

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

December 11, 2018

Item 1 – Call the meeting to order

The meeting was called to order at 7:12 pm by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Raymond Veit, Mark Abbey, and Howard Livesay. Chief Hosler, Alison Doyle, Helen Capozzelli, Assistant Chief Dicker, Deputy Chief Brooks, Lieutenant Nichols, Lieutenant Moore, Firefighter Richardson, Tim Krause, (TCDRS) and Regina Adams (RBAP) were also present at the meeting.

Item 2 – Citizens comments

No Comments.

Item 3 - Presentation by Tim Krause, Texas County and District Retirement System (TCDRS).

Mrs. Doyle introduced Tim Krause with TCDRS and explained that Mr. Krause was in attendance to present information on and answer questions regarding changes to the District's TCDRS plan. Mr. Krause stated that the plans included in the information packet show the difference between changing the plan from its inception date or adding to it as of January 1, 2019. Mr. Krause was asked what happens to the retirement funds if employees leave. Mr. Krause stated that the District-contributed monies stay with the plan and the employee forfeits the match and if the employee leaves his/her monies with TCDRS and the District selects to increase the plan from inception, the employees who have left will receive the extra monies. Mr. Krause also explained that TCDRS does an assumption study every year and that because of that study the rate has gone down. Mr. Krause exited the meeting at 7:28 pm after the questions were all answered.

Item 4 - Review and discuss proposed District retirement plans and take any necessary action on same.

Mrs. Doyle explained that if the District decided to change the plan on January 1, 2019, the difference would be approximately \$20,000.00 per year expense which is included in the Fiscal Year Ending September 30, 2019 budget. A motion to authorize changing the retirement plan from 150% to 200% with a start date of January 1, 2019 was made by Commissioner McDaniel and seconded by Commissioner Livesay. 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 November 13, 2018.

Commissioner McDaniel asked what Mr. Erickson had discussed with the Board and offered for the property. Chief Hosler stated that he did not attend the meeting but had previously offered \$1.5 million. A motion to approve the minutes was made by Commissioner Veit 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 6 - Review and discuss the minutes and financial statements from the Needham Fire Rescue ("NFR") December 4, 2018 Board of Directors meeting.

The agenda, minutes, and the financial statement from the December 4, 2018 NFR Board of Directors meeting were reviewed. No action was taken.

ORIGINAL

Item 7 - 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 McDaniel 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) - \$191,383.55
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$534,502.22
- D. Sales Tax Revenue Account (6872) - \$153,460.75
- E. Payroll Account (9181) - \$1,848.20

Item 8 - Review and approve monthly invoices.

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Livesay 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 9 – Discuss and if found appropriate, authorize rebuild of Booster 64.

Chief Hosler explained that this is the same proposal presented at the November Board meeting. Chief Hosler explained that the company he proposes complete the refurbishment is the same that had the truck in the back parking lot. Chief Hosler explained that the bed of the Booster is falling apart and that it will be refurbished with a custom built bed, new suspension with a three inch (3") lift and, a new hose reel and springs. Chief Hosler noted the work will take approximately 45-60 days to complete and will cost approximately \$67,908.00. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to authorize the rebuild of Booster 64 and to pay out of the general fund for the rebuild. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 10 - Authorize publication of Notice of District Administration Office Address (by January 31st).

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

Item 11 – Authorize filing of Annual Report with the Texas Department of Agriculture (by January 1st).

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

Item 12 – Discuss and if found appropriate, authorize purchase of ProSoft Solution ("ProSoft") module to allow email of paycheck stubs by Abilia to District and NFR employees.

Mrs. Doyle explained that this module would allow the District to save money on paper and envelopes as well as ease the distribution of paycheck stubs by utilizing email. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to authorize purchase of ProSoft module to allow email of paycheck stubs. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 13 – Discuss and if found appropriate, authorize purchase of tablet(s) for District and NFR use.

Chief Hosler explained that the Toughbooks are nearing the end of their useful lives in three (3) of the trucks. Chief Hosler stated that he had approached the NFR Board of Directors who stated they would be willing to purchase two (2) and suggested he approach the District to purchase the third. A motion was made by Commissioner McDaniel and seconded by Commissioner Livesay to authorize the purchase of one tablet for District and NFR use. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner Arceneaux).

Item 14 – 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 153 calls, 24 of which were outside the District. The overall response time was 6:11 (5:48) minutes.

- ♦ The Department completed 201.5 hours of training.
- ♦ Chief Hosler worked 122.5 hours, took two (2) holiday days (Thanksgiving) and eleven (11) days of PTO.
- ♦ Booster 64 along with Battalion Chief Weaver, Lieutenant Nichols and Raymond Uballe were deployed with TIFMAS to assist with the Woolsey Fire in Malibu, California.
- ♦ District staff worked on Station 61 for the Awards dinner.
- ♦ District staff completed the Santa sled and the decorating of the Seagrave fire truck for the Santa event this year.
- ♦ Engine 61 (MVP) and E63 (HME) are both out of service for repairs.
- ♦ The repairs to Station 61 have been completed.
- ♦ Truck 61 has been repaired and is back at Station 61.

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

The following SOP's were presented:

- 1) Index - approved
- 2) SOP 406 – Tobacco Use - approved
- 3) SOP 513 – Driving Ability Requirements - approved
- 4) SOP 520 – Veterans Training Availability - approved
- 5) SOP 521 – Move Up for District Coverage – approved

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

- ♦ HEB plans have been approved
- ♦ New Shell station is to be built across from Tractor Supply
- ♦ Firehouse Road will be widened 9' – 3' on Station 61's side and 6' on the other side. Chief Hosler stated that there will be 2' between the edge of the road and the statue at Station 61.

Chief Hosler also informed the Commissioners that the City of Conroe (the "City") has adopted a new ordinance regarding review of development within its extraterritorial jurisdiction, which affects its desire and ability to annex. Ms. Adams added that it appears from the wording of the ordinance, the City will no longer be pursuing annexations other than direct annexations, where the owner of the property asks to be annexed into the City.

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

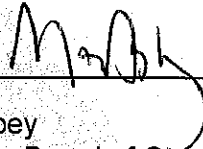
Executive Session was called at 8:41 p.m. The Commissioners, Chief Hosler and Ms. Adams were in attendance. Such Executive Session regarded: Section 551.071, Consultation with Attorney. No action was taken. Executive Session concluded at 10:23 p.m.

Item 13 - Miscellaneous Inquiry

No comment.

Item 14 - Adjourn

Motion was made by Commissioner McDaniel to adjourn at 10:24 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