

Village Fire Department
Regular Board of Commissioners Meeting
Wednesday, May 25, 2022
Minutes

**VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
MINUTES
Wednesday, May 25, 2022, 6:03 P.M.**

Present & Voting Were:

City of Hilshire Village	Commissioner Robert Byrne, Vice-Chair
City of Hedwig Village	Commissioner Matt Woodruff, Treasurer
City of Spring Valley Village	Commissioner Allen Carpenter, Member
City of Piney Point Village	Commissioner Zebulun Nash, Secretary (arrived 6:36pm)
City of Bunker Hill Village	Commissioner Keith Brown
City of Hunters Creek	Commissioner Rob Adams

Present Were:

City of Hilshire Village	Alternate Ron Presswood
City of Piney Point Village	Alternate Aliza Dutt
City of Bunker Hill Village	Alternate Clara Towsley
City of Hunters Creek Village	Alternate Pat McClellan
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 – April 2022

3B. Approval of Bills Paid – April – GF & FF

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

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

MOTION CARRIED UNANIMOUSLY

4. **REPORTS**

4A. Steering committee report and possible action

Station update

Chief Foster stated the construction should be 99% by Friday. The newly replaced roof received some damage from the construction crew, so Construction Masters (CM) was out repairing the damaged areas. The Steercom had a roof consultant review the damage and the repairs, the consultant stated all areas were in good standing with the exception of the roof pads to hold pipes. CM is waiting for the pads to arrive, so this can be installed. The ADA (Americans with Disabilities Act) bathroom located in the Emergency operation center (EOC) needs several readjustments due to the insufficient distance between the sink and the toilet as well as the shower slope and pitch. The shower pitch was incorrectly installed, and the slope was done improperly. These items are near completion. The fund that provided the facility updates and renovation has a balance of \$43,209 with the assumption no other areas need to be redone.

Commissioner Woodruff asked if the fund balance was on an accrual basis or cash basis? Chief Foster responded that the fund balance was on a cash basis and there are no claims outstanding against the amount.

Roof update

Commissioner Byrne stated that steercom (steering committee) has hired a consultant, Karl Schaack, Price Consulting to provide pricing for the replacement/refinishing of the annex and training tower roof.

4B. Treasurer's Financial Reports – April 2022

Marlo Longoria stated that the Village Fire Department is over budget in several areas as the commissioners are aware. The 2022 amendment should provide relief for the overages. The areas that are over budget are overtime, gas and oil (G&O), and maintenance of vehicles. Gas and oil have increased to \$4-\$5 a gallon increasing the monthly cost. The overtime is due to the 12-hour extra coverage on the ambulance (R2). The ladder and rescues have been in the shop for annual maintenance and the cost of the items has increased. These items are a routine occurrence of this time of year.

Commissioner Carpenter asked about the property and casualty (P&C) insurance line item.

The P&C insurance line item is higher than the previous years due to an extension on the term date. The department paid the additional cost all at once at the beginning of the year. The department will send out requests for bids during the month of July for the term start date of October 1, 2022.

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

Chief Foster reported three of the six cities (Bunker Hill Village, Hunters Creek Village and Spring Valley) approved the 2021 overage, 2022 amendment, and 2023 Budget. The budget has been tabled at the other city council meetings. Staffing: there is one employee suffering from PTSD, and they will be in an inpatient care facility for 45 days. The department is still staffing the 2nd ambulance at the commission's request 12 hours a day 0700-1900. The trucks are all in service except for the ambulance. The department will be replacing one ambulance in October 2022 and October 2023. Frazer the manufacturer has agreed to lock the price on the purchase of the ambulance if the department put out a PO to purchase two. This was approved by the commission in 2021. Frazer has not received an update on the chassis. Commissioner Carpenter stated we have a capital replacement fund to enable the commission to have a timeline of the life expectancy of the apparatuses. If we are unable to get a chassis what is the maximum life of the oldest current ambulance? The current ambulance is 15 years old, and we would just need to find a new manufacturer.

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.

The Station is still moving through several warranty items and repairs. CM is working well in taking care of these items in a timely manner. Three plumbing issues were addressed at the station today.

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Call volume: Calls volume has really been the same. Over the weekend we had multiple ambulance calls. The decision to staff the 2nd ambulance was a good decision. The dispatch time is very good. Every day a report is sent to the commissioner and mayors on the calls for the previous day. The commission and mayor also receive a monthly report.

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

- **None**

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:

- Commissioner Byrne asked for a motion to move into executive session at 6:38 pm.
Commissioner Carpenter approved; Commissioner Brown seconded.

9A. Final Closeout compensation

9B. Attorney Discussion

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

-The Fire Commission resumed session at 7:45 p.m.

10A. Final Closeout Compensation

Commissioner Byrne asked for a motion to approve the final compensation agreed upon for full execution of the closeout punch list, Commissioner Carpenter moved to approve; Commissioner Brown seconded.

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

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10B. Attorney Discussion

No action was taken on this agenda item.

11. FUTURE TOPICS

- **Commission workshop -orientation**

12. NEXT MEETING DATE

- There will be no meeting for the month of June. The next fire commission meeting is July 27, 2022.

13. ADJOURNMENT

Commissioner Byrne moved to adjourn at 7:28 p.m. seconded by Commissioner Carpenter

MOTION CARRIED UNANIMOUSLY

Respectfully submitted.

Commissioner Robert Byrne, Chair

Attest:

Commissioner Zeb Nash, Secretary