

**NOTICE OF REGULAR MEETING
MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

Notice is hereby given that the Board of Commissioners (the "Board") of Montgomery County Emergency Services District No. 4 (the "District") will hold a regular Board meeting at **11:30 a.m., Wednesday, May 11, 2022**, at the Needham Fire Rescue ("NFR") Station No. 61 located at **9430 State Highway 242 East, Conroe, Texas 77385**. The Board will discuss, consider and possibly take action on the following matters:

1. Call meeting to order;
2. Public comments (3 minute limit per person);
3. District staff awards, recognitions and/or promotions;
4. Approve the April 13, 2022 regular meeting minutes;
5. Review the minutes and financial statements from prior NFR Board of Directors meeting(s);
6. Review and approve Treasurer's monthly report, including bank accounts:
 - a. Payroll Account – 9181;
 - b. Sales Tax Revenue Account – 6872;
 - c. Reserve Account – 6880;
 - d. Debt Service Account – 6864;
 - e. General Fund Account – 6823; and
 - f. Capital Projects Account – 1092;
7. Review and approve monthly invoices, including Southside Bank loan payment for Station No. 61 construction (due May 25, 2022);
8. Authorize District staff to relocate the District Administration Building and approve any expenses related to same;
9. Authorize submission of Fiscal Year Ended September 30, 2021 Audit Report to Montgomery County Commissioner's Court;
10. Adopt Order Regarding Annual Review of Rules, Policies and Code of Ethics for the Investment of District Funds;
11. Review and approve Sales and Use Tax Report;
12. Review and approve Tax Assessor-Collector's Report;
13. Review and approve District Emergency Response Plan, as necessary;
14. Station No. 61 construction, including:
 - a. design and construction activities;
 - b. review and approve pay applications and change orders, as necessary; and
 - c. authorize relocation services procurement for the District administrative office building;
15. Fire Chief's Report:
 - a. summary of District and NFR Financials and Call Activity;
 - b. review fleet matters;
 - c. review Department standard operating policies and standard operating guidelines;
 - d. review service developments in and around the District's service area;
 - e. status of Fire Dispatch Services Agreement between Montgomery County Fire Chief's Association and The Woodlands Township; and
 - f. review mutual and automatic aid agreements;
16. Review and approve five (5) and ten (10) year Capital Improvement Plans;

17. Review District personnel matters;
18. Review District real estate matters;
19. Review City of Conroe annexation matters;
20. Review and adopt any necessary revisions to the District's Policies and Procedures Manual including Purchasing Policy, if necessary;
21. Executive Session pursuant to Chapter 551, Texas Government Code ("Open Meetings Act") to discuss District matters, as may be necessary;
22. Miscellaneous inquiry pursuant to Section 551.042 of the Open Meetings Act to hold limited discussions; and
23. Adjourn.


The Board of Commissioners is authorized by the Open Meetings Act to convene in closed or Executive Session for certain purposes. These purposes include: receive legal advice from its attorney(s) pursuant to §551.071, Texas Government Code; discussing real property matters pursuant to §551.072, Texas Government Code; discussing gifts and donations pursuant to §551.073, Texas Government Code; discussing personnel matters pursuant to §551.074 of the Open Meetings Act; and, discussing security personnel or devices pursuant to §551.076, Texas Government Code. If the Board decides to enter into Executive Session regarding any item on this agenda, the Presiding Officer will announce that an Executive Session will be held and will identify the time to be discussed and provision of the Open Meetings Act that authorizes the closed or Executive Session.

The Board of Commissioners, NFR Board of Directors and/or District staff may inquire about a subject not specifically listed on this agenda pursuant to §551.042, Texas Government Code. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

EXECUTED this 5th day of May, 2022.



**MONTGOMERY COUNTY EMERGENCY
SERVICES DISTRICT NO. 4**



Mark Abbey, Secretary

**Members of the public may attend the Board meeting via teleconference if they so choose, at: +1 346-248-7799 US (Houston), Meeting ID: 88081921890, Password: 540131, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.*