

Amended Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD MEETING

Wednesday, May 24, 2023, 6:00 P.M

CALL TO ORDER

Present & Voting Were:

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

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

Present Were:

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

**Alternate Mayor Tom Jinks
Alternate 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
City of Hilshire Village**

**Alternate Fidel Saipen
Alternate Mike Garofalo**

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.

1. Approval of Minutes –

- i. Approved as amended Previous Minutes – (Sept. 2022, Oct. 2022, Nov. 2022, Dec. 2022, Jan. 2023, Feb. 2023) - follow-up questions.**

- ii. February 22, 2023- Regular Meeting
- iii. March 2, 2023, Special Meeting
- iv. March 22, 2023, Regular Meeting

2. Approval of Bills Paid – April 2023

Commissioner Woodruff asked for a motion to approve the consent agenda, Commissioner Carpenter moved Seconded by Commissioner Brown.

MOTION CARRIED UNANIMOUSLY

A round table of representatives from each city shared their professional experience.

No action was taken.

3. REPORTS and POSSIBLE ACTION

1. YE 2022 Audit – Robert with Belt Harris Possible Action

Mr. Robert Belt Harris Pechacek, LLLP Certified Public Accountant, shared his background and stated the first thing he wanted to discuss is the opinion letter, the audit process, and what that opinion letter means. In the opinion letter we are expressing an unmodified opinion on the department's financial statements, which is the highest level of insurance we can provide you as the auditors, that the financial statements are correct and that they're presented in accordance with generally accepted accounting principles (GAAP). There have been some concerns about all the financial statements on GAAP. These financial statements are presented in accordance with GAAP. All the disclosures that are required by GAAP are included within the financial statements. These financial statements are designed for you to go down and hand to the bank and to be able to get a \$5 million loan if that's what you need. We are trying to provide some assurance to the public and the financial institutions that they can rely upon these financial statements for those purposes.

He stated on page 15, this is the statement of net position, this statement is presented on the full accrual basis of accounting under the full accrual basis of accounting we include depreciation of the assets, pension liabilities, and other post-employee liabilities. The adoption of the budget is not based on the full accrual basis of accounting. The fire department is on a modified accrual basis of accounting presented on pages 18 and 19. The modified accrual basis of accounting is cash accounting plus accounts payable plus accounts receivable. This does not include capital assets, Fire Trucks, pension liabilities, and post-employee benefits. These numbers represent what is the expendable available money the commission has in hand. One issue that was presented is a note the outside bookkeeper notes on their financial statements, "that they are not prepared according to GAAP." This means they are cash basis of accounting and not on a modified accrual, they do not include accounts payable.

Mr. Robert Belt Harris Pechacek, LLLP Certified Public Accountant presented the 2022 Audit draft. He reviewed the revenues and expenses stating that the Village Fire Department has a \$91,040 surplus from the previous 2022 fiscal year in the General Fund Account.

Mr. Belt discussed the fund balance. The unfunded liabilities were discussed. He stated that we

are in good shape with the Texas Municipal Retirement System (TMRS) and that they are conservatively managed. No accounting financial issues or challenges were found during the audit.

Commission Woodruff asked for a motion to approve the audit as is, seconded by Commissioner Carpenter. Commissioner Brown stated we are approving subject to any revision. Commissioner Woodruff confirmed.

Roll Call

Hunters Creek – Yes

Hilshire – Yes

Piney Point – Yes

Hedwig – Yes

Spring Valley – Yes

Bunker Hill – Yes

MOTION CARRIED UNANIMOUSLY THROUGH ROLL CALL

Commissioner Woodruff requested 5D to be taken out of order. With concerns that exist among some cities and commissioners and respect to compliance with the interlocal agreement and perspective, it's important to understand the history of how we didn't do things right in the past so that we can ensure we do things right in the future. And identifying when and where things didn't go right will be instructive to those making decisions in the future not to do those things. Issues of concern; how did the department spend the money and what could have been done differently?

Mr. Belt stated the audit would pull the detailed history, pull the accounts and show all the different things associated with the account, and present it to you along with the support. They would also include giving suggestions to the staff as to how to better present this on an ongoing basis.

(5D) Special Audit on accounts overspent by \$10,000 or more in 2022 without commission approval.

Commissioner Adams made a motion to dive deeper into the accounting not to exceed \$7,500. Commissioner Brown moved, and seconded Commissioner Carpenter.

MOTION CARRIED UNANIMOUSLY

2. Steering committee report and possible action

Annex Roof Bid information and selection of a contractor- Possible Action

Amendment 2023-03 for the additional \$184,000 did go to the cities for approval and was approved by all cities.

Commissioner Brown moved that the commission approved the bid of the contractor for the annex roof repair, seconded by Commissioner Carpenter.

MOTION CARRIED UNANIMOUSLY

3. Roof – Main building – update and Possible action

Steering committee chair and Alternate Lisenby stated the consultant does not like the prescriptive application of the new roof fasteners and to get a wind rider that the manufacturer will give us.

Commissioner Adams moved to authorize Mr. Lisenby to proceed with a solution that meets the satisfaction based on the parameters he has set out. Also, the commission allocates an amount not to exceed \$5,000 to pay for any rider necessary to secure a warranty., seconded by Commissioner Carpenter.

Mr. Morris, the village fire department (VFD) commission attorney, stated the motion set parameters and that the steering committee would stay within the parameters.

4. Treasurer's Financial Reports – April 2023

Commissioner Nash reviewed the financial statements and presented the information. He stated professional services are currently high for the year due to the audit and ISO audit. This should be reconciled with a future amendment. \$52,000 expenditure for the power-load maintenance was paid in April. He also stated the overtime (OT) line item is still an item of concern.

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.

Commissioner Buesinger stated salaries and OT is two items that need to be reviewed monthly. Also, there is another amendment coming to resolve possible overages.

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

1. Staffing:

The Department is down one person from a worker's compensation injury.

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 to MVPD, and licensing considerations.

2. Apparatus:

Two ambulances- received both ambulances and working to get into service.

3. April 2023 Incidents:

- Fire Incidents: 87
- EMS type Incidents: 62
- Service Calls Non-Emergency: 5
- HFD Calls: 20
- Total incidents: 174
- Average Response Time: 4 Minutes 44 Seconds

4-24-2023 Minutes (prepared 6-15-2023) Amended 6-30-2023.

Village Fire Department

Regular Monthly Board Meetings

- 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: May 4, 2023, Steering Committee meeting attended by Joiner and Construction Masters.

5. Other Activities:

- ISO: Mike Pietsch and Jeff - ISO survey May 16th. The survey went well, and we should maintain our ISO 1. It will go to the ISO 1 committee, and they will look carefully at it and request additional information. Now ISO does the survey every 5 years.
- Hydrant Testing: Continuing.
- Budget: Workshops May 3rd and May 17th.
- Fire Department Audit: Completed.
- Salary Survey: The salary survey was completed.
- Accountability Software arrived and was installed on D-1. Personnel were trained in the software.
- Buffalo Bayou search for victim May 18, 2023
- Chemical fire May 20, 2023 (Acidic properties resulted in the destruction of the bunker gear).

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. The committee had a meeting with Mr. David Langenburg, Chief of the Humble Fire Department, has agreed to serve as a member of the search committee. The committee has had a preliminary discussion with him and are in the process of scheduling the next meeting.

b. 2023 Budget Amendment

Marlo Longoria presented the possible 2023 amendment with the decision to move forward with the "hire none" proposal and all the line items that are associated with the line item. Also, to increase as items discussed insurance, professional services, etc.

Commission Woodruff and Alternate Dutt requested a breakdown of the following:

- 2023 to 2024 and why there is a significant difference.
- Remove the already approved amendment from 2023 amendment #4
- Written explanation of the most significant events or line items in the 2023 budget that are being amended.

- Comparison from original 2023, as amended 2023, and the proposed 2024
- Identify specific areas different from the original 2023 and as amended 2023.

c. 2024 Proposed Budget

Mayor Tom Jinks stated a generous donation of \$10,000 was made to the fire department to purchase Gym Equipment from a member of the community.

Items that were discussed:

- 3% COLA increase.
- Uniforms
- Hospitalization
- Gym Equipment
- Office Utilities
- 2023 Payroll software/ Accounting \$6,000
- 2023 Microsoft 365 \$7,000
- Training
- Overtime

Commissioner Woodruff continued the discussion on the 2024 budget and requested to have a special meeting on May 30, 2023, at 6:00 p.m. to review and accept the proposed 2024 budget.

Commissioner Woodruff requested the Interim Fire Chief prepare a “planning cycle” He also stated if we're having a commission meeting on this date, then a certain number of days thereafter, the minutes should be prepared. And then there is a process to get them reviewed and out for review. Backing up ahead of the next meeting. You need to have a draft agenda by a certain day to final agenda by a certain date it has to go through or review council, chairman, etc. There is a date by which a package needs to be prepared.

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

Moved to reports per Commissioner Woodruff

5. EXECUTIVE SESSION

Commissioner Woodruff made a motion to go into executive session at 9:31 p.m. seconded by Commissioner Carpenter.

- a. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following positions:
- i. Interim Fire Chief;
 - ii. Administrator; and
 - iii. Administrative Specialist.

6. ACTION – ADJOURN EXECUTIVE SESSION, RECONVENE REGULAR SESSION – The Board of Commissioners will discuss and take action as necessary on items discussed in Executive Session.

The Board of Commissioners resumes back in session at **10:02 p.m.**

Commissioner Woodruff stated that the administrative and executive staff also get the 3% pay increase that is being authorized for the suppression personnel. This increase will be reflected on the next draft of the 2024 budget.

7. FUTURE TOPIC

Commissioner Woodruff requested the commissioners send an email on future topics.

8. NEXT MEETING DATE

May 30 – special meeting

June 28 – regular commission meeting

9. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 10:05 p.m. seconded by Commissioner Carpenter.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted.

Commissioner Matt Woodruff, Chair

Attest:

Commissioner Allen Carpenter, Secretary