

Amended - Minutes

*VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING
Wednesday, August 23, 2023, 6:00 P.M*

CALL TO ORDER

Present & Voting Were:

**City of Hedwig Village
City of Bunker Hill Village
City of Hunters Creek**

**Commissioner Matt Woodruff, Chair
Commissioner Keith Brown, Vice Chair
Commissioner Rob Adams, Member**

Present Were:

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

**Alternate Clara Towsley
Alternate John Lisenby
Alternate Mike Garofalo
Alternate Aliza Dutt
Interim Fire Chief, Howard Miller
Administrator, Marlo Longoria
Attorney Brandon Morris**

Randle Law Firm

Not Present Were:

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

**Alternate Mayor Tom Jinks
Commissioner Zeb Nash
Commissioner Allen Carpenter, Secretary
Commissioner Robert (Bob) Buesinger, Member
Alternate Fidel Sapien**

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 –

- June 2023 – regular monthly meeting
- No July 2023

B. Approval of Bills Paid – June and July 2023

Commissioner Woodruff asked for a motion to approve the consent agenda, Commissioner Brown approved the consent agenda as presented, seconded by Commissioner Adams.

Motion carried unanimously.

3. REPORTS and POSSIBLE ACTION

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C. Treasurer's Financial Reports – June and July 2023

- Marlo Longoria stated overall there is going to be a little bit of a change, due to the budget amendments. It looks as though our salaries are slightly over budget, this is due to the division of time on the budget. The budget is divided by seven months rather than the 12-month period. But we are still good and under budget. We still have capital items to purchase. We're still waiting on the new radios to come in. They have been ordered along with the accountability software. There are a few other budgeted items that we will be spent in that line item. You will see the number decrease as the year progresses. So overall, we're looking pretty good. If there are any questions about the budget and the financials, please let me know.
- Update – 2022 proposed budget amendment, 2023 – proposed budget amendment, 2024 proposed budget

Marlo Longoria stated all cities have approved the amendments and 2024 Proposed Budget.

D. Fire Chief's Report – Events of June and July 2023, Monthly Performance; Staffing, Record of Calls, Response Times, etc.

EMS Billing - Fee Schedule	TDSHS Inspection Report
Simultaneous Calls 2023	2023 CPR Classes
Roof and Sealant Project	Motorola Solution Quote
ISO Preliminary Report	Station Generator Report

Chief Miller Presented the Chief's report.

Staffing: Captain Swinner is on light duty (Inspections, dispatch and TCFP Compliance)

We started advertising for our new personnel. We budget to allow a lateral move up to a Firemedic 7 level.

Rusty Kattner's last day to be at work here is September 8th. His last official day is November 30th. Going to recognize him for his service at our Family Day, October 14th.

Apparatus and Equipment:

M-3 (2014 International) was taken to Kyrish Truck Center for PM and evaluated for service dependability. We will be keeping it and selling the older unit. They advised that if either truck continued to stay as front-line ambulances that the engines wouldn't last another 5 years. Station Generator (Main Station) was repaired (Cost: \$10,665.68 Diagnostic Trip, Rental Generator, and Repair)

June 2023 Incidents:

Fire Incidents: 114
EMS type Incidents: 95
Service Calls Non-Emergency: 6
HFD Calls: 3
Total incidents: 218
Average Response Time: 4 Minutes 45 Seconds

July 2023 Incidents:

Fire Incidents: 89
EMS type Incidents: 104
Service Calls Non-Emergency: 15
HFD Calls: 13
Total incidents: 221
Average Response Time: 4 Minutes 21 Seconds

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EMS 1st response time: (Natl Standard is 6:30)
ALS response time: (Natl Standard is 10:30)
Fire: (Natl Standard is 6:50)
Simultaneous Call Report:

Projects:
ISO Grade: Preliminary results ISO Class 1.
Roof Replacement:
Annex Roof and Sealant
Main Roof

Other Activities:
Hydrant Testing: Continues
Officers Meeting July 11, 2023, to lay out the path for the second half of 2023
New Billing Service: Emergicon went online 8/1 (Billing Sheet, Industry standard, New SB)
Motorola Quote. (Proposal Quote: Equipment and Installation \$259,966; Yearly Maintenance and System Upgrade \$11,701 starting second year)
TDSHS Inspection (Inspection Report)
ATT FirstNet Signal Test.
- CPR Classes. 13 Classes have been instructed with 99 people being taught. 4 more classes are scheduled and planning on 20 per class.

Discussion and Consideration Items:
Sale of 2012 International ambulance.
Sale giveaway or removal of old weight equipment.
Purchased a new treadmill (\$5606), Weights benches and racks (\$3950) = \$9,550
Training Tower (Bats, Doors, Rust, Paint, Sealant) Maybe a 2025 Project.

Commissioner Woodruff asked for a motion to approve the EMS Billing Fee schedule as presented. Commissioner Brown moved the EMS billing fee to be approved stating that all fee information EMS billing that needs an approval should be presented prior to meeting, seconded by Commissioner Adams.

Motion passed unanimously.

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

a. Engagement Letter – Belt Harris Pechacek

Commissioner Woodruff asked for a motion to accept the engagement letter with Belt Harris Pechacek, Commissioner Brown moved, seconded by Alternate Dutt.

Motion passed unanimously.

b. Investment strategy and possible action– Texas Class - – Representative

Texas CLASS is a Local Govt Investment Pool (LGIP), which is a money market account for municipalities. Texas CLASS has over 1040 members and over 23.5 billion dollars in our two pools. Texas CLASS is AAAM rated and abides by State of Texas PFIA 2256. Texas CLASS rates are very competitive with other LGIP's. Texas CLASS Prime Pool rate today is 5.2942%.

Mr. Brewer presented the information on TEXAS CLASS.

Commissioner Brown asked that the Attorney, Brandon Morris, draw up a resolution placing the

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commission within the resolution.

Commissioner Woodruff stated that he would also like to see a resolution prepared with the customary requirements on their form (TEXAS CLASS) and ensure the Investment Policy for the Village Fire Department states the department can invest with Texas Class with the requirements of the commission; two signers, deposits/withdraws will only be made in one account and account would be limited to existing checking account. The signer will be Ms. Longoria plus a commissioner. He also stated this is the direction that the commission is leading and if the commissioners would present this information to their respective City so that they are aware of this discussion. If the cities have any questions they can be presented and discussed at the next commission meeting.

5. 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 stated the Fire Chief selection committee met last week, however, only discussion occurred, and no action was or will be taken. This will remain as a discussion item.

b. Property and Casualty Insurance Proposal

Marlo Longoria presented the property and casualty (P&C) insurance comparison for 2023 to 2024. She stated the P&C insurance cost increased by 9% due to added medics and property cost inflation, however, the cost should decrease with the removal of the 2012 ambulance. The department is hoping to sell the "old" medic later this year.

Commissioner Woodruff inquired on the replacement value of a unit if the unit was to be "total" or made inoperable. Would the insurance cover the cash value or the agreed value?

Marlo Longoria stated that the department will ask the insurance provider to ensure an accurate answer. She also stated that she believed it was the agreed value and that was provided in the specs that went out in the bid's specs.

No action was taken.

c. EMS – Revenue 2nd Quarter

Marlo Longoria presented the Ambulance (EMS) revenue of \$82,634.94. The revenue will be split among the cities by the pro-rata share.

No action was taken.

d. Review of investment and banking practices and strategies and discussion and possible action on different investment options for Department funds

Commissioner Woodruff asked for the agenda item to be removed from discussion of the investment options that occurred earlier in the meeting.

No action was taken.

e. Update investment Policy – reflect Texas Class

Commissioner Brown approved the investment policy update, Commissioner Adams seconded.

Motion carried unanimously.

f. Sell of current assets - Gym Equipment

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Commissioner Woodruff requested that the commission authorize the Village Fire Department to sell the current surplus Gym Equipment through an auction to the highest bidder. The auction will allow individuals to see the equipment online. Commissioner Adams made a motion; seconded by Alternate Lisenby.

Motion carried unanimously.

g. Sale of Capital Item – 2012 Ambulance

Commissioner Woodruff stated that the commission requires the purchase of capital items to be approved by the board of commissioners so therefore, the sale of capital items should be brought to the board of commission. Commissioner Brown stated the commission will authorize the sale of the current surplus, the 2012 Ambulance, with a listing price starting no less than \$38,000 and the village fire department will retain the monetary income in the long-term strategic plan fund 2. Seconded by Commissioner Adams.

Motion carried unanimously.

h. Photo session for the Board of Commissioners

Commissioner Woodruff stated that Officer Wu for Hedwig Village PD could potentially take a picture of the commission. If he is unable to, the department could possibly use an employee from within the department.

No action was taken.

i. Special Audit

Commissioner Woodruff stated that he would distribute the email sent from the auditor and continued discussion will occur at the next meeting.

No action was taken.

6. FUTURE TOPICS

Resolution on Investment Strategy, Special Audit, Photo session, & long-term strategic plan

7. NEXT MEETING DATE

September 27, 2023

8. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 7:49 p.m. Commissioner Brown moved, seconded by Commissioner Adams.