

3-22-2023 Minutes
Village Fire Department
Regular Monthly Board Meeting

Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD MEETING

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

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 Bunker Hill Village
City of Piney Point Village
City of Hunters Creek
Village Fire Department**

**Alternate Mayor Tom Jinks
Alternate Clara Towsley
Alternate Aliza Dutt
Alternate Fidel Saipen
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 Hilshire Village**

**Alternate Bo Bothe
Commissioner Zeb Nash, Secretary
Commissioner Rob Adams, Member
TBA**

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

None

2. **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-

- September 28, 2022
- [October 26, 2022](#)
- [November 30, 2022](#)
- [December 1, 2022](#)
- December 2022
- [January 25, 2023](#)
- [February 2, 2023](#)
- February 9, 2023

B. Approval of Bills Paid – February 2022

Commissioner Woodruff presented changes to the minutes listed above.

10/26/2022- remove answers to questions and added comments to remarks made by commissioners.

11/30/2022-

- Remove the statement “for all other comments from the public see recording.”
- Add a summary of comments from the public.
- Correct spelling of Mayor Jink to Jinks
- Identify who made the statement “No previous discussion has taken place about the dismissal of the fire chief.”

2/9/2023- correct the “agenda” to “minutes.”

Remove “amended minutes” from minutes that have not been approved by the commission.

Commissioner Woodruff stated that it is not appropriate to add editorial comments to the minutes that nothing was previously discussed on a subject. If someone said that, then it would be appropriate to add the minutes.

Commissioner Buesinger asked for a motion to approve the consent agenda items as presented and approval of the minutes as amended. Commissioner Woodruff moved subject to the minutes being amended; seconded by Commissioner Brown.

Motion Carried Unanimously

3. **REPORTS**

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A. Steering committee report and possible action

Mr. Scott Brady and Mr. Martin Brennan from Joiner Architects presented information on the current roof issue.

- Roof update (annex and main roof)

Discussion continued and no action was taken.

B. Treasurer's Financial Reports – [February 2023](#)

Marlo Longoria stated that there are some items that are over budget for the month as shown in the February financials salaries and capital expenditures. The 29 sets of bunker gear have been fully paid. We are still in good standing for the overall budget. But, if the rate continues the department will be over budget.

Commissioner Woodruff asked for clarification on the “over-budget” items.

Ms. Longoria stated the items are over budget for the monthly allocation.

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

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

- Staffing

The Department is down one person due to promotions and down one person from a worker's comp injury.

- Apparatus

Two ambulances are being built at Frazer Ambulance. Scheduled for delivery this spring.

Next year planning on budgeting to re-chassis the ambulance with Frazer. It would be about \$100,000 less than an all-new ambulance.

2024 replacement of the Deputy Chief's vehicle.

E-2 is scheduled for replacement in 2027. One of the Captains is going to start researching the cost and timeframes. He has been told that it takes 2-4 years for delivery of a pumper once it is ordered. The cost has increased substantially since we ordered our last pumper. He and I are meeting with Craig and Nick Russel of Metro-Fire next week. That is who we bought our last fire engine from.

- Incidents

- Tynebridge Fire Tuesday, March 14th

- Fire Incidents: 61

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- EMS type Incidents: 72
- Service Calls Non-Emergency: 16
- HFD Calls: 25
- Total incidents: 174
- Average Response Time: 4 Minutes 9 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 Update
 - Annex roof
- ISO Consultant
 - Mike Pietsch
- Budget

Is it possible to Amend the Interlocal Agreement to change the payments to the fire department to quarterly.

- This would reduce the number of transactions.
- This would allow 1st quarter funds to be the same as the other quarters.
- This would allow for 4th quarter funds to be used for payments throughout the 4th quarter and not be as restrictive with the December funds, as far as payment timing.

- EMS Billing
 - Notify residents that the department only collects what the insurance pays and the residents do not pay the difference.
- Salary Survey
 - Looking at having a salary survey conducted in early May. The cost of the survey will be ~ \$5,000.
 - Change Deputy Chiefs to non-exempt status.

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

- A. **(2012/2013)** Consulting services provided to the Village Fire Department assisting with the ISO survey Phase II- \$8,000 and Phase III- prepare ISO's pre-survey information \$20,000.
(2023) Consulting services provided to the Village Fire Department assisting with the ISO survey
Phase II- \$4,000 and Phase III-\$18,000 preparing ISO's pre-survey information. **No more than \$22,000**

(Proposals and cost information) -Information enclosed.
***Budget line item – Professional Services Other

Commissioner Brown moved to retain an ISO consultant not to exceed \$22,000 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. Seconded by Commissioner Woodruff.

Motion Carried Unanimously

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

None

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

None

7. **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 \$200,00 for roof and \$22,511 for 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 the 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 would send a poll to all the commissioners as to what time works best for everyone.

No action was taken.

8. **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

9. **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

10. **FUTURE TOPIC**

Capital Replacement 2024

11. **NEXT MEETING DATE**

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April 26, 2023

12. **ADJOURNMENT**

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

MOTION CARRIED UNANIMOUSLY

Respectfully submitted.

Commissioner Robert (Bob) Buesinger, Chair

Attest:

Commissioner Zeb Nash, Secretary