

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

March 13, 2018

Item 1 – Call the meeting to order

The meeting was called to order at 7:01 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, Michael Doise, Billy Mitchell, Crystal Horn (McGrath & Co., PLLC) (“McGrath”), and Brian Toldan (McCall Gibson Swedlund Barfoot PLLC) (“McCall Gibson”) were also present at the meeting.

Item 2 – Citizens comments

Billy Mitchell introduced himself as a new resident to the Gleneagles subdivision.

Item 3 - Review proposals for auditing services for Fiscal Year Ended (“FYE”) September 30, 2017 and hear presentations for candidates

Ms. Horne presented McGrath proposal. Ms. Horne was asked if McGrath typically audits governmental entities and specifically emergency service districts (“ESDs”). Ms. Horne replied affirmatively but noted that McGrath does not currently prepare audits for any ESD’s. Ms. Horne explained that because McGrath does not have ESD experience, the audit preparation cost would be in the \$15,000 to \$20,000 range.

Mr. Toldan presented McCall Gibson’s proposal. Mr. Toldan was also asked the same question as Ms. Horne. Mr. Toldan replied affirmatively and noted that McCall Gibson prepares audits for many ESD’s. Mr. Toldan noted that the audit preparation cost would be in the \$14,000 to \$15,000 range.

Ms. Horne and Mr. Toldan then exited the meeting.

Item 4 - Engage auditor for the preparation of the FYE September 30, 2017 audit (the “Audit”)

A motion to engage McCall Gibson to prepare the Audit was made by Commissioner McDaniel 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 - Approve the minutes from the regular meeting of February 13, 2018

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

Item 6 - Approve the minutes from the budget workshop meeting of March 3, 2018

A motion to approve the minutes was made by Commissioner Abbey 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 7 – Review and discuss the minutes and financial statements from the Needham Fire Rescue (“NFR”) March 6, 2018 Board of Directors meeting

The agenda, minutes, and the financial statement from the March 6, 2018 NFR Board of Directors meeting were reviewed. No action was taken.

Item 8 - 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) - \$1,069,858.37
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$334,502.22
- D. Sales Tax Revenue Account (6872) - \$121,102.21
- E. Payroll Account (9181) - \$6,509.08

Item 9 - 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 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 10 – 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 206 calls, 64 of which were outside the District. The overall response time was 5:54 (6:08) minutes. 628.5 training hours were completed and Chief Hosler worked 232.0 hours.

- Administration and Commissioners attended SAFE-D in Galveston, TX.
- Promotional interviews were conducted. One (1) Battalion Chief (Don Landvogt) and One (1) Lieutenant (Donald Moore) were promoted.
- The Department handled a flooding issue at Station 61. A contractor was contacted to come assess the issue and a quote for the repairs was requested.
- The Battalion Chief's truck was involved in a minor accident. The Battalion Chief was responsible for the accident and will be paying the deductible for the accident claim.
- Both Ford Explorer command trucks were in the shop for warranty work. Chief Hosler's truck has to go back for more work. If the issue continues Chief Hosler, with the assistance of Ms. Regina Adams of Radcliffe Bobbitt Adams Polley pllc, the District's general counsel, will pursue replacement due to the lemon law.
- The NFR Volunteers purchased for the Department an inflatable 12 foot boat to be carried by the evacuation truck.
- During the prior month, the District has had several employees leave for other employment. One (1) employee has requested an exit interview with the District. Chief Hosler will be setting this interview up with the Commissioners.

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

The following SOP's were presented:

- 1) Index - approved
- 2) SOP 310 – PTO Accruals - approved
- 3) SOP 313 – Shift Trades - approved
- 4) SOP 518 – Truck 61 Backing Procedure at Station 61 – approved

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

Chief Hosler noted that Tractor Supply Company is pouring concrete. Chief Hosler stated that HEB had not signed any paperwork because they were still working with the pipeline company that has a line that will run beside the parking lot. Chief Hosler also informed the Commissioners that Precision Homes will possibly have to close and sell the homes located on SH 242 due to otherwise having to install sprinkler systems per the Montgomery County Fire Marshall's Office.

Item 11 – Discuss and if found appropriate, approve the revisions to the 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 McDaniel. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 12 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

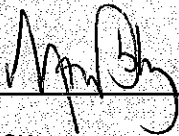
None.

Item 13 - Miscellaneous Inquiry

Chief Hosler informed the Commissioners that the septic system at Station 64 requires replacement. Chief Hosler stated that the current system is not large enough to handle the 24/7 capacity. Chief Hosler conveyed that he contacted a contractor and was given a cost estimate of \$14,000.00 for the work. Chief Hosler stated that if the District employees perform the work, it would cost around \$3,000.00. This item will be placed on the April agenda.

Item 14 - Adjourn

Motion was made by Commissioner McDaniel to adjourn at 8:19 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
Secretary, Board of Commissioners