

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

February 12, 2019

Item 1 – Call the meeting to order

The meeting was called to order at 7:00 pm by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Raymond Veit, and Howard Livesay. Commissioner Mark Abbey was unable to attend. Also in attendance were: Chief Hosler, Alison Doyle, Helen Capozzelli, Assistant Chief Dicker, Battalion Chief Landvogt, Lieutenant Murphy, Lieutenant Sanguedolce, Lieutenant Lewandowski, Firefighter Franks, and Firefighter Bradley.

Item 2 – Citizens comments

No Comments.

Item 3 - Administration of oath of office for re-appointment of Commissioner Roxann McDaniel.

Chief Hosler administered the oath of office for Commissioner McDaniel.

Item 4 - Consider election of officers for the Board of Commissioners.

The Commissioners elected to keep the same positions as in the previous year. A motion to approve continuing with the same slate of officers as the prior year was made by Commissioner Livesay and seconded by Commissioner McDaniel. The motion carried 3 for (Commissioners McDaniel, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 5 - Approve the minutes from the regular meeting of January 8, 2019.

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

Item 6 - Review and discuss the minutes and financial statements from the Needham Fire Rescue ("NFR") February 5, 2019 Board of Directors meeting.

The agenda, minutes, and the financial statement from the February 5, 2019 NFR Board of Directors meeting were reviewed. Commissioner Veit asked about the Swift Water Proposal. Assistant Chief Dicker stated it was training and supplies to be utilized in an incident like Hurricane Harvey. No action was taken.

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 Veit to accept the Treasurer's Report, as presented by Commissioner Veit. The motion carried 3 for (Commissioners McDaniel, 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) - \$789,404.66
- B. Debt Service Account (6864) - \$241,640.32
- C. Revenue Account (6880) - \$534,502.22
- D. Sales Tax Revenue Account (6872) - \$128,003.46
- E. Payroll Account (9181) - \$1,532.27

Item 8 - Review and approve monthly invoices.

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

Item 9 – Discuss and if found appropriate, authorize the Spirit of Texas Loan payment (2 command vehicles) due February 20, 2019.

A motion was made by Commissioner Veit and seconded by Commissioner Livesay to authorize the Spirit of Texas Loan payment due February 20, 2019. The motion carried 3 for (Commissioners McDaniel, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 10 - Discuss and if found appropriate, authorize the Southside Bank Loan payment (2 Ferrara Inferno) due March 1, 2019.

A motion was made by Commissioner Livesay and seconded by Commissioner Veit to authorize the Southside Bank Loan payment due March 1, 2019. The motion carried 3 for (Commissioners McDaniel, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 11 – Discuss and if found appropriate, declare the obsolete and unused office equipment as surplus property and authorize sale of same.

Chief Hosler explained that these are miscellaneous office items which are no longer in use and in order to sell them they, must first be declared surplus property. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to a) declare the applicable office equipment as surplus property and b) authorize the sale of such property. The motion carried 3 for (Commissioners McDaniel, Veit, and Livesay), 0 against with 1 abstention (Commissioner Arceneaux).

Item 12 – Discuss and if found appropriate, approve change order for Booster 64 rebuild.

Chief Hosler explained that, during the rebuild of Booster 64, additional issues were found that had to be addressed and replaced. Chief Hosler explained that changes to the original cost estimate were anticipated but that the cost increase would be up to \$3,000.00. A motion was made by Commissioner Livesay and seconded by Commissioner McDaniel to approve the change order up to \$3,000.00 for the Booster 64 rebuild. The motion carried 3 for (Commissioners McDaniel, Veit, and Livesay), 0 against with 1 abstention (Commissioner Arceneaux).

Item 13 – Discuss and if found appropriate, adopt the Resolution Regarding False Fire Alarm Charges.

Mrs. Capozzelli explained that some businesses located in the boundaries of the District had incurred many false alarms which were costing the District personnel time and expenses. Mrs. Capozzelli added that she contacted Fire Recovery, the Districts billing company, and that the charge for the false fire alarms is the same as the cost for the District to directly bill for the false fire alarm. Chief Hosler stated that if the Board was interested in passing the Resolution, that District Administration would be willing to track and bill for the false fire alarms. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to adopt the Resolution Regarding False Fire Alarm charges. The motion carried 3 for (Commissioners McDaniel, Veit, and Livesay), 0 against with 1 abstention (Commissioner Arceneaux).

Item 14 – Review, and if found appropriate, accept Engineering Feasibility Study Proposal for the Station 61 site redevelopment.

Chief Hosler explained that preparation of an engineering feasibility study is Phase I of the Station 61 redevelopment plan. This study will include: storm water retention, water, sanitary sewer and

storm sewer placement and sizing, and restrictions on impervious cover on the site related to detention pond sizing requirements. A motion was made by Commissioner McDaniel and seconded by Commissioner Livesay to accept Engineering Feasibility Study Proposal for the Station 61 site redevelopment from Langford Engineering, Inc. The motion carried 3 for (Commissioners McDaniel, Veit, and Livesay), 0 against with 1 abstention (Commissioner Arceneaux).

Item 15 – 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 143 calls, 25 of which were outside the District. The overall response time was 5:25 (5:43) minutes.

- The Department completed 728.5 hours of training.
- Chief Hosler worked 285.0 hours and took 2 comp days.
- The District sold, and Chief Hosler and Chief Dicker transported, the Argo to Ohio.
- District staff repaired the septic issue, which was a result of excessive rainwater, at Station 64.
- District staff made repairs to Station 61 after the wind broke the siding loose.
- District staff made several truck repairs to: Engine 61, Engine 64, Tanker 61, EV 61, and Engine 63.
- Chief Hosler traveled to Austin to meet with the new State Representatives.
- The District made a large tire fire off of Hwy 242. Chief Hosler worked with the land owner and the TCEQ (Texas Commissioner on Environmental Quality) on the related issues. Chief Hosler also stated that the EPA was now involved with the situation.
- Chief Hosler continues to work to keep the District and the Department on budget.
- Future Capital Expenses – 2019/2020:
 - ♦ Self-Contained Breathing Apparatus (SCBA) – 27 packs - \$10,016 each = \$278,955
 - ♦ RIT Packs – 5 packs - \$5,000 each = \$25,000
 - ♦ Radios – 29 handheld - \$7,700 each = \$223,300
 - ♦ Radios – 17 mobile - \$5,600 each = \$95,200
 - ♦ Medical/Cancer Screening - \$600 per full time employee (32) = \$19,200
 - ♦ Rescue Tools, 19 years old – 5 sets will need to be replaced - \$8,700 = \$43,500

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

The following SOP's were presented:

- 1) Index - approved
- 2) SOP 104 – Assistant Fire Chief(s) - approved
- 3) SOP 105 – Deputy Chief(s) - approved
- 4) SOP 106 – Battalion Chief(s) - approved
- 5) SOP 107 – Captains - approved
- 6) SOP 108 – Lieutenants - approved
- 7) SOP 113 – Organization Chart - approved
- 8) SOP 218 – Donations - approved
- 9) SOP 219 – Oath of Office - approved
- 10) SOP 310 – PTO Accruals - approved
- 11) SOP 318 – Travel - approved
- 12) SOP 447 – EOC Operations - approved

C. Review of new construction in the SH 242 corridor.

D. Review of Responder 360 program

Chief Hosler discussed purchasing the Responder 360 program which is a complete incident response system. Chief Hosler stated that the system now used does not allow for the ability to view incident data, pre-plans, hydrant locations, responding apparatus or find dispatched

locations easily and all of those things are available with Responder 360. After discussion, the Commissioners asked that this item be added to the March agenda.

Chief Hosler also explained a solution that could work for both the mold issues in the second floor of Station 61 and the construction of the new station and administration building would be to purchase a double wide mobile home to use for administration. After the initial use, the building could either be sold to recoup some of the costs or used as a station in another part of the District, if necessary. After discussion on other potential scenarios, the Commissioners asked that this item be added to the March agenda.

Item 16 – Discuss and if found appropriate, approve the revisions to the District’s Policies and Procedures Manual

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

Item 17 – Review service developments in and around the District’s service area

Chief Hosler shared that the new development in the area includes: Sports Clips and a five (5) story medical office building. Chief Hosler also shared that Wendy’s, Blue Wave Car Wash, HEB spaces, Autozone and a Shell station have been approved for building.

Item 18 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

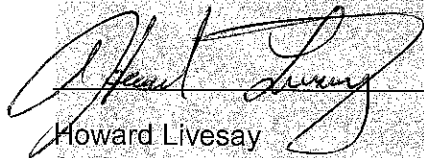
Executive Session was called at 8:10 p.m. The Commissioners and Chief Hosler were in attendance. Such Executive Session regarded: Section 551.074, Personnel Matters. No action was taken. Executive Session concluded at 8:18 p.m.

Item 13 - Miscellaneous Inquiry

Mrs. Capozzelli presented to the Commissioners information from VFIS regarding Key Personnel insurance for Chief Hosler. It was requested that she obtain and provide additional information to the next Board meeting.

Item 14 - Adjourn

Motion was made by Commissioner McDaniel to adjourn at 8:20 p.m. and seconded by Commissioner Veit. The motion carried 4 for (Commissioners Arceneaux, McDaniel, Veit and Livesay), 0 against, with 0 abstentions.



Howard Livesay
Assistant Secretary Treasurer, Board of Commissioners