

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

April 10, 2018

**Item 1 – Call the meeting to order**

The meeting was called to order at 7:07 pm by President Arceneaux. The Commissioners present were: Brian Arceneaux, Raymond Veit, Mark Abbey, and Howard Livesay. Commissioner Roxann McDaniel was unable to attend. Chief Hosler, Alison Doyle, Helen Capozzelli, Battalion Chief Farthing and Regina Adams (RBAP) were also present at the meeting.

**Item 2 – Citizens comments.**

No comments.

**Item 3 - Approve the minutes from the regular meeting of March 13, 2018.**

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 Arceneaux).

**Item 4 – Review and discuss the minutes and financial statements from the Needham Fire Rescue (“NFR”) April 3, 2018 Board of Directors meeting.**

The agenda, minutes, and the financial statement from the April 3, 2018 NFR Board of Directors meeting were reviewed. Commissioner Livesay inquired about the Carriage Hills’ resident’s unavailability to serve on the NFR Board. Chief Hosler responded that the resident explained to him that she is too busy at this time to take on more responsibilities. No action was taken.

**Item 5 - Review and approve Treasurer’s monthly report.**

Commissioner Veit reviewed the Treasurer’s Report. A motion was made by Commissioner Abbey and seconded by Commissioner Livesay 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 Arceneaux). The fund account balances at Woodforest National Bank, N.A. (“Woodforest”) are as follows:

- A. General Fund Account (6823) - \$1,218,614.56
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$334,502.22
- D. Sales Tax Revenue Account (6872) - \$84,987.68
- E. Payroll Account (9181) - \$4,599.10

**Item 6 - 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 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 7 – Discuss and if found appropriate, authorize the Spirit of Texas loan payments due May 1, 2018.**

A motion to authorize the Spirit of Texas loan payments 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 Arceneaux).

**Item 8 - Discuss and if found appropriate, authorize Station 64 septic system improvements, including two (2) 750 gallon septic tanks and the equipment rental for installation.**

Commissioner Arceneaux asked if this had not already been authorized at the March Board meeting. Chief Hosler explained that the matter was discussed, but because there was no corresponding agenda item, the Board is required to deliberate and vote on the matter at this Board meeting. A motion to authorize Station 64 septic system improvements, at a cost not to exceed \$3,000.00, 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 Arceneaux).

**Item 9 – Discuss and if found appropriate, authorize legal proceedings against Ford Motor Company due to continuing defects with Chief Hosler's Ford Explorer.**

Chief Hosler explained that the District-owned Ford Explorer has been taken to the local Ford dealership for repair six (6) known times for the same exhaust issues. Chief Hosler noted that the dealership representatives repeatedly state that the repairs will be made, but the issues continue to occur. Ms. Adams explained that the District may have several legal options available to it and recommended such discussion occur in Executive Session.

**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, 44 of which were outside the District. The overall response time was 5:25 (5:54) minutes. 700.1 training hours were completed and Chief Hosler worked 232.0 hours.

- The upgrade of Evacuation Truck 61, to include the new boat, has been completed.
- The crew completed a temporary fix for the flooding event at Station 61.
- Completed the workmen's compensation claim for Chief Hosler. He tore his meniscus when he fell out of the Evacuation truck.
- The Training Division has started the TCFP Instructor 1 course at Station 61. 15 of our employees are enrolled in the class.
- Administration has begun and is currently working on the audit process.
- During the month, another fulltime employee has turned in his 2 weeks' notice.
- The command staff is still working on the SOP's and ensuring they are current.
- Discuss cost sharing of new Fire Programs system. Cost will be approximately \$10,000.00 to \$11,000.00.

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

The following SOP's were presented:

- 1) Index - approved
- 2) SOP 103 – Fire Chief - approved
- 3) SOP 104 – Assistant Fire Chief(s) - approved
- 4) SOP 105 – Deputy Chief(s) - approved
- 5) SOP 106 – Battalion Chief(s) - approved
- 6) SOP 107 – Captains- approved
- 7) SOP 108 – Lieutenants- approved

- 8) SOP 109 – Quartermaster- approved
- 9) SOP 110 – Fire Safety and Education Officer- approved
- 10) SOP 111a – Full/Part-Time Firefighter- approved
- 11) SOP 111b – Volunteer Firefighter- approved
- 12) SOP 112 – Candidate- approved

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

Chief Hosler shared with the Commissioners that he attached the drawings for the proposed Conroe Independent School District Flex School. Chief Hosler added that the Marco's Pizza, and the Tiles 2000 USA plans have been approved.

**Item 11 – Discuss and if found appropriate, approve the revisions to the District’s Policies and Procedures Manual (the “Manual”).**

Commissioners Arceneaux asked if this was approved at the March meeting. Ms. Adams replied that any time the SOPs are updated, revisions to and approval of the Manual is necessary. A motion was made to approve to the revisions to the Manual by Commissioner Livesay and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 12 – Discuss status of communications with City of Conroe (the “City”) regarding three year annexation plan and effect on District services.**

Ms. Adams explained that the District received a letter from the City requesting information on and an inventory for Station 64, pursuant to the requirements of the Texas Local Government Code provisions outlining municipal three year annexation plans. A motion was made to authorize sending the response to the City regarding the Station 64 inventory by Commissioner Livesay and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

**Item 13 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.**

Executive Session was called at 7:58 p.m. The Commissioners, Chief Hosler and Ms. Adams were in attendance. Such Executive Session regarded:

Section 551.071(1)(a) and Section 551.071(2), Consultation with Attorney regarding matters of pending or contemplated litigation and attorney/client privilege.

Executive Session concluded at 9:00 p.m.

The Board reconvened in Open Session at 9:01 p.m.

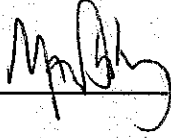
A motion was made by Commissioner Abbey and seconded by Commissioner Livesay to authorize Ms. Adams to communicate with Ford Motor Company, as discussed in Executive Session. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against with 1 abstention (Commissioner Arceneaux)

**Item 13 - Miscellaneous Inquiry**

None.

**Item 14 - Adjourn**

Motion was made by Commissioner Livesay to adjourn at 9:04 p.m. and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners Arceneaux, Veit, Abbey, and Livesay), 0 against, with 0 abstentions.



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Mark Abbey  
Secretary, Board of Commissioners

