

MINUTES
VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, APRIL 25, AT 6:00 P.M.
VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD, HOUSTON, TEXAS

Commissioner Johnson called the meeting to order at 6:00 p.m. Roll was called, and a quorum was present.

1. CALL TO ORDER

Present and
Voting Were:

City of Hedwig Village	Commissioner William Johnson, Chair
City of Bunker Hill Village	Commissioner Derry Essary, Vice Chair
City of Piney Point Village	Commissioner Zebulun Nash, Treasurer
City of Hunters Creek	Commissioner Jay Carlton, Member
City of Hilshire Village	Commissioner Robert Byrne, Member

Others
Present Were:

City of Hedwig Village	Alternate Barry Putterman
City of Bunker Hill Village	Alternate Bert Rosenbaum
City of Piney Point Village	Alternate Brian Thompson
City of Hilshire Village	Alternate Ray Leiker
Village Fire Department	David Foster, Fire Chief
Village Fire Department	Marlo Longoria, Administrator
Randle Law Office LTD., L.L.P.	Grady Randle, Attorney

Absent
Were:

City of Spring Valley Village	Commissioner Allen Carpenter, Secretary
City of Spring Valley Village	Alternate Mayor Tom Ramsey
City of Hunters Creek Village	Alternate Frank Doyle

2. COMMENTS FROM THE PUBLIC:

None

3. CONSENT AGENDA - All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

3A. Approval of Minutes

Approval of Minutes – March 2018 – Regular Board Meeting

3B. Approval of Bills Paid

Approval of Bills Paid – March 2018

Commissioner Johnson asked for a motion to approve the consent agenda. Commissioner Nash moved, Commissioner Carlton seconded to approve the items of the Consent Agenda.

Commissioners Essary and Byrnes voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

4. Reports

4A. Financial Report

Commissioner Nash stated the 1st Quarter is in good shape. Commissioner Nash recommend that the Board of Commissioners address the cities with two budget items that will need to be amended. The money that will be needed to fix the roof and the underage from 2017 Audit.

4B. Chief’s Report

- Family day was a success
- Purchase of a new utility truck in the range of \$30,000.00
- Staffing 1 Vacancy
 - 13 applicants
 - Test May 5
- Dr. Rogers, Medical Director continual communication with each shift to review ideas and goals
- Drafted a 2019 proposed budget without adjusted salaries

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4B.

- Emergency Management
- Julie with Spring Valley has been in contact with the Annexes around the area working on the emergency management Mayoral guide.
- FEMA: no response or information
- Record of Calls: 534 incidents of which 171 were EMS response calls putting VFD at a 14.3% rate of calls, if VFD reaches the rate of amount 20% the department will need to look at staffing a fulltime second Ambulance.

5. CONSIDERATION OF CONTRACTS/AGREEMENTS – The Board will discuss and consider possible action on the following:

5A. None

6. CONSIDERATION OF RESOLUTIONS – The Board will discuss and consider possible action on the following:

6A. Consideration of Resolution 2018- “The Departmental Guidelines are hereby amended by the addition of a new section **701.013**. “Exhibit A” a resolution has been submitted.

Commissioner Essary asked for a motion to approve Resolution 2018-, section 701.013 1-5.

Commissioner Carlton seconded to approve the items as submitted.

Roll Call was requested:

Hedwig- Yes

Bunker Hill- Yes

Hunters Creek- Yes

Hilshire- Yes

Spring Valley- not present

Piney Point – No

The motion has been approved

7. CONSIDERATION OF AND ACTION ON THE FOLLOWING – The Board will discuss and consider possible action on the following:

7A. Consideration to solicit professional design services for a newly renovated fire facility and associated building additions. This scope includes improvement cost associated with a 3 Million Dollar budget.

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Commissioner Johnson asked for a motion to approve items as submitted. Commissioner Carlton moved, and Commissioner Nash seconded to approve the items.

Commissioners Johnson, Essary, and Byrnes voted “Aye,” “Noes” none

7B. Consideration of and action on 2018 1st Quarter Investment Report

Commissioner Johnson moved to approve the 2018 1st Quarter Investment Reports seconded by Commissioner Derry

Commissioners Nash, Carlton, and Byrne voted “Aye,” “Noes” none.

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS - The Board will discuss and consider possible action on the following:

8A. Roof update

Commissioner Carlton stated that the invitation to bid ran two cycles in the Memorial examiner. A pre-proposal meeting and a site visit to tour the subject roof and building exterior has been scheduled for April 26th at 10:00 a.m.

8B. McGrath update

Commissioner Johnson stated that overall the McGrath draft report is a well written report. He did request that if any concerns or corrections are needed on the McGrath Consulting report, to get those back to him prior to the 3rd of May 2018.

8C. Budget schedule

2019 Budget Workshop scheduled May 2, 2018, at 11:00

8D. Discussion on improving our communication and cooperation with SBISD Police Department on Lock Down events, real and drills.

Tabled

9. CLOSED SESSION – The Board of Commissions will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss the following matters:

None

10. ACTION – CLOSED SESSION – The Board of Directors will discuss and consider any actions necessary on items discussed in Executive Session.

None

11. FUTURE ACTION ITEMS:

12. NEXT MEETING DATE:

Wednesday, May 23, 2018

13 ROTATIONS OF OFFICERS 2018/2019

Commissioner Derry Essary moved to the Chair position

14. ADJOURNMENT

Commissioner Essary moved to adjourn at 7:03 p.m. seconded by Commissioner Johnson.

Commissioners Byrne, Carlton, and Nash voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted

Commissioner William Johnson, Chair

Attest:

Commissioner Zeb Nash, Treasurer