

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

September 11, 2018

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

The meeting was called to order at 7:05 pm by Commissioner Livesay. The Commissioners present were: Raymond Veit, Mark Abbey, and Howard Livesay. Commissioners Brian Arceneaux and Roxann McDaniel were unable to attend. Chief Hosler, Alison Doyle, Helen Capozzelli, Deputy Chief Dicker, Lieutenant D. Moore, Firefighter N. Landvogt, and Gary Babb were also present at the meeting.

**Item 2 – Citizens comments**

Chief Hosler presented a Certificate of Advancement to newly-promoted Lieutenant Natalie Landvogt. Gary Babb pinned Lieutenant Landvogt with her new badge.

**Item 3 - Approve the minutes from the regular meeting of August 14, 2018**

A motion to approve the minutes was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**Item 4 - Approve the minutes from the special meeting of August 28, 2018**

A motion to approve the minutes was made by Commissioner Abbey and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**Item 5 - Approve the minutes from the tax rate adoption meeting of August 28, 2018**

A motion to approve the minutes was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**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 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 0 abstentions. The fund account balances at Woodforest National Bank, N.A. ("Woodforest") are as follows:

- A. General Fund Account (6823) - \$468,647.43
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$334,502.22
- D. Sales Tax Revenue Account (6872) - \$49,280.44
- E. Payroll Account (9181) - \$814.55

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

It was noted by Mrs. Capozzelli that the Sales Tax Assurance invoice should be the final one. Mrs. Doyle noted that the Conroe Courier invoice for the publications regarding the tax rate meetings should also be the final one. The invoices were reviewed and a motion was made by Commissioner Livesay and seconded by Commissioner Veit to approve the payment of the

monthly invoices as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**Item 8 – Engage Auditor, McCall Gibson Swedlund Barfoot PLLC, to prepare the audit for Fiscal Year Ending (“FYE”) September 30, 2018**

The Commissioners reviewed the letter of understanding from McCall Gibson Swedlund Barfoot PLLC. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to engage the auditor to prepare the audit for FYE September 30, 2018. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**Item 9 - Update on Station 64 Life Code issues and take any necessary action on same**

Chief Hosler informed the Commissioners that there is a small issue regarding the design of the upstairs landing in that it cannot be installed straight out from the station, as was desired, but will have to be installed sideways. Chief Hosler stated that Americans with Disabilities Act (“ADA”) will require a rail for the stairs every 16 inches (16”).

**Item 10 – Discuss and if found appropriate, approve the District’s insurance renewal proposals**

Mrs. Doyle informed the Commissioners that the insurance premiums had decreased. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to approve the District’s insurance renewal with VFIS and Texas Mutual. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**Item 11 – Discuss and if found appropriate, approve the Amended Agreement for Employment between the District and the Fire Chief**

This item was tabled until Executive Session.

**Item 12 – 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 160 calls, 32 of which were outside the District. The overall response time was 6:04 (5:54) minutes.

- 385.5 training hours were completed.
- Chief Hosler worked 208.0 hours which averages to 80.0 hours per week.
- Chief Hosler attended FRI for Officer training for a week in Dallas.
- The District sent the loaner truck back to Ferrara.
- The repairs to E62 that lost its drive shaft, were completed.
- One (1) of the new engines was placed in service.
- Completed the construction of the firefighter’s memorial. The dedication ceremony is Saturday, September 15th at 9:00 a.m.
- Chief Hosler attended the Montgomery County communication meeting at the ETC.
- Budget reviews for the District and the Department were completed.
- Administration held medical and dental insurance meetings to present the changes for 2018-2019.
- Chief Hosler was invited to sit in as one of the professional advisors on the NFPA wildland firefighting communities in Austin, Texas.
- Chief Hosler and Capt. Carrizal have completed in house repairs to B61, B64, T61, E63, U61 and T64 this month.
- Chief Hosler road as a Battalion Chief to cover a weekend shift for 48 hours.

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

The following SOP's were presented:

- 1) SOP 104 – Assistant Fire Chief(s)-approved
- 2) SOP 310 - PTO Accruals-approved

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

Chief Hosler also further explained to the Commissioners that Walmart is still interested in locating property in the 242 East area. He stated that the car wash plans had been approved and that, in the HEB parking lot, there was slated to be three (3) banks, two (2) restaurants, and four to five (4-5) storefronts.

**Item 13 – 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 Abbey and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**Item 14 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.**

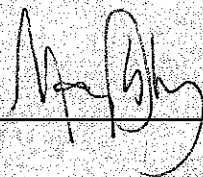
Executive Session was called at 7:55 p.m. The Commissioners, Chief Hosler, and Mrs. Doyle were in attendance. Such Executive Session regarded: Section 551.074, Personnel Matters. No action was taken. Executive Session concluded at 8:32 p.m.

**Item 15 - Miscellaneous Inquiry**

Commissioner Livesay requested prayer for this day.

**Item 16 - Adjourn**

Motion was made by Commissioner Veit to adjourn at 8:33 p.m. and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Veit, Abbey, and Livesay), 0 against, with 0 abstentions.



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Mark Abbey  
Secretary, Board of Commissioners