

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

February 10, 2021

Item 1 – Call the meeting to order

The meeting was called to order at 11:42 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Raymond Veit, and Karen Keels. Commissioner Mark Abbey was unable to attend. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Alison Doyle, Helen Capozzelli, Emily Daley, Captain Lee, and Regina Adams and Sholeh Abedinzadeh of Radcliffe Bobbitt Adams Polley PLLC (via videoconference).

Item 2 – Public comments.

No comments.

Item 3 – Qualification of Commissioner McDaniel and Oath of Office.

Chief Hosler administered the Oath of Office to Commissioner McDaniel. Chief Hosler also presented Battalion Chief Thomas with his 15 year service award.

Item 4 - Approve the minutes of the regular meeting of January 13, 2021.

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

Item 5 - Review the minutes and financial statements from the Needham Fire Rescue ("NFR") February 9, 2021 Board of Directors meeting.

The agenda, minutes, and the financial statement from the February 9, 2021 NFR Board of Directors meeting were reviewed. Commissioner Veit noted the donation to NFR from Lazy River. 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 McDaniel and seconded by Commissioner Keels to accept the Treasurer's Report, as presented by Commissioner Veit. The motion carried 4 for (Commissioners Arceneaux, McDaniel, 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) - \$1,369,118.56
- B. Debt Service Account (6864) - \$0.00
- C. Reserve Account (6880) - \$1,251,504.89
- D. Sales Tax Revenue Account (6872) - \$157,497.16
- E. Payroll Account (9181) - \$5,590.97

Item 7 - Review and approve monthly invoices, including authorizing the two (2) Southside Bank Loans:

- a. Two (2) Twin Infernos (due 3/1/2021).**
- b. Loose Equipment (due 3/27/2021).**

Chief Hosler informed the Commissioners that the Casco invoice was for a repair to the motor in the air compressor due to a failure of same. The invoices were then reviewed and a motion was made by Commissioner McDaniel and seconded by Commissioner Veit to approve the payment of the monthly invoices as presented, including authorizing the payment of two (2) Southside Bank Loans. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 8 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board and noted that the District's sales and use tax receipts for February were \$271,154.00. A motion was made by Commissioner Veit and seconded by Commissioner McDaniel to approve the Sales and Use Tax Report as presented. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 9 – Review and approve possible purchase of Certificate of Deposit(s) (“CD”), if necessary.

Mrs. Doyle explained that after a discussion with Mrs. Capozzelli, it was thought that it might be advisable to wait to purchase a CD until the banking market has stabilized. The Commissioners reached a consensus to wait to purchase a CD.

Item 10 – Adopt Order Determining Ad Valorem Tax Exemptions.

Ms. Adams reviewed the prior years' tax exemptions which are \$25,000.00 for individuals who are disabled and sixty-five (65) years of age and older, and recommended the Board adopt the same exemptions for 2021 as the previous tax years. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to adopt the Order Determining Ad Valorem Tax Exemptions of \$25,000.00 for individuals who are disabled and sixty-five (65) years of age or older for the 2021 tax year. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 11 – Adopt Resolution Authorizing Petition Challenging Appraisal Records.

Ms. Adams explained that this item allows Ms. Tammy McRae, Montgomery County Tax Assessor/Collector, on behalf of the District, to challenge certain errors in the tax rolls, but does not allow for a challenge to the assessed valuation of properties. Ms. Adams added that with the new subdivisions in the District, this ability is necessary if there are errors in the tax rolls. A motion was made by Commissioner McDaniel and seconded by Commissioner Keels to adopt the Resolution Authorizing Petition Challenging Appraisal Records. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 12 – Authorize Chief Hosler and Mrs. Doyle to begin procuring financing for proposed Station 61.

Chief Hosler stated that the Station Committee required guidance regarding funding before it can take any further steps toward construction of Station 61. Ms. Adams suggested communicating with Mr. Bill Blitch, the District’s financial advisor, and ask him to prepare a prospectus to potential lenders on behalf of the District. Chief Hosler stated that he and Mrs. Doyle would also be talking with Mr. Blitch regarding long-term financial independence by bolstering the District’s reserve fund. A motion was made by Commissioner McDaniel and seconded by Commissioner Keels to authorize Chief Hosler and Mrs. Doyle to begin procuring financing for proposed Station 61. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 13 – Review and accept bid on District Administration vehicle.

Chief Hosler explained that the two (2) vehicles in line for replacement are the Suburban and the Explorer and that he obtained proposals for a new Suburban and a truck. Chief Hosler explained that, because Ford Expeditions are not available in Fire Truck Red and the items Ford considers extra/add-ons, Chevrolet considers standard items, procuring an Expedition was not considered. Chief Hosler explained that the Suburban was the older of the two and that there would be an approximately \$8,000.00-\$10,000.00 charge for extra fitting. A motion was made by Commissioner McDaniel and seconded by Commissioner Keels to accept the bid for the Suburban not to exceed \$54,000.00. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 14 – Authorize publication of the Request for Qualifications for the design-build of Station 61 (the “RFQ”).

Chief Hosler explained that the building committee approved the updated RFQs. Ms. Adams reminded the Board that the RFQ is to procure the actual design-build services and that the prior RFQ that was issued was for the District Representative on the project, and the building committee will rank the qualifications once they are received. Ms. Adams also stated that the District can still stop the procurement process at any time prior to engaging a design-builder and is under no obligation to accept any of the design-build Statements of Qualifications. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit to authorize publication of the RFQ for the design-build of Station 61. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 15 – Monthly Chief’s Report:

- A. Summary of Department Monthly Financials and Call Activity
- Response Times and Counts for January 2021: 215 calls for service with 31 calls out of district. Average response time of 6:26 with last months of 5:86.
 - During the month of January, 2021 Chief Hosler worked 268.5 hours with one (1) holiday.
 - The Training Division completed 1258.0 hours of training:

- * Completed three (3) prescribed burns on the Jones Forest.
- Administration performed several tasks during the month:
 - * Completed the monthly administrative meetings.
 - * Rented scissor lift to complete multiple station repairs at all stations.
 - * Attended two (2) station construction meetings.
 - * Worked on proposals for possible command truck purchase.
 - * Conferred with AGCM on the proposed Station 61.
 - * Interviewed and hired four (4) new employees.
- Community Risk Reduction has performed several tasks during the month:
 - * CRR officer completed several Home Safety Surveys in our District.
 - * The department has installed over 1000 smoke detectors since 2017. This has been a large accomplishment for our District and Department which shows the commitment to the safety of our citizens.
- The following repairs has been made or are in the process of repair:
 - * Outside Repairs
 - ♦ Tanker 64 rear brakes, RAS.
 - ♦ Engine 63 repaired by Jeremy Neal.
 - ♦ Engine 64 Siddons Martin, warranty.
 - * In Station Repairs
 - ♦ Booster 64 new tires.
 - ♦ Truck 61 air leak repaired by #6 and 661
 - ♦ Station 61 septic repaired #6
 - ♦ Booster 61 tank removal, 661
 - ♦ Rewired flatbed truck #6
 - ♦ Repaired Engine 62 #6 and 661
 - ♦ Installed 800/VHF radio in 603 truck.

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

The following SOP's were presented:

- 1) Index
- 2) SOP 113 Organization Chart
- 3) SOP 119 Chain of Command
- 4) SOP 206 Firefighter Holiday Compensation
- 5) SOG 21-01 All-Terrain Vehicle 61 ("AV61")

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

Chief Hosler informed the District that the new turn lane on SH 242 was for the new retail mix being built between the church and CVS. Chief Hosler stated that the car wash is almost complete, Valvoline is now open and 95% of the plans for the seven (7) story hotel/convention center is completed. Chief Hosler also found out that there are plans

for an information center and high end RV park and that there is a new subdivision past Foster's Ridge named River's Edge.

Item 17 – 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 McDaniel and seconded by Commissioner Veit. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Item 18 – Review District personnel matters, including potential employment of additional personnel

This item was discussed in Executive Session.

Item 19 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

Executive Session was called at 12:51 p.m. The Commissioners, Chief Hosler, and Ms. Adams were in attendance. Such Executive Session regarded:
Section 551.071 Consultation with Attorney and Section 551.074 Personnel
Executive Session concluded at 1:25 p.m.

No action was taken.

Item 20 - Miscellaneous Inquiry.

No comment.

Item 21 – Adjourn.

Motion was made by Commissioner Veit to adjourn at 1:45 p.m. and seconded by Commissioner Abbey. The motion carried **4** for (Commissioners Arceneaux, McDaniel, Veit, and Keels), 0 against, with 0 abstentions.

Karen Keels

Assistant Secretary/Treasurer, Board of Commissioners