

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

January 15, 2020

Item 1 – Call the meeting to order

The meeting was called to order at 11:30 am by Commissioner McDaniel. The Commissioners present were: Roxann McDaniel, Mark Abbey, Raymond Veit, and Howard Livesay. Commissioner Brian Arceneaux was unable to attend. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Teri Johnson, Battalion Chief Landvogt, Battalion Chief Brooks, Captain Carrizal, Lieutenant Nichols and Family, Lieutenant Langwell, Lieutenant Moore, Lieutenant N. Landvogt, Firefighter Michael Bozoki and Family, and Regina Adams of Radcliffe Bobbitt Adams Polley pllc.

Item 2 – Citizens comments

No Comments.

Item 3 - Recognize Department promotions.

Chief Hosler presented Lieutenant Nichols with his Certificate of Promotion to Battalion Chief and bugles. Battalion Chief Nichols' family then attached his bugles. Chief Hosler then presented Firefighter Bozoki with his Certificate of Promotion to Lieutenant and bugles. Lieutenant Bozoki's family then attached his bugles. Assistant Chief Dicker then presented, and the promoted officers recited, the Oath of Office.

Item 4 - Approve the minutes of the regular meeting of December 11, 2019

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

Item 5 - Review the minutes and financial statements from the Needham Fire Rescue ("NFR") January 14, 2020 Board of Directors meeting.

The agenda, minutes, and the financial statement from the January 14, 2020 NFR Board of Directors meeting were reviewed. No action was taken.

Item 6 - Ratify adoption of Resolution Authorizing Execution of Bank Signature Cards

A motion to ratify the adoption of Resolution Authorizing Execution of Bank Signature Cards was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

Item 7 - Review and approve Treasurer's monthly report.

Commissioner Veit reviewed the Treasurer's Report with the Board. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to accept the Treasurer's Report, as presented by Commissioner Veit. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner McDaniel). The fund account balances at Woodforest National Bank, N.A. ("Woodforest") are as follows:

- A. General Fund Account (6823) - \$187,293.45
- B. Debt Service Account (6864) - \$12,714.78
- C. Reserve Account (6880) - \$1,692,068.74
- D. Sales Tax Revenue Account (6872) - \$79,151.84
- E. Payroll Account (9181) - \$1,037.03

Item 8 - Review and approve monthly invoices.

a. Authorize the Spirit of Texas ("SoT") Loan (additional Station 62 funds) payment due January 26, 2020

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

Item 9 – Review and approve Quarterly Investment Report.

Mrs. Doyle explained that there was an error in the July/August/September Quarterly Investment Report. Mrs. Doyle also informed the Commissioners that Woodforest still has better rates, at 1.80%, than TexPool, at 1.6226%. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to approve the Quarterly Investment Report. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner McDaniel).

Item 10 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle informed the Commissioners that a more in-depth report was available but that the Commissioners would only be able to review it individually in her office or in Executive Session. 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 **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner McDaniel).

Item 11 - Authorize filing of financial and tax-related information to Texas Comptroller ("Comptroller") pursuant to Texas Local Government Code, §203.062 and §403.0241 for the Special Purpose District ("SPD") Public Information Database ("SPDPID").

Ms. Adams informed the Commissioners that this reporting requirement have been law since the 2017 Texas Legislative Session. Ms. Adams stated that all SPDs must file tax, debt and other financial information on the Comptroller's database before April 1. A motion was made by Commissioner Abbey and seconded by Commissioner Livesay to authorize filing such information on the SPDPID. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner McDaniel).

Item 12 – Monthly Chief's Report:

A. Summary of Department Monthly Financials and Call Activity

Chief Hosler presented his monthly report to the Commissioners. Chief Hosler noted that the District and NFR responded to 180 calls, 36 of which were outside the District. The overall response time was 5:49 (5:23) minutes.

- The Department completed 892.5 hours of training.
- Chief Hosler worked 348.5 hours and took 2 holidays.
- The Life Scans for the full-time Employees were completed. Three (3) employees were recommended to see their doctors and one (1) employee was found to be unfit for duty.
- The concrete repairs to Station 61 WERE completed.
- Worked with HEB on their Grand Opening.
- Held the Annual Awards dinner.
- Worked with Motorola on the new radio purchase. Handhelds have arrived but the truck radios are still being programmed.
- Completed repairs to the following trucks:
 - Utility 61 fuel tank pump repaired by #6
 - Truck 61 power steering leak repaired by #661
 - Engine 62 sent to Heitman for front end repairs and power steering hose replacement
 - Engine 62 towed from Heitman to Cummins for engine issues
 - Engine 62 batteries changed by 661 and #6
 - Tanker 64 air leaks repaired by #6 and BC61
 - Booster 64 repaired by #6
 - Engine 64 airbag issue temp repair by 661
 - Tanker 64 taken to RAS for air leak completion
 - Booster 62 repaired by #6.

Chief Hosler informed the Commissioners that the Department statistics for the end of 2019 were as follows:

- 1,922 call for service
- 7 Life Save Awards
- 2 TIFMAS deployments
- 14,326.5 hours of training
- Overall response time 5:17

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

The following SOP's were presented:

1. SOP 107 – Captains
2. SOP 206 – Firefighter Holiday Compensation
3. SOP 207 – Command Staff, Administration, and Battalion Chief Holidays
4. SOP 311 – Schedule Availability
5. SOP 319 – Life Scans
6. SOP 415 – Special Incidents
7. SOP 448 – Apparatus Equipment Placement

Item 13 – Review and adopt any necessary revisions to the District's Policies and Procedures Manual

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

Item 14 - Adopt Order Establishing Computer Equipment and Allowance Policy.

Ms. Adams informed the Commissioners that this policy is regarding the new computer equipment that the Commissioners recently received and noted that included in this policy unless otherwise determined by the Commissioners, the equipment will be able to be replaced with new equipment every four (4) years. Ms. Adams also stated that the information sent, received and maintained on all District computer equipment is the property of the District and is public information. Ms. Adams also noted that the policy covers any intentional or negligent damage to the computer equipment and how each incident would be handled. A motion to adopt the Order Establishing Computer Equipment and Allowance Policy was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner McDaniel).

Item 15 – Update on status of new engine purchase.

Chief Hosler updated the Commissioners on the visit to Pierce in Florida. Chief Hosler reported that the custom truck price has decreased from \$560,000 to \$520,000 and should be delivered between June and mid-July. Chief Hosler stated that this truck will be the first built on a custom 27' chassis with no computers other than the engine and transmission. After a question, Ms. Adams responded that the purchase could be voted on pending review and approval of financing documents. A motion to purchase the Siddons Martin Saber 32897 Custom Engine pending review and approval of the financing documents was made by Commissioner Livesay and seconded by Commissioner Veit. The motion carried **3** for (Commissioners Abbey, Veit, and Livesay), 0 against, with **1** abstention (Commissioner McDaniel).

Item 16 - Review service developments in and around the District's service area.

Chief Hosler informed the Board that the developer of the HEB-anchored shopping center has leased all the spaces and that the move-ins of the new businesses would be staggered. Best Buy, Ulta, and Bed Bath and Beyond corporate is interested in the block next to HEB. Walmart is awaiting the geophysical results of the 137 bores on-site.

Item 17 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

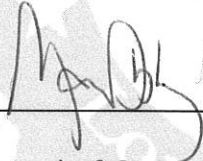
Executive Session was called at 12:08 p.m. The Commissioners, Chief Hosler, and Ms. Adams were in attendance. Such Executive Session regarded: Section 551.071 Consultation with Attorney regarding matters of attorney/client privilege. Executive Session concluded at 1:11 p.m. No action was taken.

Item 18 - Miscellaneous Inquiry

No comment.

Item 19 - Adjourn

Motion was made by Commissioner Veit to adjourn at 1:12 p.m. and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners