

10-25-2023
Village Fire Department
Regular Monthly Board Meetings

Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD MEETING

Wednesday, October 25, 2023, 6:00 P.M.

1. CALL TO ORDER

Present & Voting Were:

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

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

Present Were:

City of Hedwig Village
City of Piney Point Village
City of Spring Valley Village
Village Fire Department

Alternate Mayor Tom Jinks
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 Piney Point Village
City of Bunker Hill Village
City of Hunters Creek
City of Spring Valley Village

Alternate Mike Garofalo
Commissioner Zeb Nash
Alternate Clara Towsley
Alternate Fidel Sapien
Commissioner Allen Carpenter, Secretary

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

None

3. PICTURES OF COMMISSIONERS & ALTERNATES

Rescheduled

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

- A. Property and Casualty Insurance: Premium update
Presentation – Insurance - Frank Comiskey and VFIS Stephanie Dew

Commissioner Woodruff stated that the commission would like to recognize that they have taken the appropriate actions to protect the equipment the cities have invested in for the department. He requested that VFIS walk through the scenarios, minor loss, major loss, or total loss.

Ms. Dew stated the department determines the agreed value of the equipment. The insurance does not determine the agreed value.

75% value rule – if the apparatus is listed at \$1,000,000 and the loss is greater than 75% (\$750,000 value) the apparatus will be replaced at \$1,000,000. If the damage is \$600,000 the insurance will submit for repairs and will not total the apparatus.

(Article 1) – Follow-up document received from insurance company

Increased value

2008 Engine 2 - Agreed value (\$557,000) - E2 increased max agreed value to \$1,000,000.

The replacement is scheduled for 2027. The scheduled cost for replacement is \$1,500,000.

2017 Ladder 1 - Agreed value (\$976,955) - L1 increased max agreed value to \$2,000,000.

The replacement is scheduled for 2032. The scheduled cost for replacement is \$2,500,000.

2020 Engine 1 - Agreed value (\$659,000) - E1 increased max agreed value to \$1,000,000.

The replacement is scheduled for 2037. There is no scheduled replacement cost at this time.

Current policy – the rates will increase.

Commissioner Woodruff entertained a motion to request an endorsement of our current insurance policy to adjust the declared value of the apparatus per the information received in the email sent by VFIS (insurance company). Increase the agreed value of 2008 Engine 2 and 2020 Engine 1 to \$1,000,000 and Ladder 1 to \$2,000,000. Moved by Commissioner Buesinger. Seconded by Commissioner Brown.

Motion carried - unanimously.

4. 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 –

- September 2023– regular monthly meeting

B. Approval of Bills Paid – September 2023

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

Motion carried unanimously.

5. REPORTS and POSSIBLE ACTION

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

Roof Discussion -

- Roof consultant, Karl Shaack pushing back on the prescriptive enhancements process that Justin, Construction Masters, has placed in the discussion.
- No final solution as of 10-25-2023

Annex Roof –

- October 6, 2023, walk-thru for annex roof. Selection of roof and siding color

B. Treasurer’s Financial Reports – September 2023

Marlo Longoria stated that for the month ending September 30, the overall budget is looking pretty good. The total capital expenditure is under budget. There is some concern with the protective gear line item being over budget. This is due to the loss of bunker gear in a chemical fire. A reimbursement from the Houston Fire Department is expected. The other items that may go over budget are in operations, the Property & Casualty and Gas & Oil, we reviewed the Gas & Oil line item and believe it is the quantity sitting in the tank that should balance out at the end of the year. The department is 75% of the year and has used about 74% of the budget. The other concern is with EMS revenue. The quarterly payments will go out to the cities this month. If there are any questions about the budget and the financials, please let me know. I did share that at the last meeting we received our radios and the accountability software is all set up.

Commissioner Woodruff expressed that the City's council would appreciate knowing if the department is expecting to exceed any budget category, especially one that would put the department in a difficult situation providing the necessary services to our citizens, we need to know and get an appropriate budget amendment in process and approved by the cities.

Interim Fire Chief, Howard Miller, stated the department is working on this and reviewing it. However, believes we are moving in a good direction.

Alternate Lisenby requested more information on the EMS revenue and the percentage of money received from calls.

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

ISO – Report and Ambulance

Chief Miller Presented the Chief's report.

1. Staffing: Captain Swinner is on light duty through December
Firemedic out on worker compensation with a reinjured knee. Unknown length of time.
New hire testing complete. 3 new hires will start in the new year.

2. Apparatus and Equipment:

Ladder 1 – September 29 involved in a minor vehicle accident heading to an HFD call.

The other vehicle involved the driver was examined and refused any treatments. The damage is estimated to be around \$20,000.

Ambulance for sale – a Canadian mining company is a possible buyer for the ambulance. Canadian vehicle registration system does not have Frazer as an approved vendor. Chief Witt is working with the company because the chassis is an International. The total consists of \$60,000 for the ambulance and \$2,200 for the stretcher.

Memorial Village PD – received a new drone through a grant and offered the old drone to the fire department to utilize.

Uses:

- Apparatus views
- Assist the police department.
- Search and Rescue
- Fire

3. Major Incidents
 - Spring Valley house fire in the garage
 - Gas leak near Brogden
4. September 2023 Incidents:
 - Fire Incidents: 96
 - EMS type Incidents: 86
 - Service Calls Non-Emergency: 18
 - HFD Calls: 23
 - Total incidents: 223
 - Average Response Time: 4 Minutes 39 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:
 - ISO Grade: Final approved
 - Roof Replacement:
 - Main Roof
 - Annex Roof
6. Other Activities
 - Family day
 - C-shift Life Save Award
 - Years of Service Awards
 - Firemedic, - Joey Gamez received the Saint Florian Medal
 - Fire Prevention – 21 events schools, churches, and tours
 - Live Burn training
 - Hydrant testing – still on hold
7. Discussion and Consideration Items:
 - Pinning ceremony during the Fire Commission meeting
 - Capital Replacement Fund – updated cost adjustment for inflation.
 - Commissioner Woodruff requested an updated Capital Replacement spreadsheet with adjusted cost inflation rates and the adjusted agreed value insured coverage. He also apologized for not attending Family Day due to a previous engagement.

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

A. Investment Resolution– Texas Class

Commissioner Woodruff asked for a motion to approve the Investment Resolution for TexasClass. Commissioner Brown moved to approve The Investment Resolution.

Seconded by Alternate Lisenby.
Motion carried unanimously.

7. 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. This item will remain as a discussion item.

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

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

C. Special Audit

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

Commissioner Brown stated that after reviewing the information there was nothing that seemed out of the ordinary.

Commissioner Woodruff suggested that City Administrators with financial expertise could give the commission some insight as to what questions to ask.

Commissioner Buesinger stated that he thought the direction was already presented as to what the auditor is to research, Capital expenditures, and operational expenditures.

No action was taken.

D. Drone Usage

Discussion occurred during Interim Fire Chief Report

No action was taken, and discussion occurred.

E. Resolution requesting closure of Chase credit card account.

Commissioner Woodruff asked for a motion to adopt a resolution authorizing either the interim chief or the administrator to take such actions and execute such documents necessary to effectuate the closing of the account. Commissioner Brown moved. Seconded by Commissioner Buesinger.

8. 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:

None

9. 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

None

10. FUTURE TOPICS

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

- Roof agreement
- Process of submitting changes to the Interlocal Agreement
- Financial director

11. NEXT MEETING DATE

November 15, 2023, or November 29, 2023

Commissioner Woodruff stated that based on the consensus the commission will have the next fire commission meeting on November 29th and no fire commission in December. Commissioner Adams moved, seconded by Commissioner Brown.

12. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 7:25 p.m. Commissioner Brown moved, seconded by Commissioner Adams.