

Village Fire Department  
Regular Board of Commissioners Meeting  
Wednesday, August 24, 2022  
Minutes

**VILLAGE FIRE DEPARTMENT  
REGULAR BOARD OF COMMISSIONERS MEETING  
MINUTES  
Wednesday, August 24, 2022, 6:03 P.M.**

Present & Voting Were:

City of Hilshire Village	Commissioner Ron Presswood, Chair (via Zoom) – Did not participate
City of Hedwig Village	Commissioner Matt Woodruff, Vice-Chair
City of Bunker Hill Village	Commissioner Keith Brown, Treasurer
City of Hunters Creek	Commissioner Rob Adams, member

Present Were:

City of Bunker Hill Village	Alternate Clara Towsley
City of Hunters Creek Village	Alternate Pat McClellan
City of Spring Valley	Alternate Bo Bothe
Village Fire Department	David Foster, Fire Chief
Village Fire Department	Marlo Longoria, Administrator
Village Fire Department	Katherine Stuart, Administrative Specialist
Randle Law Firm	Brandon Morris, Attorney
City of Piney Point Village	Bobby Pennington, City Administrator

Not Present:

City of Hedwig Village	Alternate Doug Bergen
City of Spring Valley Village	Commissioner Allen Carpenter
City of Piney Point Village	Commissioner Zebulun Nash, Secretary
City of Piney Point Village	Alternate Aliza Dutt

**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** – May 11<sup>th</sup> and July 27<sup>th</sup>, 2022

**3B. Approval of Bills Paid** – July 2022 – GF & FF

**3C. Quarterly investment reports**

Commissioner Woodruff requested to table the July 27<sup>th</sup> minutes, and Attorney Morris made an adjustment for May 11<sup>th</sup>, meeting minutes.

Commissioner Woodruff asked for a motion to table the July 27<sup>th</sup> minutes and approve the May 11<sup>th</sup> minutes with adjustment. Commissioner Adams moved; seconded by Commissioner Brown.

Alternate(s) Bothe “Aye,” “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

**4A. Steering committee report and possible action**

**Station update**

Chief Foster stated for informational purposes that the steering committee no longer has an active commission member.

**Roof update**

Chief Foster provided the report on behalf of the steering committee. He stated a third-party contractor, Norex, was hired at the beginning of the project to ensure the wind rating certification requirements were being followed. The subcontractor did not follow specifications of the roofing pattern according to pictures provided by the contractor, Construction Masters. The contractor failed to have the roof fasteners inspected prior to applying the roof. As a result, Norex will not certify the project unless proven otherwise. The Roof Manufacturer, Johns Mansfield, stated the roof was built to the 150 MPH specification. Several meetings have taken place with the contractors, architects, and steering committee members to discuss options on how to address the issue.

### **Bay Door Glass Update**

Chief Foster stated the Bay doors windows were not installed to according to the 150-mph sustained wind rating requiring impact resistant windows. Again, the teams met and are working to find a solution. Chief Foster also stated each party is still discussing on the responsibility of this discrepancy.

### **Roof update**

Chief Foster stated the roof proposal opening was successfully accomplished and a list of proposed roof cost are attached in **(Article 1)**

He also stated the old generator in the station that was repaired for the remodel is not properly working due to it overheating. Southland mechanical is working to find a solution to this problem.

## **4B. Treasurer's Financial Reports – July 2022**

Commissioner Brown reviewed all items presented to the commission on the financials and stated the quarter was right on track with the spending over the year. There are a few items that are increasing due to circumstances.

Marlo Longoria stated the items that are over budget are the same ones that have been in discussion throughout the year, overtime, maintenance of vehicles, and utilities.

## **4C. Fire Chief's Report – Events of July 2022, monthly performance, a record of calls, response times, and ambulance staffing**

Chief Foster presented the **August Response Chart (Article 2)**

The department is staffing the 2<sup>nd</sup> ambulance at the commission's request 24 hours a day and three full-time employees have been hired. One of the employees hired is a rehire who left for personal reasons a few months back and requested to come back. The next new hire worked 9 years with the City of Oakland, California, and about a year with Bellaire. The last new hire worked for Houston Fire for 9 years. We have 8-10 qualified individuals on the list. He also mentioned Rusty's retirement for the next year 2023, he stated that Captain Croft has the qualification to take on Rusty's position as the fire Marshal. The mirroring will begin this year, October 2022 and a position for Captain will be available.

Commissioner Woodruff asked if the candidate begins to shadow Rusty, will it include his current position or exclusive to just Fire Marshal? Chief Foster stated that Brian Croft will exclusively be working with the FM, Rusty Kattner. He also stated that Rusty is the only fire marshal for this area and with the growth he would prefer Brian to have as much knowledge of the position as possible.

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The department has seen an increase in the number of simultaneous calls presented in the **August Response Chart (Article 2)**. The chart has three colors: yellow, red, and black. Yellow is a single truck response, red is a multiple unit response, and black is a simultaneous call/with no other resources. As you have seen in the chart the department ran multiple simultaneous calls in July, this leaves the department with no resources if other calls were to come in. This chart provides visual documentation of the calls monthly and the staffing of Rescue 2.

Alternate Bothe stated that effectively 10% in the time of month we are relying on the City of Houston, chief stated no last month July, we needed a fourth truck 4 times.

Commissioner Woodruff asked how many occasions during this time (black periods) no resources were available, did another call come in?

Chief Foster stated 4 times this month we had no resources and if another call came in, we would use the resources that we had and split the time with the Deputy chief driving an apparatus and/or the Fire Chief.

Commissioner Woodruff requested that Chief Foster provide more data on the chart when the only resource is Houston Fire Department (HFD).

Alternate Bothe responded that is if the department is having to scramble to make sure a call is answered because all the resources are in use, how often is this occurring 4,5,6 times a month and HFD must be called? The cities seeing this information and number addition to the data it will help us to see the need of the department.

Chief Foster also stated that the commission and cities look at all calls.

Chief Foster stated the department will work with the resources and ensure that incidents are attended to. The commission and mayor 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 consider any actions:

**8A. Discussion of emergency/disaster funding**

Chief Foster presented a request to the Fire Commission on how to fund emergencies and/or disasters. He stated the department has faced several emergencies and disasters in the past few years. In previous years the department would go to the Fire Commission present the deficit and/or need and then submit the need to the cities. He stated that it has always been an understanding that the cities have a contingency fund to fund situations that can occur within the cities. The department is shared by all 6 cities; therefore, the request is sent for approval to the cities. Exceeding the budget to equip the station with the items it needed to operate in the time of disaster is necessary. He stated the department has budgeted an overtime line item for additional staffing for injuries, sickness, etc., but the department does not have a contingency fund to use when the budget is exceeded due to an emergency or disaster.

Commissioner Woodruff stated that the VFD budget should contain adequate funds for the VFD to meet the annual needs of the fire department which would include the foreseeable unforeseeable events, the known unknowns. For example, the overtime budget, you as the Fire Chief would say “I can expect that a couple of times a year, I am going to have an extra shift or two. In addition to the budget for normal overtime, I will budget extra...”

Alternate Bothe stated that the practice for the departments has always been to go back to the cities and ask for what is needed.

Chief Foster stated the budget is a zero-based budget, the department spends what it is allotted to spend. If the budget is exceeded due to emergency the practice is to ask the city for the deficit.

Commissioner Woodruff stated that if the department is under budget, Hedwig supports a reasonable budget and a budget that supports emergency situations.

Alternate Bothe stated that the commission should continue the budgeting practice that the commission has followed this year and discuss more options for the Fire departments budget for 2024 budget. Manage the budget in way that is practical to the current times, the growth of the cities, and needs of the department.

Chief Foster stated the fire commissions and the fire department work to keep a flat budget.

Chief Foster presented information on the bunker gear and asked that commissioners make the cities aware of the issue.

**8B. Discussion of legal opinions-**

The Fire Commission’s Attorney requested the 8B tabled until next meeting

**8C. Discussion of budgeting strategy and procedure for amending the budget**

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Commissioner Woodruff requested to table 8C due to 8B tabled

**8D. Discussion of Alternates for EMS service if all VFD ambulances are out of service**

Chief Foster stated he reached out to the three EMS services:

Rural metro- no response

Acadian-stated that would cost the department 1.2 million to have a truck staged in the cities or another option would be to call for extra resources and if available they would send the resources. The only issue is that everyone in the Houston area is short resources.

AMR- no response

Chief Foster stated that the 2023 budget has 400k in the overtime budget, one option would be to hire 3 full-time employees and add a crew to the utility truck. The utility can be equipment with an AED and medic bag. This option would increase the staff needed and lose overtime with no cost to the cities. The other option would be continued what is being done and staff with overtime. The real challenge is the issue stated previously resolve the "4<sup>th</sup> call" and the population growth of the cities during the day.

**8E. Discussion of options to reduce "wall time" after delivering patients to a hospital**

Commissioner Woodruff stated that the "wall time" is costing the cities (taxpayers) a large amount of money. He stated that there is a law stating that once a medic unit has entered the building with the injured party it is up to the hospital staff from this point. He asked if the department could find a resolution to the issue.

Chief foster stated that it is not the department it is the staffing at the hospital and yes there is a law to require the nurses and staff to receive a patient as soon as possible however with the shortage of medical staff it is a waiting game, we should not abandon our patients at the hospital.

**8F. Discussion of EMS (ambulance) revenue**

Continued discussion occurred.

**Commission tabled 8F**

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:

- **None**

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

- **None**

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**11. FUTURE TOPICS**

- **Insurance Property and Casualty - Frank Comiskey**
- **Auditor**

**12. NEXT MEETING DATE**

- **September 28,2022**

**13. ADJOURNMENT**

Commissioner Woodruff moved to adjourn at 8:25:08 p.m. seconded by Alternate Bothe.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted.

Commissioner Matt Woodruff, Vice-Chair

Attest:

Commissioner Zeb Nash, Secretary