

9-27-2023  
Village Fire Department  
Regular Monthly Board Meetings

*Minutes*

*VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING  
Wednesday, September 27, 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 Hunters Creek  
City of Hilshire Village**

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

**Present Were:**

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

**Alternate Mayor Tom Jinks  
Alternate Clara Towsley  
Alternate Fidel Sapien  
Interim Fire Chief, Howard Miller  
Administrator, Marlo Longoria  
Attorney Brandon Morris**

**Randle Law Firm**

**Not Present Were:**

**City of Hilshire Village  
City of Piney Point Village  
City of Spring Valley Village  
City of Piney Point Village**

**Alternate Mike Garofalo  
Commissioner Zeb Nash  
Alternate John Lisenby  
Alternate Aliza Dutt**

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

Ms. Andrea Herman – Request the November 30,2022 minutes posted on the website. (recording)

**2. PICTURES OF COMMISSIONERS & ALTERNATES**

**7C. Commissioner Woodruff approved the agenda to be taken out of order.**

- A. Property and Casualty Insurance:
- Valuation of assets for insurance purposes
  - Insurance Proposal

Presentation – Insurance - Frank Comiskey/Jennifer Knickerbocker  
Metro Fire – Craig Russel / Nick Russel  
Siddons Martin – Josh S.

Mr. Frank Comiskey presented the information and the valuation of assets. He also stated that VFIS is exploring the premium rate of the insurance renewal, if the 2017 Aerial actual value is increased to the 2023 replacement value and the 2 engines' 2008 and 2020 actual value are increased at the 2023 replacement value.

Mr. Russel, Metro Fire, presented the information on the cost of apparatuses and the progression of cost for replacement in a 10-year span. He stated inflation has caused the cost of apparatus to increase over the past two years by 30%-35%. The industry has seen a drop in the cost to an average of 10%-14%. However, he recommended the apparatus replacement cost should consider the inflation rate. (*Article 1*)

Mr. Josh S., Siddons Martin, discussed the information on the cost of apparatuses and the progression of cost for replacement in a 10-year span.

The expiring insurance coverage September 30, 2023 was approved to be renewed by the commission.

**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 –

- August 2023– regular monthly meeting

B. Approval of Bills Paid – August 2023

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

Motion carried unanimously.

#### **4. REPORTS and POSSIBLE ACTION**

A. Roof Discussion – Interim Fire Chief Miller presented the following information on the roof discussion.

Roof Discussion -

- Zoom meeting 9-26-2023.
- 90% to final decision
- Karl Shaack is contacting Justin, Construction Masters, to review and discuss the prescriptive enhancements process. Report by next Friday.

Annex Roof –

- Preconstruction meeting 10/6/2023
- Color scheme recommendation – request sample (*Article 2*)

Commissioner Brown stated he has been in contact with the steering committee, and they are in a position to move forward. Johns Manville letter has been received at the request of the roof committee.

Commission Woodruff stated Alternate Lisenby has the paperwork and the warranty he wants to verify the few details of installation to ensure we don't have to draw on the warranty. Everyone agrees and adjusting a few things will help our consultant accept the final product and reach an agreement.

B. Treasurer's Financial Reports – August 2023

Marlo Longoria stated for the month ending August 31, the department is 66% of the year, and we are under budget overall. In the total capital expenditure, we are under budget at 44%. However, I do want to mention that the protective gear line item is over by \$12,905.12 due to the loss of bunker gear in a chemical fire. A reimbursement from the Houston Fire Department is expected. As for the personnel cost, we are just under budget at 60%. Operational expenditures we slightly over budget due to just several line items reaching the overall budget. I do believe we are going to even out by the end of the year. We did receive the new radios and the accountability software will be updated. If there are any questions about the budget and the financials, please let me know.

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

ISO – Report

Chief Miller Presented the Chief's report.

1. Staffing: Captain Swinner is on light duty

We started advertising for our new personnel. The department is looking to hire at the first of the year and received 9 applications.

Rusty Kattner's last day to be at work here is September 8<sup>th</sup>.

2. Apparatus and Equipment:

Ambulance for sale – a Canadian mining company is a possible buyer for the ambulance. The possible "sold" price is in negotiations at ~ \$60,000.

Auctioned the weight equipment and it went for \$200.

3. Major Incidents:

4. August 2023 Incidents:  
Fire Incidents: 87  
EMS type Incidents: 95  
Service Calls Non-Emergency: 11  
HFD Calls: 17  
Total incidents: 210  
Average Response Time: 4 Minutes 40 Seconds  
EMS 1st response time: (Natl Standard is 6:30)  
ALS response time: (Natl Standard is 10:30)  
Fire: (Natl Standard is 6:50)

5. Projects:  
PALS recertification.  
ISO Grade: Final  
Roof Replacement:  
Main Roof  
Annex Roof and Sealant

6. Other Activities  
- Hydrant Testing:

7. Discussion and Consideration Items:  
  
Capital Expenditures Apparatus.

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

- A. Resolution updating the Village Fire Department investment Policy.

Mr. Morris, the Village Fire Department attorney, presented the change needed in the Investment Policy to move forward in investing with TexasClass.

Commissioner Brown requested several changes to be made to the investment policy. (*Article 3*)

- Section 7: Delegation of Authority – consider hiring a financial director/accountant in the next budget – encompassing the management of the investment program. – (administrator or other person designated by the commission.)
- Section 9: operating financial - paragraph one – (needing more information) approved by the village fire commission.  
3rd paragraph conducted by the commission or whom the commission delegates.
- Section 11- change “will” to “may” diversify.
- Section 12 – incomplete – RFP should be initiated by the commission and approved by the board. “As instructed by the fire commission.”

Commissioner Woodruff – suggested changing “cities” to “department or the commission” in reference to all areas that display “City or City’s.”

Commissioner Brown moved to update the investment policy as amended.  
Seconded by Commissioner Carpenter.

**6. 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 is working to schedule a meeting, and no action was or will be taken. This will remain as a discussion item.

b. 2012 International Ambulance – no future discussion – discussion occurred in the chief’s report.

c. Property and Casualty Insurance Proposal (P&C)

Per the Commissioner Woodruff, 7C was moved to top of the agenda.

d. Special Audit –

Commissioner Woodruff stated an email is being distributed. Continued discussion will occur at the next meeting.

No action was taken.

e. Funding Capital Replacement Fund –

Commissioner Woodruff stated his concern is to ensure realistic planning for future apparatus purchases. Suggested that the next step is to address this during our 2025 budget planning. He also asked that the chief and the staff bring a suggestion as to what the chart needs to look like based on the data around the 10% inflation rate and an adjustment to the engine price. Realistic estimate prices and how much the department needs to budget for the next few years.

No action was taken, and discussion occurred.

f. Funding Facility Fund Long-term Replacement-

Commissioner Woodruff suggested these items be considered as physical plant items on the capital replacement fund.

No action was taken, and discussion occurred.

g. Recommendation on new Human Resource Management system (UKG- Americhex, Inc)

Interim Fire Chief Miller recommended UKG – distributed by Americhex as the department's Human Resource Management system.

Commissioner Brown moved to authorize the implementation of the UKG-distributed through Americhex as a trial run through 2023 and implemented in 2024, seconded by Commissioner Carpenter.

The motion carried unanimously.

**7. 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:**

**Consultation with an attorney related to pending or contemplated litigation pursuant to Texas Government Code Section 551.071, Former Fire Chief**

Commissioner Woodruff asked for a motion to proceed into to executive session at 7:42 p.m.

**8. 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

Commissioner Woodruff stated the commission would resume regular session at 8:15 p.m.

No Action was taken.

**9. FUTURE TOPICS**

Commissioner Woodruff requested any future items be submitted before the next meeting.

**10. NEXT MEETING DATE**

**October 25, 2023**

**11. ADJOURNMENT**

Commissioner Woodruff asked for a motion to adjourn at 8:18 p.m. Commissioner Carpenter moved, seconded by Commissioner Adams.