

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

January 13, 2021

Item 1 – Call the meeting to order

The meeting was called to order at 11:31 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Mark Abbey, Raymond Veit, and Karen Keels. Commissioner Roxann McDaniel was unable to attend. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Emily Daley, Captain Lee, Robin Humphries of HdL (via videoconference), and Regina D. Adams of Radcliffe Bobbitt Adams Polley PLLC (via videoconference).

Item 2 – Public comments.

No comments.

Item 3 – Qualification of Commissioners McDaniel, Veit, and Abbey and Oaths of Office.

Chief Hosler administered the Oaths of Office to Commissioners Veit and Abbey. Chief Hosler noted that Commissioner McDaniel's Oath of Office would be administered at the February Board meeting.

Item 4 – Consider election of officers for the Board of Commissioners.

Commissioner Abbey nominated Commissioner Keels the officer position of Assistant Secretary/Treasurer, which was seconded by Commissioner Veit. The nomination carried with the Board voting 4 in favor (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

A motion to keep the positions as they currently are was made by Commissioner Keels and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 5 - Approve the minutes of the regular meeting of December 9, 2020

A motion to approve the minutes was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 6 - Approve the minutes of the special meeting of December 16, 2020

A motion to approve the minutes was made by Commissioner Veit and seconded by Commissioner Abbey. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 7 - Review the minutes and financial statements from the Needham Fire Rescue ("NFR") January 12, 2021 Board of Directors meeting.

The agenda, minutes, and the financial statement from the January 14, 2021 NFR Board of Directors meeting were reviewed. No action was taken.

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 Veit to accept the Treasurer's Report, as presented by Commissioner Veit. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions. The fund account balances at Woodforest National Bank, N.A. ("Woodforest") are as follows:

- A. General Fund Account (6823) - \$375,595.58
- B. Debt Service Account (6864) - \$0.00
- C. Reserve Account (6880) - \$1,251,375.93
- D. Sales Tax Revenue Account (6872) - \$105,376.93
- E. Payroll Account (9181) - \$2,999.22

Item 9 - Review and approve monthly invoices, including authorize Spirit of Texas Loan (Station 62 construction) payment due 1/26/2021.

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Abbey to authorize payment of the monthly invoices, as presented including payment of the Spirit of Texas Loan payment due 1/26/2021. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 10 - Review and approve Quarterly Investment Report.

Mrs. Doyle reviewed the Quarterly Investment Report and noted that interest rates continues to drop. A motion was made by Commissioner Veit and seconded by Commissioner Abbey to approve the Quarterly Investment Report, as presented. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 11 - Review and approve monthly Sales and Use Tax Report.

Ms. Humphries reviewed the Sales and Use Tax Report with the Board and noted that the District's sales and use tax receipts for January was \$243,278.00, making the fiscal year to-date total \$1,138,698, which is 56.3% higher than 2020. Ms. Humphries reviewed the Top 30 Taxpayers and noted that the Top 10 comprised 57.2% of the revenue, and that the Top 30 comprised 72.4% of the revenue. A motion was made by Commissioner Veit and seconded by Commissioner Abbey to approve the Sales and Use Tax Report as presented. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 12 – Review proposal to acquire Certificate of Deposit ("CD") at Allegiance Bank and take any necessary action on same.

Mrs. Doyle explained that Allegiance Bank, from which NFR obtained its Payroll Protection Program ("PPP") loan, sent information regarding current CD rates. Mrs. Doyle stated she also contacted Woodforest Bank and confirmed that if the combined account totals fall

below \$600,000.00 then Woodforest would assess service fees to the District. Mrs. Doyle noted that for the month of December, Woodforest's account interest rate was \$0.17% and that Allegiance's CD for 18 months was \$0.25%. Commissioner Keels suggested, and the rest of the Commissioners concurred, to check Woodforest's CD rates and bring the comparison for consideration at the February Board meeting.

Item 13 – Adopt Order Declaring Surplus Property and Authorizing Sale of Surplus Property (1991 Tanker).

Chief Hosler explained that this tanker has a steel tank with a steel pump and no anodes which is causing major issues and would cost almost as much to repair (\$275,000-\$300,000) as it would to replace. Chief Hosler recommends that it be retired, placed for sale, and replaced when Station 61 is built. A motion was made by Commissioner Abbey and seconded by Commissioner Keels to adopt the Order Declaring the 1991 Tanker as Surplus Property and Authorizing Sales of same. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 14 – Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code, §203.062 and §403.0241 for the Special Purpose District Public Information Database (due 4/1/2021).

A motion was made by Commissioner Veit and seconded by Commissioner Abbey to Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code, §203.062 and §403.0241 for the Special Purpose District Public Information Database (due 4/1/2021). The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 15 – Monthly Chief's Report:

A. Summary of Department Monthly Financials and Call Activity

Chief Hosler recognized the promotion of Firefighter Chad Mason to Engine/Operator ("E/O").

Chief Hosler reported that during the month of December 2020, Chief Hosler worked 300.0 hours, took eleven (11) days of PTO of which two (2) were holidays.

- The Training Division completed 1108.30 hours of training:
- Administration performed several tasks during the month:
 - * Completed the interview process and hired new full- and part-time employees.
 - * Switched to the new Emergency Reporting system.
 - * Made changes to the meeting room for better sound control and communications during online meetings.
 - * Completed the Santa Project.
 - * Employees, volunteers, and the NFR Board sponsored a family, for Christmas, in the Tamina area.
 - * Replaced the engine bay door at Station 64.
 - * A Firefighter was injured while on duty and has since recovered.

- * Continued to work on COVID-149 responses and related safety issues.
- * The Department closed Station 62 for four (4) days due to COVID-19 issues.
- Community Risk Reduction ("CRR") has performed several tasks during the month:
 - * Produced Public Service Announcement ("PSA") Christmas tree fire video. This PSA video was released on all of the Department's social media platforms.
 - * CRR officer completed several Home Safety Surveys in the District.
 - * Prepared for and hosted a blood drive at Station 61.

Response Times and Counts for December:

- * 215 calls for service in District.
- * 31 calls for service out of District.

Average December response time was 5:86 compared to November response time of 5:38.

Station 61 – 96 calls
 Station 62 – 11 calls
 Station 64 – 75 calls

- The following repairs have been made or are in process:
 - * Outside Repairs
 - ♦ Tanker 62 is at Siddons Martin with major plumbing leaks.
 - * In-House Repairs
 - ♦ Rewired the Battalion Chiefs truck after an issue (NFR).
 - ♦ Chief's vehicle siren issues were repaired (NFR).

B. Review and consider any new and/or revised Department SOP's
 No SOP's were presented.

Commissioner Veit commended and thanked the Department on the yearly improvement of the Santa Project.

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

Chief Hosler informed the Commissioners that the Blue Wave Car Wash and Valvoline Oil Change are near completion of construction. Chief Hosler also stated that Taco Bell and Wendy's on SH 242 and Shipley's Do-Nut on FM 1488's plans have been approved by the Montgomery County Fire Marshal's office and should begin construction in the next few months. Chief Hosler also stated he has been unsuccessfully trying to reach, Montgomery County Commissioner Metts about water issues at Station 62 due to construction on the property behind the station.

Item 17 – Review and adopt any necessary revisions to the District’s Policies and Procedures Manual.

None.

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

None.

Item 19 - Miscellaneous Inquiry.

Chief Hosler stated that the Station Committee would be coordinating getting in touch with AG/CM on the cost estimates and draft RFQ for the design-build of station 61 and then will provide same to Ms. Adams review.

Item 20 – Adjourn.

Motion was made by Commissioner Abbey to adjourn at 12:39 p.m. and seconded by Commissioner Veit. The motion carried 4 for (Commissioners Arceneaux, Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners