decontamination process should follow the same process as on scene but using handwashing with soap and hot water instead of hand sanitizer.
- The order for doffing should be gloves, gown, and then mask.

Follow Guideline for PPE Backpack if increased PPE is needed.

Outside Activities

If a trip is needed (where you enter the business), only one employee should complete this activity, and should don an N-95 mask and, as their discretion, medical gloves. There are spare gloves in each of the apparatus specifically for this activity. The employee should do their best to social distance from others and after returning to the vehicle properly decon themselves. If apparatus is only needing to be refueled, employee should don medical gloves while filling at the pump and maintain social distancing from others.

Outside training should be limited, and employees should be practicing social distancing. Employees should refrain from going to populated areas to complete training.

Indoor Activities

Employees, while completing indoor activities like; eating meals, training, meetings, and daily duties should practice social distancing.

If you feel the need to wear a mask, please do so by donning either your personal mask or a department surgical mask.

Notable Phone Numbers

- MCHD Designated Infection Control Officer – (936) 523 – 5107
- MCHD District Chief 2 – (936) 537 – 9302
- Battalion Chief Acel Nichols – (713) 410 – 3141
Primary Designated Infection Control Officer
- Assistant Chief William Dicker – (936) 242 -7947
Secondary Designated Infection Control Officer
- Call Center for COVID-19 Questions – (936) 523-5040
- ALARM Dispatch Non-Emergency – (936) 441-6243

AGENDA ITEM

12

**REVIEW SERVICE DEVELOPMENTS IN AND
AROUND THE DISTRICT'S SERVICE AREA**

AGENDA ITEM

13

**REVIEW AND ADOPT ANY NECESSARY
REVISIONS TO THE DISTRICT'S POLICIES AND
PROCEDURES MANUAL**

MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4 POLICIES AND PROCEDURES MANUAL

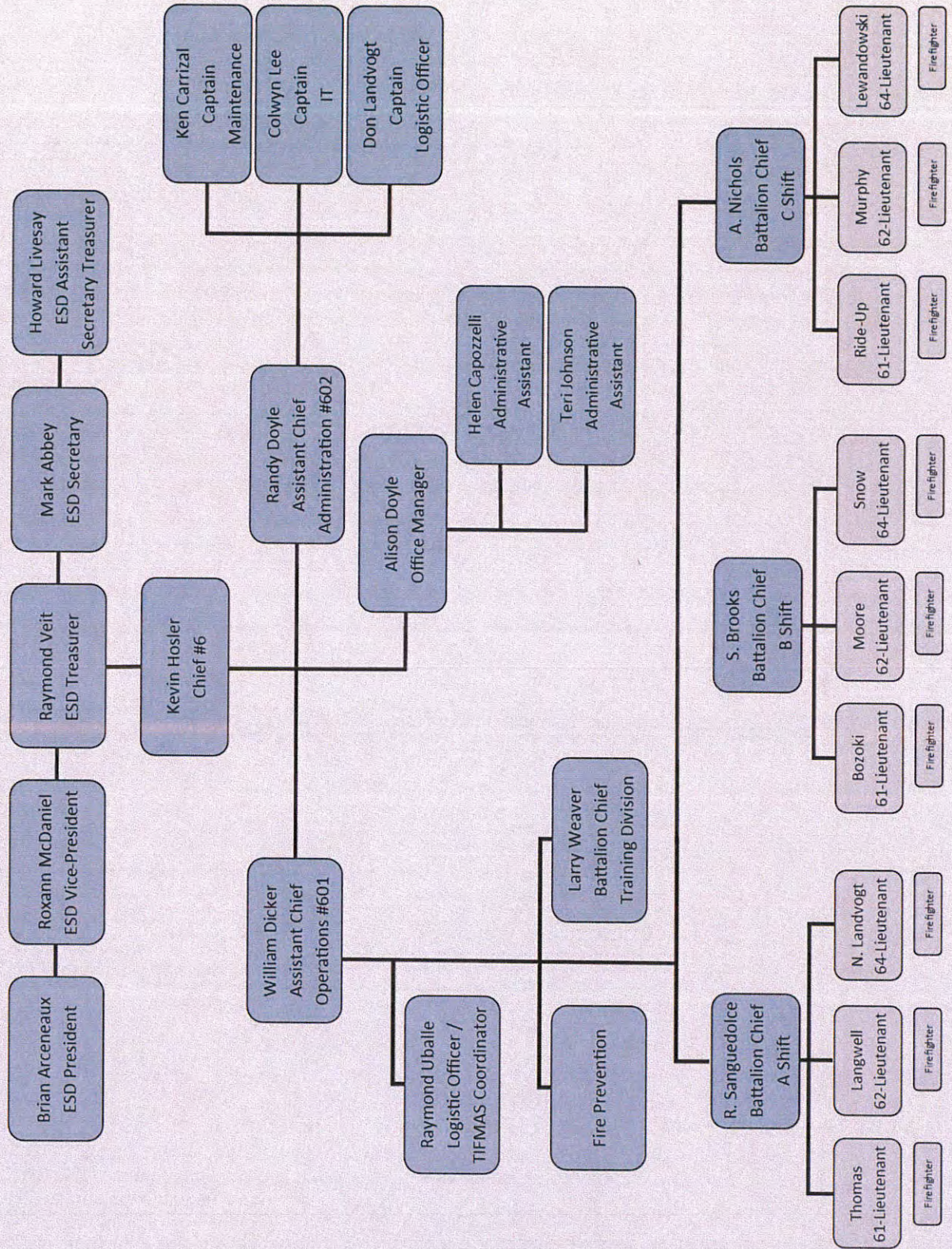
SCHEDULE OF ADOPTION AND AMENDMENTS

Prior to the adoption of the Manual on February 13, 2018, the MCESD No. 4 Board adopted and/or amended individual SOPs as was necessary and the effective dates of those individual SOPs noted and included within the Manual by reference therein remain applicable. From the date of adoption of the Manual, adoption or amendment to any SOP or SOG will require an amendment to the Manual.

ADOPTED: February 13, 2018
AMENDED: March 13, 2018
AMENDED: April 10, 2018
AMENDED: May 8, 2018
AMENDED: June 12, 2018
AMENDED: September 11, 2018
AMENDED: October 9, 2018
AMENDED: November 12, 2018
AMENDED: December 11, 2018
AMENDED: February 12, 2019
AMENDED: March 12, 2019
AMENDED: April 9, 2019
AMENDED: May 14, 2019
AMENDED: July 9, 2019
AMENDED: August 14, 2019
AMENDED: September 11, 2019
AMENDED: October 9, 2019
AMENDED: November 13, 2019
AMENDED: January 15, 2020
AMENDED: February 12, 2020
AMENDED: March 11, 2020
AMENDED: May 13, 2020

Montgomery County Emergency Services District No. 4

Organization Chart - Effective April 1, 2020





1204 Paid Time Off

Applicability

This policy applies to all full-time District Personnel.

Policy

It is the policy of MCESD No. 4 to provide District Employees with paid time off for illnesses, vacation, or other unforeseen personal needs.

Procedure

It is recognized that to maintain and enhance the physical and mental well-being of District Employees, MCESD No. 4 should provide paid leave for certain situations. These situations include vacations away from work and sick leave for scheduled workdays for when an Employee is unable to perform their job duties due to illness or injury incurred outside of work. Finally, they include significant holidays recognized in our nation and State as important days to be set aside for special recognition of historical events.

All vacation, sick leave, and holiday benefits (excluding premiums paid for actually working recognized holidays) will be grouped into a single benefit called Paid Time Off ("PTO"). MCESD No. 4 grants to District Employees PTO for vacation, bereavement, maternity, jury duty, and sick leave.

When PTO is taken employees will not accrue any PTO for that time off.

- Full Time Firefighter/Battalion Chiefs example:
 - 9 hour accrual/24 hours = 2.25 hours not accrued
 - 12 hour accrual/24 hours = 3 hours not accrued
- Fire Administration example:
 - 8 hour accrual/8 hours = 2 hours not accrued
 - 12 hour accrual/8 hours = 3 hours not accrued

Vacation and sick time. Employees must utilize PTO for vacation, in times of illness, or for emergency situation that may arise from time to time.

Bereavement. In the event of death in a District Employee's immediate family, the District grants up to three (3) working days (form indicating dates of time required) for all District Personnel, with pay, to handle family affairs and attend the funeral. "Immediate family" for the purposes of this policy is defined as: spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable.

Maternity. The immediate 48 hour shift following the birth of a District firefighter's child will be given to the Employee without using PTO (form indicating dates of time required). Any additional days off must go through standard PTO approval.

Jury Duty or other Mandated Court Appearances. District Employees may serve on a jury or appear in court, as directed, for business related to MCESD No. 4, without loss of earnings. The District will pay an Employee's normal earnings for the period of service. The Employee must show proof of the jury or court summons (i.e. subpoena if court appearance is unrelated to District business).



MONTGOMERY COUNTY EMERGENCY SERVICES
DISTRICT NO. 4
POLICIES AND PROCEDURES MANUAL
Administrative Policies and Procedures

Accrual of PTO begins at an Employee's date of hire. However, an Employee may not use PTO until they have completed their Probationary Period, unless approved by the Fire Chief.

PAY OUT AT RESIGNATION/TERMINATION

Upon resignation/termination accrued PTO will be paid out at the Employee's current regular rate of pay for the hours accrued in the PTO bank. Firefighters will be paid in increments of 96 hours per check and Administration will be paid in increments of 72 hours per check until the PTO bank is cleared. PTO check will be written on regular payroll dates for employees who have resigned. Terminated employees will be paid within six (6) days of their termination date.

References

SOP 310–SOP Accruals

NOTE:

For Fair Labor Standards Act ("FLSA") purposes, "hours worked" means time when the Employee is actually performing services for the employer. These are the only hours which must be included when determining if FLSA overtime is due. Thus, for example, "Kelly days" or other paid leave days do not count as hours worked for FLSA purposes. "Sleep time" and meal breaks may or may not count as FLSA hours worked. FLSA overtime is due only when, and to the extent that, FLSA hours worked exceeds the applicable FLSA overtime threshold -- 40 hours per week, or whatever the applicable "chart" hours are for a "7(k)" work period. -

NOTE:

Shift Swaps have to be Salary-for-Salary, Hourly-for-Hourly, Position-for-Position **ONLY**, which means "boots on the ground" – an Employee must work to receive overtime shifts:

A District Firefighter's heavy shift is 144 hours.

If PTO is taken or there is a Shift Swap, the Firefighter's overtime pay will be changed by:

- 12 hours = only 26 hours of overtime pay
- 24 hours = only 14 hours of overtime pay
- 36 hours = only 2 hours of overtime pay
- 48 hours = no overtime pay

If the District Firefighter requests a Shift Swap during the heavy 144 hours shift, and the Swap is completed within the same pay period, the Firefighter will still receive the overtime pay.

If the Shift Swap is **NOT** completed during the same pay period, the above changes will be in effect.

Montgomery County Emergency Services District No. 4
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Operational Policies and Procedures

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Exit Interview Process	305	10/14/2016
Vacation Requests	306	2/12/2020
Employment Requirements	307	10/14/2016
Carrying / Possession of Firearms	308	10/14/2016
Wellness Program	309	10/14/2016
PTO Accruals	310	5/13/2020
Schedule Availability	311	1/15/2020
Fit for Duty	312	10/14/2016
Shift Trades	313	2/12/2020
PTO Pool	314	12/12/2017
Critical Incident Stress Debriefing-Defusing	315	2/22/2017
Death While Involved in Emergency Operations	316	5/10/2017
Vehicle Accident Requirement	317	11/13/2018
Travel	318	7/9/2019
Life Scan	319	1/15/2020
Incentive Pay Plan	320	5/13/2020
400 - Operations		
Responding POV's	401	10/14/2016
Mutual Aid	402	10/14/2016

POLICIES AND PROCEDURES MANUAL
Operational Policies and Procedures

TITLE	SOP	REV. DATE
Radio Procedures	403	3/14/2017
Drug Testing	404	10/14/2016
Public/Media Relations	405	10/14/2016
Tobacco Use	406	12/11/2018
First Responder Program	407	10/14/2016
Station Security	408	10/14/2016
Motor Vehicle Incidents	409	10/9/2018
Exposure Control Protocol for Medical Responses	410	3/12/2019
Fraternization	411	10/14/2016
Hazardous Materials Decontamination Procedures	412	10/14/2016
Truck Company Operations	413	10/18/2016
Incident Command	414	10/18/2016
Special Incidents	415	1/15/2020
Volunteer Requirements	416	4/9/2019
Operation of ATR 61	417	10/18/2016
High Rise Building Emergencies	418	10/18/2016
Use of Cell Phone in Apparatus	419	10/18/2016
Apparatus Use for Other Than Emergency Response	420	10/18/2016
Blood Glucose Testing & Oral Glucose Administration	421	10/18/2016
Evidence Protection	422	10/18/2016
Personal Protective Equipment Incident Requirements	423	10/18/2016
Personnel Accountability System	424	10/18/2016
Structural Firefighting Two-In/Two-Out Requirement	425	10/18/2016
Ride Along Policy with Request Letter	426	10/18/2016
Drug Detection and Deterrence Policy	427	12/6/2016
Self-Contained Breathing Apparatus (SCBA)	428	10/18/2016
Motor Vehicle Accidents/ Accidents	429	10/18/2016
Apparatus Operations Inside of Enclosed Areas	430	10/18/2016
Emergency Evacuation Procedures	431	10/18/2016
Department Recalls and Overtime	432	4/9/2019
Water Rescue Incidents	433	7/9/2019
PPE Risk Assessment	434	10/18/2016
Motor Vehicle Operations	435	2/13/2018
Confined Space Rescue Operations	436	10/18/2016
Elevator Rescue Operations	437	10/18/2016
High Angle Rescue Operations	438	10/18/2016
Natural Gas Emergencies	439	10/18/2016

POLICIES AND PROCEDURES MANUAL
Operational Policies and Procedures

TITLE	SOP	REV. DATE
Vehicle Fires	440	10/18/2016
Fire Ground: Tactical and Operations	441	10/18/2016
May Day Declaration	442	3/30/2017
Rapid Intervention Teams (RIT)	443	3/30/2017
Radio Emergency Button	444	3/31/2017
Medical	445	10/10/2017
Annual Medical Statement	446	2/13/2018
EOC Operations	447	2/12/2019
Apparatus Equipment Placement	448	1/15/2020
Vehicle Maintenance Program	449	9/11/2019
500 - Training		
Driver/ Operator	501	8/8/2017
Live Burns	502	10/18/2016
Drill Tower	503	10/18/2016
Drivers CE	504	10/18/2016
Officers Training	505	10/18/2016
Training Documentation	506	10/18/2016
Training Class Request	507	10/18/2016
Phase Testing	508	10/18/2016
Driving Emergency: Lights and Sirens	509	10/18/2016
Heat Index	510	10/18/2016
Heavy Truck Drivers Qualifications	511	11/2/2016
High Water Response	512	10/18/2016
Driving Ability Requirements	513	12/11/2018
High Water Responses EV61/ATR61	514	10/18/2016
Aerial Apparatus	515	10/18/2016
Rehab Operations	516	10/18/2016
Decon 61 Procedures	517	11/13/2018
Truck 61 Backing Procedures at Station 61	518	3/13/2018
TCFP Classes	519	6/12/2018
Veterans Training Availability	520	12/11/18
Move Up for District Coverage	521	12/11/18
Evacuation Vehicle 61 Response Procedures (Humvee)	522	7/9/2019
Evacuation Vehicle 61 Response Procedures (M5)	523	7/9/2019

TITLE	SOP	REV. DATE
600 – Uniforms and Equipment		
Uniforms	601	10/18/2016
Bunker Gear	602	10/18/2016
For the Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting	603	10/18/2016
Issued Uniforms	604	7/9/2019
Personal Protective Equipment (“PPE”) Preliminary Exposure Reduction	605	3/11/2020
700 – Information and Records		
900 – MCHD Protocols		

Montgomery County Emergency Services District No. 4
Standard Operating Guidelines
INDEX

TITLE	SOG	REV. DATE
Department Task Schedule	1901	9/11/2019
Infectious Diseases	20-01	5/13/2020

AGENDA ITEM

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UPDATE ON STATUS OF NEW ENGINE PURCHASE

AGENDA ITEM

15

EXECUTIVE SESSION TO DISCUSS ITEMS AS AUTHORIZED BY THE TEXAS OPEN MEETINGS ACT, AS MAY BE NECESSARY

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by Chapter 551, Texas Government Code, as amended (the "Texas Open Meetings Act"), will be held by the Board at the date, hour and place given in this Notice concerning any and all subjects for any and all purposes permitted by Sections 551.071 through 551.084 Texas Open Meetings Act, if applicable, including, but not limited to, Section 551.071, for the purpose of a private consultation with the District's attorney on any and all subjects or matters authorized by law. If the Board decides to enter into executive session regarding any item on this agenda, the Presiding Officer will announce in the open meeting that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.

AGENDA ITEM

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MISCELLANEOUS INQUIRY

Pursuant to Section 551.042, Texas Government Code, the District Commissioners, Needham Fire Rescue Co. Board of Directors, and/or District staff may inquire about a subject not specifically listed on this Agenda.

Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

AGENDA ITEM

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ADJOURN