

Village Fire Department  
Regular Board of Commissioners Meeting  
Wednesday, April 27, 2022  
Minutes

**VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
MINUTES  
Wednesday, April 27, 2022, 6:08 P.M.**

Present & Voting Were:

City of Hunters Creek Village	Commissioner Rob Adams, Chair
City of Hedwig Village	Commissioner Harry Folloder, Treasurer
City of Spring Valley Village	Commissioner Allen Carpenter, Member
City of Hilshire Village	Commissioner Robert Byrne, Vice-Chair
City of Piney Point Village	Commissioner Zebulun Nash, Secretary
City of Bunker Hill Village	Commissioner Keith Brown

Present Were:

City of Hunters Creek Village	Alternate Pat McClellan
City of Hilshire Village	Alternate Ron Presswood
City of Piney Point Village	Alternate Henry Kollenberg
City of Bunker Hill Village	Alternate Clara Towsley
Village Fire Department	David Foster, Fire Chief
Village Fire Department	Marlo Longoria, Administrator
Village Fire Department	Katherine Stuart, Administrator
Randle Law Firm	Brandon Morris, Attorney

Not Present:

City of Hedwig Village	Alternate Doug Bergen
City of Spring Valley Village	Alternate Bo Bothe

2. **COMMENTS FROM THE PUBLIC** – A resident commented that the article in the Hedwig Village magazine represented the fire department and recent renovations in a great way.
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** – March 2022

**3B. Approval of Bills Paid** – March – GF & FF

Commissioner Robert Byrne asked for a motion to approve the consent agenda as presented. Commissioner Folloder moved to approve the consent agenda; Commissioner Carpenter seconded.

Commissioner(s) Nash and Nash voted “Aye,” “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

4. **REPORTS**

**4A. Karl Schaak – Roof Report**

Mr. Karl Schakk presented information about the upcoming roofing project for the Village Fire Department annex and tower – reconstruction type, drawings, specifications, and bidding process. He showed photos of current roof conditions. He explained that the lightning protection, gutters, downspouts, and sealants will be replaced in addition to the roof itself. Schakk stated that the “roof hugger” design will install directly over the existing metal roof and screw securely into the structure. Schaak showed a sample panel and explained the wind resistance, easy installation, and water-tight benefits of the design. Life span of the retrofitted roof is expected to be 30+ years. Due to the cost (over 50,000), the project will need to be advertised for bids. Schakk expects the duration of construction to be 1 month, after bidding and material delivery. The commission would like to get drawings approved next month or call a special meeting to expedite the process.

**4B. Robert Belt – Audit Report and possible action on the 2021 Audit Draft**

Mr. Robert Belt explained the 2021 audit draft packet beginning with the required Auditor Disclosure Letter: and says the audit process went smoothly. They are required to report any changes made to financial information, usually 15 adjustments so this audit. Auditors issued a clean unmodified opinion on the financial statements. The general fund balance ended with an overall deficit of 120,000. The capital Replacement fund ended with a positive 190,000. The facility fund had a net use of 3,527,000 and the balance ended was 250,000. The ambulance billing fund was moved to the front of the package due to accounting standards change. For the final budget to actual for the

general fund, on variance from the budget: the department was good on total revenue by almost 25,000,

expenditures were greater than an appropriation by 145,000. After considering the operating transfers out, we have a negative 191,000 budget variance.

Alternate Kollenberg mentioned corrections:

- wording on page 32 about net fees paid to cities quarterly needs to be updated to match the current practice of cities deciding at end of the year what to do with money
- page 34 TMRS matching policy should be updated to 2:1 (changed from the year 2020)

No action taken on the agenda item will revisit when the final draft is complete next month.

#### **4C. Steering Committee Report and possible action**

Commissioner Folloder reported that we are in the final stage of the building remodel project. The goal of the steering committee is to make sure the final punch-list items get completed in order to bring the project to a close. Major items on the final punch list are:

- Remediation of the ADA report (a spacing issue in EOC- emergency operation center- restroom & the shower faucets in dorm room restrooms, both at no cost to the owner)
- New roof on the existing part of the building has damage from the construction process that needs to be fixed back to spec for warranty.

Financial – we still hold the 5% retainage of the total contractual value of the bill. We plan to pay the architect and construction team when work is finalized.

#### **4D. Treasurer's Financial Reports – March 2022, possible budget items**

Commissioner Folloder stated that we continue to trend slightly over budget mainly due to 2<sup>nd</sup> ambulance staffing with overtime. Other items are over and under, but main driving factor is overtime.

#### **4E. Fire Chief's Report – Events of March 2022, monthly performance, record of calls, response times, ambulance staffing**

We are fully staffed; the newest employee, Oryan Garcia, will start 5/15/2022 as a firefighter/EMT. The trucks are up and running. The new engine is getting preventative maintenance done. The new medical director, Dr. Hutch, has a great background and comes highly recommended by Dr. Osbourne. No cost increase for the contract. He will need malpractice insurance, which is included in the current policy/costs.

Busy day yesterday: used Houston to transport allergic reaction patient at middle school (took about 20 minutes for Houston to arrive); been quite a while since used Houston

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ambulance. Deputy Chief Wyatt & Driver Operator MacLeod treated the patient. Our ambulance was out on a psychiatric call at the time but was then released as the Houston ambulance showed up. Ladder 1 was on an apartment fire alarm call (2<sup>nd</sup> truck on scene & actively participated in taking hose inside & put ladder up). Rescue 1 took a difficulty breathing patient to med. center.

Commissioner Carpenter requests a report for when the last time we used HFD EMS & the last time we participated with the ladder truck and crew on a scene for a Houston call.

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

- **None**

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

- **None**

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

- **None**

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

- 2021 Investment Policy and Resolution No. 2021-01

Marlo Longoria stated that the resolution is that we remove the compensated absence fund with approval for 2021.

Commissioner Carpenter made a motion to approve the 2021 Investment Policy & Resolution No. 2021-01 with the changes. Commissioner Nash seconded.

Commissioner(s) Byrne, Folloder, and Adams voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

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

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

11. **FUTURE TOPICS**

- Budget Workshop/Final Audit/Budget to Cities

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**12. ROTATION OF OFFICERS 2022/2023**

<b>Name</b>	<b>Position</b>	<b>City of</b>
Robert Byrne	Chair	Hilshire Village
Harry Folloder	Vice-Chair	Hedwig Village
Zebulun Nash	Treasurer	Piney Point Village
Allen Carpenter	Secretary	Spring Valley
Keith Brown	Member	Bunker Hill Village
Rob Adams	Member	Hunters Creek

**13. NEXT MEETING DATE**

- May 25, 2022

**14. ADJOURNMENT**

Commissioner Byrne moved to adjourn at 8:24 p.m. seconded by Commissioner Carpenter

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted.

Commissioner Rob Adams, Chair

Attest:

Commissioner Allen Carpenter, Secretary