

# Notice of Commissioners Regular Meeting

Montgomery County Emergency Services District No. 4  
9430 State Highway 242 East  
Conroe, Texas 77385

Notice is hereby given to all interested members of the public that the Board of Commissioners (the "Board") of Montgomery County Emergency Services District No. 4 (the "District") will hold a public meeting at Needham Fire Rescue ("NFR") Station #61, 9430 State Highway 242 East, Conroe, Texas 77385 (936-321-0999)\*, within the boundaries of the District. The meeting will be held on **Wednesday, May 12, 2021, at 11:30 a.m.** The subject of the meeting is to consider and act on the following:

## Agenda

1. Call the meeting to order.
2. Public comments. Members of the public are invited to speak for three (3) minutes on District matters that relate to agenda or non-agenda items.
3. District staff awards, recognitions and/or promotions.
4. Approve the minutes of the regular meeting of April 14, 2021.
5. Review the minutes and financial statements from the NFR May 11, 2021 Board of Directors meetings.
6. Review and approve Treasurer's monthly report:  
  
Woodforest Bank:
  - a. Payroll Account – 9181
  - b. Sales Tax Revenue Account – 6872
  - c. Reserve Account - 6880
  - d. Debt Services Account - 6864
  - e. General Fund Account - 6823.
7. Review and approve monthly invoices, including authorization of Purchase Order ("PO") PO2020-00026 to Performance Truck for Tanker 61 repairs.
8. Review and approve monthly Sales and Use Tax Report.
9. Authorize submission of Fiscal Year Ending ("FYE") 9/30/2020 Audit to Montgomery County Commissioner's Court.
10. Adopt Order Regarding Annual Review of Rules, Policies, and Code of Ethics for the Investment of District Funds.
11. Review and adopt Amended and Restated Order Establishing Records Management Program and Designating a Records Management Officer.
12. Station 61 construction and financing:
  - a. Review and accept bids for financing of the design/build of Station 61.
  - b. Review and Adopt Resolution Authorizing Reimbursement of District General Fund from loan funds.

- c. Review and approve Resolution Regarding Financing Agreement for the Purpose of Constructing a New Fire Station and any other documents as may be necessary to close same.
- d. Review and approve Design/Build Construction Agreement for Station 61 with Grossman Design Build.

13. Monthly Chief's Report:

- A. Summary of Department Monthly Financials and Call Activity.
- B. Summary of ISO regrading process.
- C. Discuss any questions regarding Department SOP and SOG's forwarded in packet.

14. Review service developments in and around the District's service area.

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

16. Review Memorandum Regarding 87<sup>th</sup> Legislative Session and Pending Legislation.

17. Review District personnel matters.

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

*If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by Chapter 551, Texas Government Code, as amended (the "Texas Open Meetings Act"), will be held by the Board at the date, hour and place given in this Notice concerning any and all subjects for any and all purposes permitted by Sections 551.071 through 551.084 Texas Open Meetings Act, if applicable, including, but not limited to, Section 551.071, for the purpose of a private consultation with the District's attorney on any and all subjects or matters authorized by law. If the Board decides to enter into executive session regarding any item on this agenda, the Presiding Officer will announce in the open meeting that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.*

19. Miscellaneous Inquiry:

*Pursuant to Section 551.042, Texas Government Code, the District Commissioners, NFR Board of Directors, and/or District staff may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

20. Adjourn.

**Commissioners may vote and/or act upon each of the items listed in this agenda in an order considered to be convenient to the public and Commissioners. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency.**

Posted before 5:00 p.m. on this 7<sup>th</sup> day of May, 2021.

Mark Abbey  
Secretary, Board of Commissioners  
Montgomery County Emergency Services District No. 4

\* Members of the public may attend the Board meeting via videoconference if they so choose, at: +1 346 248 7799 US (Houston), Meeting ID: 858 8413 5269, Password: 379881, due to limitations placed on gathering in groups due to the COVID-19 State of Texas emergency declarations.