

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

October 9, 2018

**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, Mark Abbey, and Howard Livesay. Chief Hosler, Alison Doyle, Helen Capozzelli, Deputy Chief Dicker, Deputy Chief Brooks, Battalion Chief Landvogt, Lieutenant Sanguedolce, Lieutenant Lewandowski, Firefighter Franks, Firefighter Polonski, Firefighter Stayton, Firefighter Belman, Firefighter Pope, Firefighter Bradley, Matthew Erickson (Freedom Self Storage), Mr. Stayton, Mrs. Stayton, and Katy Hern were also present at the meeting.

**Item 2 – Citizens comments**

No Comments.

**Item 3 - Promotion pinning. Recognition of new full time firefighters; Firefighter Steven Polonski, Firefighter Connor Stayton, and Firefighter Jose Belman.**

Chief Hosler announced the promotion of Deputy Chief Dicker to Assistant Chief Dicker. Chief Hosler recognized new employees Firefighter Steven Polonski, Firefighter Connor Stayton, and Firefighter Jose Belman.

**Item 4 - Approve the minutes from the regular meeting of September 11, 2018.**

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

**Item 5 - Review and discuss the minutes and financial statements from the Needham Fire Rescue (“NFR”) October 8, 2018 Board of Directors meeting.**

The agenda, minutes, and the financial statement from the October 8, 2018 NFR Board of Directors meeting were reviewed. No action was taken.

**Item 6 - Review and approve Treasurer’s monthly report.**

Commissioner Veit reviewed the Treasurer’s Report with the Board. A motion was made by Commissioner Abbey 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) - \$241,996.23
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$534,502.22
- D. Sales Tax Revenue Account (6872) - \$129,739.22
- E. Payroll Account (9181) - \$3,540.66

**Item 7 - Review and approve monthly invoices.**

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Livesay to approve the payment of the monthly invoices, as presented. The motion

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carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux).

**Item 8 - Review and approve Quarterly Investment Report.**

The Quarterly Investment Report for July-September, 2018 was presented and reviewed. It was noted that the balance in the TexPool account is \$35.23 and that the interest grew from 1.81% to 1.92%. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to approve the Quarterly Investment Report. The motion carried 4 votes for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 9 – Discuss and if found appropriate, authorize transferring investment funds to TexPool.**

After discussion it was decided to table this item until January 2019.

**Item 10 - Discuss and if found appropriate, authorize funds to be utilized for the Annual Awards Banquet to be held December 8, 2018.**

Chief Hosler reported that because the Banquet will be held at Station 61 this year, a \$10,000.00 contribution should be sufficient. A motion was made by Commissioner Livesay and seconded by Commissioner Veit to authorize contribution to the Banquet up to \$10,000.00. The motion carried 4 votes for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 11 – Discuss the Terms of Office ending on December 31, 2018 for Commissioners McDaniel, Abbey and Veit.**

Commissioners McDaniel, Abbey, and Veit all stated they would like to continue to serve as Commissioners for the two-year term beginning January 1, 2019. Mrs. Capozzelli advised that letters have been prepared for the Commissioners to request re-appointment from Montgomery County Commissioners Court. No vote was necessary.

**Item 12 – Discuss, and if found appropriate, adopt the Resolution Adopting District Fees of Office and Reimbursement Policy.**

Mrs. Capozzelli explained that the District is able to change the fee of office policy as per the requirements of Section 775.038, Texas Health and Safety Code, and section 49.060 Texas Water Code which allows commissioners to receive up to \$150.00 per day for each day such commissioner actually spends performing the duties of office (substantive performance of the management or business of the District, including participation in board and committee meetings and other activities involving the substantive deliberation of District business and in pertinent educational programs) provided the fees of office do not exceed a sum of \$7,200 per annum. A motion was made by Commissioner Livesay and seconded by Commissioner Veit to adopt the Resolution Adopting District Fees of Office at \$150.00 per day. The motion carried 4 votes for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 13 – Review and Approve Fiscal Year 2018-2019 Annual Agenda.**

A motion was made by Commissioner Veit and seconded by Commissioner Abbey to adopt the 2018-2019 Annual Agenda. The motion carried 4 votes for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 14 – Authorize Commissioner attendance at Safe-D Annual Conference.**

After discussion, all Commissioners and staff that are available will attend the Safe-D Annual Conference. A motion was made by Commissioner Livesay and seconded by Commissioner Veit

to attend the Safe-D Annual Conference. The motion carried 4 votes for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 15 – Update on Station 64 Life Code issues and take any necessary action on same.**  
Chief Hosler stated there was nothing new to report.

**Item 16 – Discuss and if found appropriate, approve the Amended Agreement for Employment between the District and the Fire Chief**  
This item was discussed in Executive Session.

**Item 17 – 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 186 calls, 29 of which were outside the District. The overall response time was 5:51 (6:11) minutes.

- The Department completed 193.0 hours of training.
- Chief Hosler worked 218.0 hours and took one (1) holiday, which averages to 54.0 hours per week.
- District Administration held several insurance meetings during the month with all District employees.
- Interviews for the open Lieutenant’s position were completed and one (1) new Lieutenant was promoted.
- Several District command staff employees helped to complete the Fallen Firefighter Memorial.
- Participated in a photo shoot with Hose 62 (Antique) for new Texas wildland fire license plates.
- Chief Hosler held crew meetings with all full time District employees.
- Chief Hosler attended a meeting with builder for possible Booster 64 refurbishment.
- Several District employees began a TCFP Fire Officer I class at Station 61.
- Held a retirement lunch for Firefighter Steve Dicker.
- Started planning for the Annual Awards Banquet in December.
- Started working on proposed Station 61 changes.

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

The following SOP’s were presented:

1. Index - approved
2. SOP 113 – Organization Chart – approved
3. SOP 310 – PTO Accruals - approved
4. SOP 409 – Motor Vehicle Incidents – approved

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

Chief Hosler stated he has spoken with TXDOT representatives and ascertained that the crossover at Donwick Dr., the turn at Great Oaks Dr. and the fire station crossover will be closed and a traffic signal will be installed at Grey Oaks Dr., Firehouse Lane, and White Birch.

**Item 18 – 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 Livesay and seconded by Commissioner Veit. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux).

**Item 19 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.**

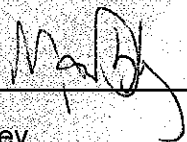
Executive Session was called at 8:19 p.m. The Commissioners and Mrs. Doyle were in attendance. Such Executive Session regarded:  
Section 551.074, Personnel Matters. No action was taken.  
Executive Session concluded at 8:51 p.m.

**Item 20 - Miscellaneous Inquiry**

The Commissioners requested that shirt styles be brought to the next Board meeting for possible purchase.

**Item 21 - Adjourn**

Motion was made by Commissioner McDaniel to adjourn at 8:57 p.m. and seconded by Commissioner Livesay. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Veit, Abbey, and Livesay), 0 against, with 0 abstentions.



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Mark Abbey  
Secretary, Board of Commissioners

