

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

May 14, 2019

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

The meeting was called to order at 7:00 pm by Commissioner Abbey. The Commissioners present were: Raymond Veit, Mark Abbey, and Howard Livesay. Commissioners Brian Arceneaux and Roxann McDaniel were unable to attend. Also in attendance were: Chief Hosler, Alison Doyle, Helen Capozzelli, Assistant Chief Dicker and Michael Others (McCall Gibson Swedlund-Barfoot PLLC ("MGSB")).

**Item 2 – Citizens comments**

No Comments.

**Item 3 - Review and approve annual audit report for Fiscal Year Ended September 30, 2018 (the "Audit") and authorize necessary filings of same, including to Montgomery County Commissioners Court prior to June 1, 2019.**

Mr. Others addressed the Board and explained that MGSB had a clean opinion on the Audit. Mr. Others stated that the end of fiscal year General Fund balance was \$552,810 and Debt Service Fund balance was \$765,220. Mr. Others also stated that the combined budget balance was \$31,189.00. A motion to approve the Audit was made by Commissioner Livesay 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 of the regular meeting of April 9, 2019**

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 0 abstentions.

**Item 5 - Review the minutes and financial statements from the NFR May 7, 2019 Board of Directors meeting.**

The agenda, minutes, and the financial statement from the May 7, 2019 NFR Board of Directors meeting were reviewed. No action was taken.

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

- A. General Fund Account (6823) - \$894,447.26
- B. Debt Service Account (6864) - \$128,190.00
- C. Reserve Account (6880) - \$1,625,979.97
- D. Sales Tax Revenue Account (6872) - \$114,944.35
- E. Payroll Account (9181) - \$571.41

**Item 7 - 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 0 abstentions.

**Item 8 – Review and accept proposal for preparation of architectural feasibility study for Station 61 site/redevelopment.**

After review of the proposal presented, a discussion ensued and the Commissioners tabled this item until the June 11, 2019 Board meeting and requested additional proposals for same.

**Item 9 - Review and adopt Order Regarding Annual Review of Rules, Policies, and Code of Ethics for the Investment of District Funds (“Investment Policy Order”).**

The Investment Policy Order was reviewed and a motion was made by Commissioner Livesay and seconded by Commissioner Veit to approve the Investment Policy Order as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**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 138 calls, 19 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 366.5 hours.
- The District has purchased the Rescue Boat.
- Administration has completed the purchases approved at the April Board meeting (Hose, Bunker Gear and other loose equipment).
- The crew attended a barbeque cook-off and won, third (3rd) place ribs and first (1st) place chicken.
- Chief Hosler attended a meeting in Holden, La regarding the ladder truck. Repairs have begun.
- Administration received the new Administration building and completed set-up. Administration offices have been moved to the Administration building and staff is up and running.
- Chief Hosler had a meeting with Texas DPS air operations, where the Department will be working on air operations for water rescues.
- The new Volunteer program started earlier in the month and is doing great.
- The District had the Fire Hydrant relocated for the road construction of Firehouse Rd.

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

The following SOP’s were presented:

- 1) SOP 433 – Water Rescue Incidents-approved
- 2) SOP 604 – Issued Uniforms-approved

**Item 11 – Review and adopt any necessary revisions to the District’s Policies and Procedures Manual**

A motion to adopt the amended Policies and Procedures Manual was made by Commissioner Livesay and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.

**Item 12 - Review service developments in and around the District’s service area.**

Chief Hosler informed the District that the tank farm has final approval for five (5) more tanks for a total of 1.7 billion gallons of diesel and kerosene. HEB construction has begun with three (3) walls erected.

**Item 13 - Review Late-Session Legislative Update.**

Chief Hosler reviewed the Radcliffe Bobbitt Adams Polley pllc, the District's general counsel, late-session Legislative Update with the Commissioners regarding legislation that could possibly affect the District. Some of the bills reviewed include; Senate Bill 2 which relates to Ad Valorem Taxation and has passed; House Bill 305 which relates to the requirement that a political subdivision with authority to impose a tax post certain information on its internet website, which is pending in Senate Business & Commerce committee; Senate Bill 1463 which relates to the availability of financial information of nonprofit corporations for public inspection, which is pending in House Business & Industry committee; and House Bill 347 relating to eliminating distinctions in the application of city annexation requirements voter consent to same has passed.

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

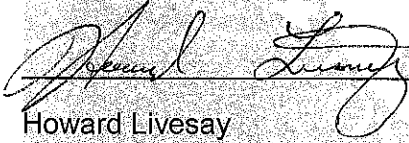
None.

**Item 15 - Miscellaneous Inquiry**

No comment.

**Item 16 - Adjourn**

Motion was made by Commissioner Livesay to adjourn at 8:44 p.m. and seconded by Commissioner Veit. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 0 abstentions.



---

Howard Livesay  
Assistant Secretary Treasurer, Board of Commissioners