

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

November 13, 2018

Item 1 – Call the meeting to order

The meeting was called to order at 7:00 pm by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Raymond Veit, Mark Abbey, and Howard Livesay. Commissioner Roxann McDaniel was unable to attend. Chief Hosler, Alison Doyle, Helen Capozzelli, Assistant Chief Dicker, Lieutenant Sanguedolce and Firefighter Caquelin, were also present at the meeting.

Item 2 – Citizens comments

No Comments.

Item 3 - Presentation by Matthew Erickson, Freedom Self Storage.

Mr. Erickson did not appear.

Item 4 - Recognition of new full time firefighter; Firefighter Ashton Roberts.

Chief Hosler informed the Commissioners that Firefighter Roberts was at his part-time job and unable to attend.

Item 5 - Approve the minutes from the regular meeting of October 9, 2018

A motion to approve the minutes was made by Commissioner Livesay and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux).

Item 6 - Review and discuss the minutes and financial statements from the Needham Fire Rescue (“NFR”) November 6, 2018 Board of Directors meeting

The agenda, minutes, and the financial statement from the November 6, 2018 NFR Board of Directors meeting were reviewed. No action was taken.

Item 7 - Adopt Resolution Concerning Exemptions From Taxation.

Mrs. Doyle explained that the Montgomery Central Appraisal District (“MCAD”) requested a tax exemption resolution because one could not be located in MCAD’s files. A motion to adopt the resolution was made by Commissioner Livesay and seconded by Commissioner Abbey. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux).

Item 8 - 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 1 abstentions (Commissioner Arceneaux). The fund account balances at Woodforest National Bank, N.A. (“Woodforest”) are as follows:

- A. General Fund Account (6823) - \$161,117.68
- B. Debt Service Account (6864) - \$0
- C. Revenue Account (6880) - \$534,502.22
- D. Sales Tax Revenue Account (6872) - \$127,500.17
- E. Payroll Account (9181) - \$62,142.82

Item 9 - Review and approve monthly invoices

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Abbey to approve the payment of the monthly invoices as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux).

Item 10 – Review and discuss proposed District retirement plans and take any necessary action on same.

This item was tabled until the December meeting so a Texas County and District Retirement System (TCDRS) representative could attend to review plan options.

Item 11 - Discuss and if found appropriate, authorize payment of insurance premium difference.

Mrs. Doyle informed the Commissioners that the health insurance broker made a mistake and mis-quoted individual coverage premiums. Mrs. Doyle noted that the total additional cost to the District will be \$806.08 per month and requested that the District incur this cost. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to authorize payment of the insurance premium difference. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux).

Item 12 – Discuss and if found appropriate, authorize emergency repairs of \$12,000.00 to Station 61 plumbing.

Chief Hosler explained that the plumbing issues were flooding parts of Station 61 so they had to be immediately addressed. Chief Hosler reported that the original quote was \$27,000.00 but Chief Hosler asked for a short term (2 to 3 year) fix, which brought the cost down to \$12,000.00. A motion was made by Commissioner Abbey and seconded by Commissioner Veit to approve the emergency repairs. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux)

Item 13 – Update on Station 64 Life Code issues and take any necessary action on same.

Chief Hosler stated that due to Americans with Disability Act compliance reasons and additional costs typically associated with small projects, he would like to include the Station 64 Life Code work with the Station 61 project under one construction contract. Due to this, this item was tabled and will be removed from the agenda.

Item 14 – Discuss and if found appropriate, approve recommended amendments to Fiscal Year Ended September 30, 2018 Budget.

Mrs. Doyle explained that the auditor requested that amendments be completed. A motion was made by Commissioner Livesay and seconded by Commissioner Abbey to approve the amendments to Fiscal Year Ended September 30, 2018 Budget. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux)

Item 15 – 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 161 calls, 38 of which were outside the District. The overall response time was 5:50 (6:00) minutes.

- The Department completed 424.5 hours of training.
- Chief Hosler worked 282.0 hours.

- Seagrave is out of service due to pump shifter.
 - Both new trucks are now in service.
 - The Ford Explorer received two (2) new tires.
 - There was a major water leak found at Station 61 which was in the process of being repaired.
 - One (1) firefighter has requested six (6) months leave of absence (LOA) to attend the police academy at Montgomery County Sheriff's Office (MCSO). We also lost one (1) firefighter to Magnolia.
 - The District has hired three (3) new full time employees.
 - Gas bill has increased due to prices. Trucks need PM's done.
 - Bay door still needs to be repaired.
 - Front driveway is still sinking and needs to be filled.
 - The A/C ducts in Station 61 are outdated. If there is an issue the system will need replacing.
 - Booster 61 has a broken tank which will be fixed in-house.
- B. Review and consider any new and/or revised Department SOP's
The following SOP's were presented:
- 1) Index - approved
 - 2) SOP 113 – Organization Chart – approved
 - 3) SOP 306 – Vacation Requests – approved
 - 4) SOP 317 – Vehicle Accident Requirements - approved
 - 5) SOP 517 – Decon 61 Procedures – approved
- C. Review of new construction in the SH 242 corridor.
Chief Hosler updated the Commissioners on new construction coming into the District. These included: Blue Wave Car Wash, 24 Hour Medical Clinic, Family Dental and Tune Up Hair. Chief Hosler informed the Commissioners that both Wendy's and HEB use one (1) specific builder for their facilities and that when they finish one they proceed on to the next. Chief Hosler stated that work should begin on Firehouse Road in January or February.

Item 16 – 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 Abbey. The motion carried 3 for (Commissioners Abbey, Veit, and Livesay), 0 against, with 1 abstentions (Commissioner Arceneaux)

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

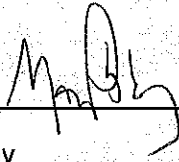
Executive Session was called at 8:31 p.m. The Commissioners and Chief Hosler were in attendance. Such Executive Session regarded:
Section 551.074, Personnel Matters. No action was taken.
Executive Session concluded at 9:02 p.m.

Item 13 - Miscellaneous Inquiry

No comment.

Item 14 - Adjourn

Motion was made by Commissioner Veit to adjourn at 9:07 p.m. and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners Arceneaux, Veit, Abbey, and Livesay), 0 against, with 0 abstentions.



Mark Abbey
Secretary, Board of Commissioners