

Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD MEETING

Wednesday, January 24, 2024, 6:00 P.M.

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on January 24, 2024, at 901 Corbindale Houston, Texas 77024. It began at 6:00 p.m. and was presided over by Matt Woodruff. The secretary was present.

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

Commissioner Matt Woodruff, Chair
Commissioner Keith Brown, Vice Chair
Commissioner Allen Carpenter, Secretary
Commissioner Zeb Nash, Treasurer
Commissioner Rob Adams, Member

Present Were:

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

Alternate Mayor Tom Jinks
Alternate Clara Towsley
Alternate Fidel Sapien
Alternate Aliza Dutt
Alternate John Lisenby
Interim Fire Chief, Howard Miller
Administrative Staff, Marlo Longoria & Katherine Stuart
Attorney Brandon Morris

Randle Law Firm

Not Present Were:

City of Hilshire Village
City of Hilshire Village

Commissioner Robert (Bob) Buesinger, Member
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.

A. Approval of Minutes –

- October 25, 2023 – Regular Monthly Meeting
- November 7, 2023 – Special Meeting
- November 29, 2023 – Regular Monthly Meeting

A. Approval of Bills Paid – November & December YTD (unaudited 2023)

Commissioner Woodruff asked for a motion to approve the consent agenda. Commissioner Brown

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approved the consent agenda as presented, seconded by Commissioner Carpenter.

Motion carried unanimously.

4. REPORTS and POSSIBLE ACTION

- A.** Roof Discussion – Alternate Lisenby and Interim Fire Chief Miller presented the following information on the annex and main roof discussion.

Annex Roof –

- (Interim Fire Chief Miller) Annex roof substantially complete.
- A few items on the punch-out list to be completed.

Ms. Longoria presented the invoice, pay app #1, in the amount of \$162,882 with a retainage balance of \$18,098 to be paid to Pyramid Waterproofing, Inc.

Roof Discussion –

Commissioner Carpenter made a motion to authorize the Village Fire Department, VFD, to engage in a contract with Price Consulting Firm, PCI, to prepare and document specifications for the “redo” roofing project not to exceed \$15,000. Seconded by Commissioner Brown.

- B.** Treasurer’s Financial Reports – November / December 2023

Commissioner Nash presented the Treasurer’s Financial Report.

He also suggested that the commission should consider dates for budget workshops.

Ms. Longoria stated the 2023 year-end, YE, numbers should be reconciled on January 31 once all expenditures have been accounted for. Then an audit takes place to finalize the accountants’ YE numbers. Once this is completed an inter-budgetary transfer, if needed, will be made in May/June to close the year.

The final bank balance for 2023 in the facility fund is \$269,909.60, the EMS 4th quarter revenue has been returned to the Cities, and the 2023 YE audit has been scheduled for April 8, 2023.

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

1. Staffing

Captain Swinner: is back on A-Shift. A-Shift is at full staff.

New Hires: Start this month and have taken the Oath of Office (3).
Badge Pinning Ceremony When they complete their phase grading.

C-Shift down one person with an open spot being held open.
B-Shift down one person from a resignation.

2. Apparatus and Equipment

Ladder 1: Involved in an accident December 30, 2023.

Surplus Ambulance: Sold to a AdvanSix Chemical Company out of Pennsylvania. (\$57,000)

MVPD Drone: We have possession of it. Fire Marshal Croft and Rocky Johnson are looking into training.

Damage fire gear was covered by insurance. Still waiting on HFD for a reimbursement. If we are reimbursed, we will pay the insurance company back.

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3. Major Incidents:

12/16/2023, Building Fire, 9021 Ruland Rd. (Houston). This address is off Campbell Rd. behind the SBISD Education Center at the edge of our territory. The Village FD Deputy Chief took command of the fire. Through our automatic aid system, HFD was dispatched. When conditions stabilized enough for a safe transition, the command was turned over to the HFD District Chief on location.

1/12/2024 Spring Valley house fire.

4. December 2023 Incidents:

Fire Incidents: 88
EMS type Incidents: 79
Service Calls Non-Emergency: 15
HFD Calls: 25
Total incidents: 207

Average Response Time: 4 Minutes 31 Seconds
EMS 1st response time: (Natl Standard is 6:30)
Fire: (Natl Standard is 6:50)

5. 2023 Final Numbers:

Fire Incidents: 1042
EMS type Incidents: 1004
Service Calls Non-Emergency: 157
HFD Calls: 223
Total incidents: 2,426
Average Response Time: 4 Minutes 38 Seconds

6. Projects (2024):

Roof Replacement:

Annex Roof: Annex roof is for the most part complete with a couple of punch out items. (Lightning protection and certification, and fill in ruts created by their equipment.

Main Roof: Ready to complete the project once the details are worked out.

1/17/2024 Finance Consultant Clare Bogart started.

7. Other Activities and Events:

Hydrant Testing: Yearly testing will be started and will be completed before summer. During last year's testing, we found a lot of hydrants that did not have street markers. We would like to replace those. They are about \$10 each. The box cost about \$1000. The money would come out of equipment.

Pre-fire Planning of businesses.

8.. Discussion and Consideration Items:

Apparatus Replacement Plan (Spreadsheet)

Budget: Where we landed before audit.

Dispatch solutions to staffing shortages and issues with upcoming shortages.

Training tower repairs and painting project. Maybe in the 2025 budget.

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

None

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

None

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

A. Capital Replacement Plan

The discussion will continue. This agenda item will continue to be a discussion item during budget preparation.

No action was taken.

Chief Miller offered a suggestion that if there is a potential surplus of \$180,000 from the 2023 Budget the money be retained and allocated to the capital replacement fund to lessen the amount owed by the cities through assessments to the fund. The \$400,000 budgeted amount would then be \$220,000.

Commissioner Woodruff stated the commissioner would be swapping dollars around. The commission has an approved budget, carry out the budget, and disburses the surplus money back to the six cities. The cities can determine the opportunity to allow the fire department to retain the surplus if 100% is in agreement.

Commissioner Carpenter suggested that there needs to be a policy and procedure as to what needs to be done with any unused funds that may be left over in a budget year.

Commissioner Woodruff requested budget policy and procedure be placed as a future discussion item.

B. Finance Director – update.

Alternate Dutt stated Claire Bogard was hired by the commission to review budget processes, finances, and policies/procedures at the village fire department. Claire visited the fire department on Tuesday. Alternate Dutt presented observations made by the Finance consultant.

- Financial/Budget policy and procedures need to be written down.
- Evaluations continuing

- 8. 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 no action or report will be given.

Commissioner Nash inquired about the progress that has been made on the Fire Selection Committee.

Commissioner Woodruff stated there has been discussion on qualifications, methodology, preliminary Job description, the package that would be used, and how to communicate the package with the candidates.

B. Roof Replacement change order

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Alternate Lisenby is working with Price Consultant, Karl Shaack, to provide the documents needed to complete the change order.

9. 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:

Commissioner Woodruff requested to retire into the executive session at 7:02 p.m.

- A. Executive session pursuant to Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee to:

- (1) Fire Chief
- (2) Fire Captain
- (3) Finance Consultant
- (4) Dispatcher

Commissioner Woodruff reconvened public session at 8:43 p.m.

10. 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

No action

11. FUTURE TOPICS

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

- Budget Workshops
- Ambulance Revenue
- Amend Bylaws
- Policy/ Procedures

12. NEXT MEETING DATE

February 28, 2024

13. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 8:52 p.m. Alternate Sapien moved, seconded by Commissioner Carpenter.