

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

June 11, 2019

Item 1 – Call the meeting to order

The meeting was called to order at 7:11 pm by Commissioner Arceneaux. The Commissioners present were: Roxann McDaniel (arrived at 7:14 pm), Mark Abbey, Raymond Veit, and Howard Livesay. Commissioner Brian Arceneaux was unable to attend. Also in attendance were: Chief Hosler, Alison Doyle, Helen Capozzelli, Assistant Chief Dicker, Lieutenant Sanguedolce, Lieutenant Lewandowski, Engine Operator Caquelin, Firefighter White, Firefighter Grimes, Firefighter Franks, and Regina Adams (“RBAP”).

Item 2 – Citizens comments

No Comments.

Item 3 - Review Legislative Update following the 86th Texas Legislature.

Ms. Adams reviewed the Legislative Update with the Commissioners regarding certain bills that passed and were signed into law that could possibly affect the District, specifically Senate Bill 2 which relates to Ad Valorem Taxation and a 3.5% roll back rate and House Bill 347 relating to eliminating Tier 1 and Tier 2 distinctions regarding city annexation.

Item 4 - CPR Save Recognition Certificates presented to: Lieutenant Richard Sanguedolce, Lieutenant Curtis Lewandowski, Driver/Operator Jeff Caquelin, and Firefighter Katelyn Grimes.

Chief Hosler recognized Lieutenant Sanguedolce, Lieutenant Lewandowski, Driver/Operator Caquelin, and Firefighter Grimes for their handling of a patient who may have fallen while running and suffered a head wound.

Item 5 - Approve the minutes of the regular meeting of May 14, 2019.

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 1 abstention (Commissioner McDaniel).

Item 6 - Review the minutes and financial statements from the Needham Fire Rescue (“NFR”) June 4, 2019 Board of Directors meeting.

The agenda, minutes, and the financial statement from the June 4, 2019 NFR Board of Directors meeting were reviewed. No action was taken.

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 Livesay and seconded by Commissioner Abbey 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 McDaniel). The fund account balances at Woodforest National Bank, N.A. (“Woodforest”) are as follows:

- A. General Fund Account (6823) - \$830,388.01
- B. Debt Service Account (6864) - \$137,332.91
- C. Reserve Account (6880) - \$1,549,948.28
- D. Sales Tax Revenue Account (6872) - \$81,531.87

E. Payroll Account (9181) - \$1,169.45

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 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

Item 9 – Review and accept proposal for preparation of architectural feasibility study for Station 61 site/redevelopment.

In accordance with the standards set forth in the Professional Services Procurement Act and based upon a review of the previous work, knowledge, experience, and qualifications of the three (3) architectural firms submitting proposals for the preparation of the Station 61 architectural feasibility study, a motion was made by Commissioner Livesay and seconded by Commissioner Abbey to accept the proposal from Martinez Architects for the preparation of the Station 61 architectural feasibility study. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

Item 10 - Review and declare as surplus, obsolete and unused: miscellaneous computer supplies, Grace Accountability System, Rescue Tools, two (2) command cabinets, and miscellaneous loose equipment and authorize sale of same.

A motion was made by Commissioner Abbey and seconded by Commissioner Veit to a) declare the applicable items as surplus property and b) authorize the sale of such property. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

Item 11 - Authorize two (2) Spirit of Texas Loan payments due July 1st (New Platform Ladder Truck & New Station 62).

A motion was made by Commissioner Veit and seconded by Commissioner Livesay to authorize the two (2) Spirit of Texas Loan payment due July 1, 2019. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

Item 12 - Review and approve payment to General Truck Body (“GTB”) for completed rebuild of Booster 64.

The invoice was reviewed and a motion was made by Commissioner Abbey and seconded by Commissioner Veit to approve payment to GTB. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

Item 13 - Review and approve Purchase Order from Ultimate Lighting Solutions (“ULS”) for lights for the new EV61 (Humvee).

Chief Hosler explained that the lights would be installed on the new Humvee. The invoice was reviewed and a motion was made by Commissioner Abbey and seconded by Commissioner Livesay to approve the purchase order from ULS. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstention (Commissioner McDaniel).

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 164 calls, 23 of which were outside the District. The overall response time was 5:47 (5:21) minutes.

- The Department completed 755.0 hours of training.

- Chief Hosler worked 295.5 hours and took 1 comp day and 1 Holiday.
 - Administration handled the issues with the Rescue Boat.
 - Chief Hosler attended a meeting in Holden, La regarding the ladder truck. Repairs are on-going.
 - Administration planned the Montgomery County Safety Day event in conjunction with Shenandoah Police Department.
 - NFR Volunteers sponsored two Gary Staley Fundraiser teams at the May 4th Golf Tournament.
 - Administration has moved into the new Administration building.
 - Operations received and placed the new rescue tools in service.
 - The District received and placed the new EV61 (Humvee) into service.
 - Operations assisted Porter Fire Department with a flooding event and completed 28 water rescues.
 - Operations completed the in-house repairs to EV62 (5 ton).
 - Chief Hosler began working with Administration staff on the proposed budget for the Fiscal Year Ending September 30, 2020.
 - Chief Hosler made two (2) trips to Austin to support proposed legislation, benefitting ESD's.
 - Chief Hosler met with Lone Star Apparatus President, Brad Fullington.
- B. Review and consider any new and/or revised Department SOP's
The following SOP's were presented: none

Item 15 – Review and adopt any necessary revisions to the District's Policies and Procedures Manual

None.

Item 16 - Review service developments in and around the District's service area.

None.

Item 17 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

Executive Session was called at 8:32 p.m. The Commissioners and Chief Hosler were in attendance. Such Executive Session regarded:

Section 551.074 Personnel Matters.

Executive Session concluded at 8:41 p.m. No action was taken.

Item 15 - Miscellaneous Inquiry

No comment.

Item 16 - Adjourn

Motion was made by Commissioner Veit to adjourn at 8:41 p.m. and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners McDaniel, Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners