

2-22-2023 Minutes Approved 5-2023
Village Fire Department
Regular Monthly Board Meetings

Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD MEETING

Wednesday, February 22, 2023, 6:02 P.M

1. CALL TO ORDER

Present & Voting Were:

**City of Hilshire Village
City of Hedwig Village
City of Spring Valley Village
City of Bunker Hill Village**

**Commissioner Robert (Bob) Buesinger, Chair
Commissioner Matt Woodruff, Vice Chair
Commissioner Allen Carpenter, Member
Commissioner Keith Brown, Treasurer**

Present Were:

**City of Hedwig Village
City of Piney Point Village
Village Fire Department**

**Alternate Mayor Tom Jinks
Alternate Aliza Dutt
Interim Fire Chief, Howard Miller
Administrator, Marlo Longoria
Attorney Brandon Morris**

Randle Law Firm

Not Present Were:

**City of Spring Valley Village
City of Piney Point Village
City of Hunters Creek
City of Hunters Creek
City of Hilshire Village
City of Bunker Hill Village**

**Alternate Bo Bothe
Commissioner Zeb Nash, Secretary
Commissioner Rob Adams, Member
Alternate Fidel Saipen
TBA
Alternate Clara Towsley**

2. COMMENTS FROM THE PUBLIC (Comments are limited to 3 minutes each)

Andrea Hermann, Hedwig Village.

I noticed that you've got the budget mentioned on the agenda tonight, considering it's been, from what I've heard at the meeting, it has been decades since you all have even considered what each of the villages is paying is their proportionate share. I'd like to suggest that maybe that would be something that you might consider, considering you're having a new fire chief and a whole new set of people now serving. It seems to be a good thing to do to keep everything current.

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 requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a. Approval of Minutes – Minutes-
 - i. September 28, 2022
 - ii. [October 26, 2022](#)
 - iii. [November 30, 2022](#)
 - iv. [December 1, 2022](#)
 - v. December 20, 2022
 - vi. [January 25, 2023](#)
 - vii. [February 2, 2023](#)
 - viii. February 9, 2023

Commissioner Buesinger asked for a motion to sever the minutes from the consent agenda and table the minutes. Commissioner Woodruff moved; seconded by Commissioner Carpenter.

Motion Carried Unanimously

- b. Approval of Bills Paid – January 2023

Commissioner Buesinger asked for a motion to approve the approval of bills paid, Commissioner Woodruff moved; seconded by Commissioner Brown.

Motion Carried Unanimously

4. REPORTS

A. Steering committee report and possible action

The steering committee presented the current update on the roof.

Mr. Robert Byrne stated that the replacement of the roof is not the question. The question is whether or not it's going to meet the 150 mph specs. and whether or not the warranty is going to be covered. John Mansfield (JM) is going to give us 20 years, but when you read the fine print, which our roofing consultant found on page two, they say in there they will only warrant up to the additional faster perimeter and out in the field and along the edge calculations, But the 150-mph warranty JM will never warranty for that.

**B. Treasurer's Financial Reports – December 2022 (unaudited 2022) and January 2023
Facility Fund- 2023**

Marlo Longoria presented the financial report for YE 2022 unaudited and January 2023. Ms. Longoria stated the VFD came just under budget at \$91,041.62. The audit is scheduled for March 2023. There will be further discussions later in the meeting on 2022 and 2023 budget. In January 2023 the VFD paid the regular expenses that are normally paid in January, a large payment was made for the bunker gear/protective gear for \$113,900. This is the order for the 29 sets that was placed in 2022.

The facility fund account maintains \$273,468.08 some of which is the retainage for the contractor. The commission approved \$6,000 to be transferred to the general fund to increase the physical plant line item from \$10,000 to \$16,000.

Ms. Longoria stated all the information for 2022 and January 2022 from the accounting firm, Taber and Burnett are included in the board packet.

C. Fire Chief's Report – Events of January 2023, Monthly Performance; Record of Calls, Response Times, etc.

Chief Miller presented the monthly report for January 2023. (*Article 1*)

- Staffing

The Department is down one person due to Chief Foster's dismissal. Until a fire chief is appointed, I am filling the position of Interim Fire Chief. A Captain will be temporarily promoted to Deputy Chief. The next candidate on the current Captain's promotional list will be moved temporarily promoted to Captain.

The cost of the temporary promotions will be moving a paramedic to the Captain 2 position.

A-Shift Captain Don Swinner is off duty with a knee injury sustained from this winter's freeze. He is expected to be off for about 9 months.

I believe it would be a good idea to hire a firefighter that can be a floater. This would help reduce overtime created by increasing the minimum staffing.

-This would help personnel get benefit time off the books.

-This person can fill vacancies that arise.

Dispatchers: I would recommend hiring another dispatcher.

-Should have two dispatchers on duty at one time. (One dispatcher concern, Nerve center for communication, dispatcher goes down due to medical emergency, multiple serious calls.)

-Reduce overtime when a dispatcher takes off or calls in sick.

-Dispatcher ready to hire if someone quits. (It takes about 2 months to train a dispatcher.)

- Apparatus

Rescue 3 is back from the shop with a new air conditioner.

Rescue 2 is at International Kyrish for PM and a DEF Filter issue. This is the third time this has been a problem. The first time it was \$9,000, second was warranty, still under warranty and International Trucks is looking into the problem.

Two ambulances are being built by Frazer Ambulance and should be ready in late spring or early summer.

- Incidents

Fire Incidents: 101

EMS type Incidents: 84

Service Calls Non-Emergency: 12

HFD Calls: 18

Total incidents: 215

Average Response Time: 4 Minutes 13 Seconds

EMS 1st response time: (Natl Standard is 6:30)

ALS response time: (Natl Standard is 10:30)

Fire: (Natl Standard is 6:50)

- Roof Replacement-

The contractor is ready to begin roof replacement once it can be determined that the installation will meet the hurricane readiness.

Annex Roof: Ready to sign the contract to start that project.

- Other items

February setting up house and assessing various projects.
ISO
Hydrant Testing has begun.
Friday there will be a meeting with Memorial City Hermann to discuss improving ambulance turnaround time at the ER.
Marlo, Katherine and I had a meeting with the other village administration staff. As a team we are working on relationship building and improved communication.
I am attending city council meetings to introduce myself and address any concerns.

Marlo will start using a transcript service for meeting minutes.

- Budget: (Fire Commissioners will discuss)
Working on closing out the 2022 budget.
Evaluating and possibly amending the 2023 budget.
Working on the 2024 budget.

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

A. Worker compensation Insurance proposal-

- Year	- Proposed	- Budget
2/2023-2/2024	- 66,964	- 59,776
2/2022-2/2023	- 47,865	- 40,084
2/2021-2/2022	- 40,084	- 35,000
2/2020-2/2021	- 34,999	- 35,000

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:

- A. Bookkeeping and Tax Reporting Specifications
- B. HRIS (Human Resource Information system) – Paycor, Paycom, Paylocity, and UKG ready (Ultimate Kronos Group)

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

a. Compensation Committee or Consultant

Commissioner Buesinger asked for a motion to retain Public Sector Personnel Consultants, Inc. (PSPC) up to \$5,000 to perform a salary survey with the understanding that we currently have the money in the budget if we exceed the amount in professional services, we will need a budget amendment. Commissioner Woodruff moved, and seconded Commissioner Carpenter.

Motion Carried Unanimously

b. Fire Chief Selection Committee

Commissioner Buesinger made a motion to select a Fire Chief Selection Committee. The selection committee will consist of Commissioner Woodruff as chair, Commissioner Carpenter, Alternate Dutt and the fourth to be determined.

Motion Carried Unanimously

c. 2022/2023 Budget Amendment (PP presentation)

- 2022 Budget
- Total Budget 2023
- Capital Replacement Fund 2023

Marlo Longoria presented the PowerPoint presentation (*Article 2*)

Commissioner Woodruff asked for a motion to request a budget amendment for \$200,000 for roof and \$22,511 of insurance items. Alternate Sapien seconded.

Motion Carried Unanimously

d. Amendment to Procedural Practices

- Bylaws
- Interlocal
- Funding the department

Commissioner Buesinger asked for further discussion on 7D.

No action was taken.

e. Dispatch Consolidation

Commissioner Buesinger asked that Interim Chief Miller continue to investigate this discussion item and continue to update the commission.

No action was taken.

f. Special Audit and Discuss Audit

Commissioner Buesing asked 7F to be discussed in further detail.

No action was taken.

g. Discuss possible dates for Budget Workshop

Commissioner Buesinger asked that the VFD staff send a poll to all the commissioners as to what time works best for everyone.

No action was taken.

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

None

10. **ACTION – CLOSED SESSION** – The Board of Directors will reconvene in open session to consider and take any actions necessary on items discussed in Executive Session

None

11. **FUTURE TOPIC**

Capital Replacement 2024

12. **NEXT MEETING DATE**

April 26, 2023

13. **ADJOURNMENT**

Commissioner Buesinger asked for a motion to adjourn at 10:13 p.m. seconded by Commissioner Carpenter.

MOTION CARRIED UNANIMOUSLY

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Respectfully submitted.

Commissioner Robert (Bob) Buesinger, Chair

Attest:

Commissioner Zeb Nash, Secretary