

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

December 12, 2017

Item 1 – Call the meeting to order

The meeting was called to order at 7:00 pm by President 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, Acting Battalion Chief Landvogt, Firefighter Dicker, and Regina Adams (RBAP) were also present at the meeting.

Item 2 – Citizens comments

No comments.

Item 3 - Discuss and if found appropriate, approve the Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing the General Fund Reimbursement and Renovations to Fire Station (Station 61) Using Fire Truck as Collateral (the "Resolution")

Mrs. Doyle then presented to Resolution, which contemplated a \$250,000.00 lease-purchase with Government Capital Corporation, to the Board for consideration. Mrs. Doyle noted that the term of the loan is three (3) years with annual payments of \$88,843.80 due each December. Ms. Adams noted several revision to the Resolution. A motion accept the Resolution, as revised, was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against with 1 abstention (Commissioner Arceneaux).

Item 4 - Approve the minutes from the regular meeting of November 14, 2017

A motion to approve the minutes 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 abstention (Commissioner Arceneaux).

Item 5 – Review and discuss the minutes and financial statements from the Needham Fire Rescue (NFR) December 5, 2017 Board of Directors meeting

The agenda, minutes, and the financial statement from the December 5, 2017 NFR Board of Directors meeting were reviewed. A Commissioner questioned what the adjustable water can strap was for and it was explained that it is used in high rise fires. The Commissioners also asked about Mary Ann Mauk, a District resident, and if she had been invited to the NFR Awards Banquet. It was noted that she and her husband were invited, but that neither drive nor go out at night anymore. No action was taken.

Item 6 - Review and approve Treasurer's monthly report

Commissioner Veit reviewed the Treasurer's Report. 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 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) - \$3,244.82
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$71,272.52
- D. Sales Tax Revenue Account (6872) - \$67.21
- E. Payroll Account (9181) - \$28.46

Item 7 - Review and approve monthly invoices

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

Item 8 – Discuss and if found appropriate, approve the Policies and Procedures Manual

This item is tabled until January.

Item 9 - Authorize publication of Notice of District Administration Office Address (by January 31st)

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

Item 10 – Authorize filing of Annual Report with the Texas Department of Agriculture

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

Item 11 – Review and Approve 2018 Annual Agenda

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

Item 12 – Authorize Commissioner attendance at Safe-D Annual Conference

A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to authorize Commissioner attendance at Safe-D Annual Conference from February 22 - 24. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against with 1 abstention (Commissioner Arceneaux).

Item 13 – Review and approve status Joint Facilities Contract with Woodlands RV Park

Ms. Adams informed the Commissioners that she was awaiting comments and/or revisions from the potential new owners of the property. Ms. Adams stated that she has asked the potential new owners to have the final contract by the January meeting date so that it may be approved by the Board at that time. This item was tabled until the January meeting.

Item 14 – Discuss and complete proceedings of Fire Chief's 2017 performance evaluation and approve 2018 Employment Contract for same

This item was tabled until Executive Session.

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 244 calls, 30 of which were outside the District. The overall response time was 6:03 (6:15) minutes. 808.5 training hours were completed and Chief Hosler worked 80.5 hours.

- Continuing to prepare the Hurricane Harvey FEMA paperwork.
- Administration completed the benefit plan changes.
- Worked with RBAP on annexation/SB6 issues.
- Worked on the awards dinner.

- Completed the Departments command structure changes.
- B. Review and consider any new and/or revised Department SOP's
The following SOP's were presented:
- 1) SOP 314 – SOP Pool
- C. Review of new construction in the SH 242 corridor.
Chief Hosler shared the following construction:
- Tractor Supply will begin construction in February
 - Reddy Clinic's building permits have been approved
 - The second strip center east of Montgomery Creek Ranch is leased, except one suite
 - The lot next to adjacent church has been sold, possibly to Cracker Barrel
 - Plans have been approved for construction of a building but not the parking lot, next to the strip center where 242 Bar & Grill and Woodlands Desi Grocery are located.

Item 16 - Update on status of and possible action regarding the City of Shenandoah annexation matters.

Ms. Adams stated that she had no response from Tammy McRae on the confirmation of the calculations for the annexed properties.

Item 17 - Update on status of the City of Conroe annexation/three year plan amendment and Senate Bill 6.

This item was tabled until Executive Session, after which, no action was taken.

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

Executive Session was called at 8:29 p.m. The Commissioners, Chief Hosler and Ms. Adams were in attendance. Such Executive Session regarded:

Texas Government Code, Section 551.071, Consultation with Attorney.

Texas Government Code, Section 551.074, Personnel Matters - Chief Hosler's Evaluation and Renewal of Contract.

Executive Session/concluded at 9:49 p.m. the following action was taken.

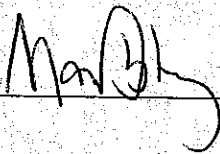
A motion was made by Commissioner Veit and seconded by Commissioner Livesay to renew the Contract for Employment of Fire Chief. The motion carried 3 for (Commissioners McDaniel, Veit, Abbey, and Livesay), 0 against with 1 abstentions (Commissioner Arceneaux).

Item 15 - Miscellaneous Inquiry

None.

Item 16 - Adjourn

Motion was made by Commissioner McDaniel to adjourn at 9:51 p.m. and seconded by Commissioner Abbey. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Veit, Abbey, and Livesay), 0 against with 0 abstentions.



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