

4-26-2023 Minutes updated changed in Chief report- 6-19-2023.  
Village Fire Department  
Regular Monthly Board Meetings

*Minutes*

*VILLAGE FIRE DEPARTMENT*

*REGULAR MONTHLY BOARD MEETING*

*Wednesday, April 26, 2023, 6:02 P.M*

**CALL TO ORDER**

**Present & Voting Were:**

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

Commissioner Robert (Bob) Buesinger, Chair  
Commissioner Matt Woodruff, Vice Chair  
Commissioner Keith Brown, Treasurer  
Commissioner Allen Carpenter, Member  
Commissioner Zeb Nash, Secretary  
Commissioner Rob Adams, Member

**Present Were:**

City of Hilshire Village  
City of Hedwig Village  
City of Spring Valley Village  
City of Bunker Hill Village  
City of Piney Point Village  
Village Fire Department

Alternate Mike Garofalo  
Alternate Mayor Tom Jinks  
Alternate Bo Bothe, Future “John Lisenby”  
Alternate Clara Towsley  
Alternate Aliza Dutt  
Interim Fire Chief, Howard Miller  
Administrator, Marlo Longoria  
Attorney Brandon Morris

**Randle Law Firm**

**Not Present Were:**

**City of Hunters Creek**

**Alternate Fidel Saipen**

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

Andrea Herman- Hedwig Village stated when is there going to be talk about a severance package for Chief Foster, are we to assume that there is to be none? If so, I would assume without knowing that if someone was going to assume the position, they would want to know what would happen if they left.

**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 –**

- Approved as amended Previous Minutes – (Sept. 2022, Oct. 2022, Nov. 2022, Dec. 2022, Jan. 2023, Feb. 2023)- follow-up questions.
- February 22, 2023- Regular Meeting
- March 2, 2023, Special Meeting
- March 22, 2023, Regular Meeting

Commissioner Buesinger asked for a motion to sever the minutes from the consent agenda. Commissioner Woodruff requested to sever the 1<sup>st</sup> quarter investment report from the consent agenda. Seconded by Commissioner Carpenter to sever the minutes and investment report from the consent agenda.

MOTION CARRIED UNANIMOUSLY

**B. Approval of Bills Paid – March 2023**

Commissioner Mayor Buesinger asked for a motion to accept the Bills paid for March 2023. Seconded Commissioner Brown.

MOTION CARRIED UNANIMOUSLY

**3. REPORTS and POSSIBLE ACTION**

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

Roof repair update

Commissioner Buesinger stated that last he heard from the architect, Scott from Joiner the commission had requested Joiner go back to John Mansfield (JM) to clarify the warranty; wind load or wind speed of the whole roof system, and what would be the warranty. The fire department does not match up to what the department assumed they would receive. Joiner has not heard back from JM. Justin with Construction Master is in attendance at the meeting.

Discussion continued and no action was taken.

Annex Roof-

The roof consultant went back to the roofers that bid. All roofers stated their bids were still valid.

Amendment 2023-03 for the additional \$184,000 did go to the cities for approval. This amendment is still in process.

Mr. Morris, the village fire department (VFD) commission attorney, stated the project for the annex roof would not need to be rebid as long as the bidders did not change or increase their bids. If any bids changed their bids the department would not be able to use those bids.

**B. Treasurer’s Financial Reports – March 2023**

Commissioner Brown reviewed the financial statements and presented the information. He stated salary is currently over budget for the year. This should be reconciled with a future amendment. He also stated the overtime (OT) line item needed more review.

Marlo Longoria stated with respect to the overtime line item. The actual OT number in money is not going to be reflected by the number of hours worked due to how the OT is paid in the department. The firefighter/EMS is paid OT until a 24-day cycle is complete.

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

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1. Staffing:

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

Fire Marshal position Croft's backfill

Progress of MVPD dispatch center. Mike Hebert is looking into the cost of the equipment that would be required to operate from the MVPD. Also looking into logistical considerations such as phone transfers for business calls, 9-1-1, fiber optics to MVPD and licensing considerations.

2. Apparatus:

Two ambulances.

Progress of Long-Range Strategic Plan for Apparatus and Equipment Purchasing.

NFPA Standard for apparatus. First line 15 years and can be used as a reserve up to 20 years of age. This is a standard and not a statute.

2. March 2023 Incidents:

- Fire Incidents: 59
- EMS type Incidents: 80
- Service Calls Non-Emergency: 13
- HFD Calls: 20
- Total incidents: 172
- Average Response Time: 4 Minutes 35 Seconds
- EMS 1st response time: (Natl Standard is 6:30)
- ALS response time: (Natl Standard is 10:30)
- Fire: (Natl Standard is 6:50)

4. Roof Replacement:

Annex Roof: Updated roof bids.

5. Other Activities:

- ISO: Mike Pietsch was here April 17<sup>th</sup> for the pre-survey meeting. Our ISO survey is scheduled for May 16<sup>th</sup>.
- Hydrant Testing: Continuing.
  - Budget: Working on the 2024
  - Fire Department Audit: Presented at the next fire commission meeting.
  - Salary Survey: Almost complete.
  - Memorial City Hosp. Wall Time: Continue to see improvement.
  - CPR Classes: (Billing for Classes to cover the cost) (Individual or City) (Put in OT budget)
  - Employee Appreciation Awards and Luncheon: (Future Plans) (Budget)
  - Yeti Cooler: Tomorrow, Yeti Coolers are donating a 48 qt. cooler to the fire department. This is a new color coming out, Rescue Red. The local Yeti representative knows Bobby Forrest and wants to donate the cooler. L-1 will go to the Yeti store for a photo op and receive the new cooler. Westheimer and 610 store location. L-1 will remain in service.

6. Discussion and Consideration Items:

Clarification on the Rules for passing amendments, budgets, budgetary transfers, etc... What is required by a city council to pass.

Is our budget appropriate or non-appropriated? They fall under different rules.

Village FD Budget Projected out. Mayor Pappas requested an updated 2023 budget with future possible amendments. The fire commission was included in the email with the roughly predicted budget.

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

A. Fire Chief Selection Committee

Commissioner Woodruff presented an update for the Fire Chief selection committee. He stated the Fire Chief from Humble has come highly recommended by multiple sources. The committee will be moving forward in meeting with him.

Interim Chief Miller stated he was the Chief of Humble's Battalion chief previously.

B. 2023 Budget presentation

Marlo Longoria presented the possible 2023 amendment and options.

Options 1- Hire None Proposed with shortfall added adjustment for insurance, roof, and the salary survey, ISO consultant at current 50 employees.

Options 2- Hire Dispatcher only – changes salary total with changes

Options 3- Hire 3 FTE and 1 backfill – with adjustments and where the salary adjusted decrease OT and hire increase line items for uniforms and bunker gear.

Presented potential 2023 budget amendments.

No action was taken.

C. Updates on accounting processes or software

Marlo Longoria stated the department has explored three options so far, a local accountant, Bill.com and QuickBooks. We are going to continue to research software programs and products that will integrate. The goal is to make our programs more streamlined.

No action was taken.

D. Special audit on accounts overspent by \$10,000 or more in 2022 without commission approval.

Marlo Longoria stated the current audit is not complete once the draft is finished the commission will receive a copy of the draft. The process for the audit presentation is completed by Mr. Robert Belt.

Commissioner Mayor Buesinger stated the commission will discuss 4D when the final audit is complete. Item will be moved to Future Topics

No action was taken.

5. **FUTURE TOPIC**

Budget Workshops

May 3, 2023, 1700

May 17, 2023, 1700

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Commissioner Woodruff made a motion to move the minutes and investment report information to the next meeting. Seconded by Commissioner Nash.

Motion Carried Unanimously

Commissioner Woodruff stated with the interest rate high he requested the department review the investments and ensure the department is getting the best rate for the money that is sitting in the bank. He also stated the department needs to review the investment policy.

Marlo Longoria stated currently the money that is sitting in the bank is only gaining the rate of the bank at 2.02% and is not in public fund investment accounts.

Commissioner Adams requested the department contact the bank and research the rates.

6. **ROTATION OF OFFICERS 2023/2024**

<b>Matthew Woodruff</b>	<b>City of Hedwig Village, Chair</b>
<b>Keith Brown</b>	<b>City of Bunker Hill Village, Vice-Chair</b>
<b>Zebulun Nash</b>	<b>City of Piney Point Village, Treasurer</b>
<b>Allen Carpenter</b>	<b>City of Spring Valley Village, Secretary</b>
<b>Rob Adams</b>	<b>City of Hunters Creek Village, Member</b>
<b>Robert (Bob) Buesinger</b>	<b>City of Hilshire Village, Member</b>

7. **NEXT MEETING DATE**

**May 24, 2023**

8. **ADJOURNMENT**

Commissioner Buesinger asked for a motion to adjourn at 8:58:12 p.m. seconded by Commissioner Brown.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted.

Commissioner Matt Woodruff, Chair

Attest:

Commissioner Allen Carpenter, Secretary