

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

April 14, 2021

Item 1 – Call the meeting to order

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

Item 2 – Public comments.

No comments.

Item 3 - Recognize Department promotions.

None.

Item 4 - Approve the minutes of the regular meeting of March 10, 2021

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

Item 5 - Approve the minutes of the special meeting of April 1, 2021

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

Item 6 - Review the minutes and financial statements from the Needham Fire Rescue ("NFR") April 13, 2021 Board of Directors meeting.

The agenda, minutes, and financial statement from the April 13, 2021 NFR Board of Directors meeting were reviewed. No action was taken.

Item 7 - Review and approve Treasurer's monthly report.

Commissioner Veit reviewed the Treasurer's Report with the Board. A motion was made by Commissioner Keels 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 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) - \$1,251,055.23
- B. Debt Service Account (6864) - \$0.00
- C. Reserve Account (6880) - \$1,576,868.28

D. Sales Tax Revenue Account (6872) - \$7,845.49

E. Payroll Account (9181) - \$76,937.66

Item 8 - Review and approve monthly invoices, including authorization of two (2) Spirit of Texas Loan payments (due 5/1) (Rehab 64, Station 64, New Engine, Radios, Watch Dog (final payment) plus MVP).

The invoices were reviewed and a motion was made by Commissioner Veit and seconded by Commissioner Keels to authorize payment of the monthly invoices as presented, including payment of the two (2) Spirit of Texas Loans. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 9 – Review and approve Quarterly Investment Report.

A motion was made by Commissioner Veit and seconded by Commissioner Keels to approve the Quarterly Investment Report. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 10 - Review and approve monthly Sales and Use Tax Report.

Mrs. Doyle informed the Commissioners that the sales and use tax numbers were higher than the previous year and added that ad valorem taxes were approximately \$25,000.00 less than 100% collection. It was noted that the District's sales and use tax receipts for April 2021 were \$204,707.05. A motion was made by Commissioner Veit and seconded by Commissioner Keels to approve the Sales and Use Tax Report as presented. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 11 – Review and approve any revisions to the NFR Fiscal Year Ending September 30, 2021 Operations Budget.

Chief Hosler explained that due to COVID-19 and Winter Storm Uri ("Uri") NFR and the District's labor costs have exceeded the budgeted amount by approximately \$130,000.00. Chief Hosler added that due to COVID-19, twenty-nine (29) employees were affected with twenty-seven (27) employees quarantined for 14 days, and two (2) for over 30 days, which required extra staffing. Chief Hosler further explained that during Uri, NFR added two (2) crews to staff 24/7 for six (6) days, and stated part of the Emergency Fund was utilized for such costs. Chief Hosler added that due to the salaries, benefits, overtime, and other related costs, NFR is over budget and is requesting additional funding from the District each month to get through the rest of the fiscal year. A motion was made by Commissioner Veit and seconded by Commissioner Keels to approve an extra \$25,000.00 per month for 90 days, at which time the subject will be revisited. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 0 abstentions. Chief Hosler also noted that a FEMA reimbursement request has been started and should be forthcoming to the District.

Item 12 – Review and approve Amended District Emergency Response Plan.

Chief Hosler presented the amended SOG 20-02 Disaster Plan and asked to set aside a designated disaster fund amount of \$75,000.00. A motion was made by Commissioner Keels and seconded by Commissioner Veit to approve Amended District Emergency

Response Plan, as requested. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 13 – Station 61 construction and financing:

a. Status of preparation of construction contract and pricing for Design-Build of Station 61.

Chief Hosler stated that the Construction Committee had a meeting with Grossman Design Build, LLC (“Grossman”) and requested the preparation of the design-build contract. Chief Hosler added that if Grossman was still the acceptable candidate more information would be available by the May Board meeting. Commissioner Abbey stated he was impressed with Grossman because they asked good questions regarding the proposed project.

b. Status of procurement of financing for Station 61.

Chief Hosler stated that the District is not yet prepared to secure financing for the Station 61 construction. Chief Hosler added that at least two (2) local banks are working on proposals as well as Government Capital Corporation, and that each has a May 6th deadline to submit their proposals.

Item 14 – Monthly Chief’s Report:

A. Summary of Department Monthly Financials and Call Activity

- During the month of March, 2021 Chief Hosler worked 289.5 hours.
- The Training Division completed 1005.0 hours of training:
 - * Several Department members completed the Incident Safety Officer course and passed their State test.
- Administration performed several tasks during the month:
 - * The District completed the Life Scans for all full-time employees.
 - * Administration has diligently worked to complete the needed paperwork and make necessary changes for the May 2021 Insurance Services Office (“ISO”) regrading.
 - * Administration completed the sale of the Ferrara MVP Pumper.
 - * The building committee worked with AGCM to obtain and compile the Statements of Qualifications for the Stated 61 construction project.
 - * Administration has been working to realign the budget to reflect the impact COVID-19 and Uri have had on the budget.
 - * Administration has secured the approved new command truck.
 - * As of the date of the meeting, all District’s apparatus is in service and responding. As of the meeting date, Tanker 61 is out of service.

Response Times and Counts for March:

- 131 calls for service
- 9 calls out of District.

Average response time was 7:17 with February time of 8:21.

B. Summary of ISO regrading process:

ISO regrading is every six (6) years; the District will be regraded on May 18, 2021. Re-grading is new every time, and ISO does not use previous grading information. Because of the new regulations, the reserve engine has been placed at the Horseshoe

Bend Storage facility as Station 63 because this is less than five (5) road miles from the furthest point of Fosters Ridge subdivision.

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

The following SOP's were presented:

1. Index
2. SOP 450 Fire Hydrant Testing and Maintenance
3. SOP 451 Hose Testing and Maintenance
4. SOP 452 Single Fire Hydrant Field Inspection
5. SOP 453 Testing and Maintenance Procedures
6. SOP 524 Driver Training

Item 15 - Review service developments in and around the District's service area.

Chief Hosler reported that construction on the Taco Bell is ongoing, and the construction at White Birch Lane is confirmed as an Aqua Car Wash. Chief Hosler also stated that plans for a Shell gas station by FishRUs and McDonald's have been approved, and the property next to Habitat for Humanity has been inquired about by a restaurant.

Item 16 – 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 Veit and seconded by Commissioner Keels. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Item 17 – Review District personnel matters.

Chief Hosler informed the Board that Mrs. Capozzelli has informed the Department that she will be retiring as of June 11, 2021.

Item 15 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

None.

Item 16 - Miscellaneous Inquiry.

No comment.

Item 17 - Adjourn.

Motion was made by Commissioner Veit to adjourn at 12:35 p.m. and seconded by Commissioner Keels. The motion carried 3 for (Commissioners Abbey, Veit, and Keels), 0 against, with 0 abstentions.

Mark Abbey
Secretary, Board of Commissioners