

*Minutes*

*VILLAGE FIRE DEPARTMENT*

*REGULAR MONTHLY BOARD MEETING*

*Wednesday, November 29, 2023, 6:00 P.M.*

**1. CALL TO ORDER**

**A regular fire commission meeting of the Village Fire Department was held on November 29, 2023, at 901 Corbindale Houston, Texas 77024. It began at 6:00 p.m. and was presided over by Matt Woodruff. The secretary was not present.**

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

**Alternate Mayor Tom Jinks  
Alternate Clara Towsley  
Alternate Mike Garofalo  
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 Piney Point Village  
City of Hunters Creek  
City of Spring Valley Village**

**Commissioner Zeb Nash  
Alternate Fidel Sapien  
Commissioner Allen Carpenter, Secretary**

**1. PINNING CEREMONY – moved after Fire Chief's Report**

- Brian Croft - Fire Marshal
- Brian Sandifer - Captain – C- Shift
- Luis Matallana Suarez - Fire Medic – C-Shift
- Steve Espinoza – Fire Medic – C- Shift

Commissioner Woodruff stated on behalf of the commission and the cities we are very grateful for the men and women that have served through the Fire Department. The cities are very proud and believe they are a great group of folks. He also stated it is a pleasure to have a small role in providing the right tools, training, equipment, and leadership to do the job.

Alternate Dutt stated one of the key reasons residents are part of the Memorial Village is due to the VFD. The commission is greatly appreciative of the VFD and recognizes all the hard work.

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

None

**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 –**

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

Commissioner Woodruff suggested the 10/ 25 and 11/7 minutes be severed from the consent agenda.

**B. Approval of Bills Paid – October 2023**

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

Commissioner Woodruff asked for a motion to table the minutes. Commissioner  
Brown approved to table of the minutes, seconded by Commissioner Buesinger.

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 work should begin Monday and

work should last approximately 3 weeks.

Roof Discussion –

- (Alternate Lisenby) Discussion has occurred with Construction Masters and the consultant, Karl Shaack. Continuing to progress forward.

**B. Treasurer’s Financial Reports – October 2023**

Marlo Longoria presented the commission-approved financial progress with the amendments. She stated all intra-budgetary transfers (IBT) amendments have been approved with the exception of Hunters Creek due to the timing of their meeting. Overall, the budget is at 84% and it looks to be on track with the rest of the year. Regarding the reimbursement from the City of Houston, there has been no update. VFD’s insurance has requested information, but there has been no word as to the timing of the possible reimbursement from VFD’s insurance. The salary and overtime line items are on track. The only other concern that should be presented is the unemployment claim line item.

Chief Miller stated further research will be completed as to how long payments will continue, the amount, and the process of the unemployment claim.

Attorney Brandon Morris stated he would research into this topic.

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

Chase card & Surplus ambulance

Chief Miller Presented the Chief’s report.

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

2. Apparatus and Equipment:

Ladder 1 – Received preventative maintenance and repairs.

Ambulance for sale – A company in North Carolina is looking into a purchase.

Chief Miller requests that if the ambulance does not sell through the company in NC the ambulance be placed in auction at no less than the \$38,000 cap. Commission discussion occurred and directed the interim fire chief to do as he felt appropriate for the sale of the surplus ambulance.

3. Major Incidents

11/13/2023 SBISD board meeting. Overcrowding resulted in the police chief requesting the fire marshal. The meeting was cancelled by the SBISD board to mitigate the overcrowding when the attendees refused to leave.

October 2023 Incidents:

Fire Incidents: 81  
EMS type Incidents: 80  
Service Calls Non-Emergency: 16  
HFD Calls: 17  
Total incidents: 194

Average Response Time: 4 Minutes 23 Seconds  
EMS 1st response time: (Natl Standard is 6:30)  
ALS response time: (Natl Standard is 10:30)  
Fire: (Natl Standard is 6:50)

4. Projects:

- Main Roof – leaks from the pull test (Construction Masters is aware)
- Annex Roof – 12/4/2023 - discussion occurred in reports.

5. Other Activities and events

- TCFP Texas Commission on Fire Prevention  
November 15 – routine inspection
- Equipment – Capital expenditure possible increase of \$70,000 starting in 2025.

6. Discussion and Consideration Items:

Capital Replacement Fund – Spreadsheet updated cost adjustment for inflation.

Finance Director

Budget: the unemployment Claim continuing.

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

None

**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 does not have a report for this month. This item will remain as a discussion item.

**B. Special Audit & Email Received from Auditor**

Commissioner Woodruff directed the administrator to contact the auditor and request to move forward with a change of scope at no more than the budgeted amount.

**C. VMIG – New Insurance Carrier**

Medical, Dental, and Vision changing to United Healthcare.  
Life Insurance is changing to The Hartford.  
Memorial Village Water Authority has approved the insurance carrier renewal with United Healthcare and the Life Insurance carrier with The Hartford.

Commissioner Buesinger moved to approve the new insurance carrier and the proposal as presented. Seconded by Commissioner Brown.

Motion carried unanimously

**D. Strategic plan – Capital Replacement**

Discussion occurred during the Interim Fire Chief Report

Commissioner Woodruff encouraged every commissioner to review the capital replacement plan and decide how each city wants to approach the substantial increase in vehicle cost for replacement.

Interim Fire Chief Miller stated the recommendation that listed for the life expectancy of an apparatus is an NFPA standard, not a requirement. However, the NFPA has put these standards out to protect the individuals on the equipment and reduce liability. NFPA- (National Fire Protection Association)

Continued discussion item.

**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:**

Commissioner Adams approved to retire into executive session at 6:43 p.m. Seconded by Commissioner Buesinger.

To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a finance position.

**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 reconvened into regular open session at 7:33 p.m.

Commissioner Brown made a motion that the commission retain Claire Bogard to serve as a financial consultant to assist us in a review of our financial practices, accounts, etc. The commissioner authorizes an initial contract of up to \$20,000 for her services. Alternate Dutt requests Ms. Bogard's services to be effective depending on her availability. Paid under consultant fees seconded by Buesinger.

Commissioner Brown amended his motion that the commissions retain Claire Bogard after January 1, 2024, to serve as a financial consultant to assist us in a review of our financial practices, accounts, etc. The commissioner authorizes an initial contract of up to \$20,000 for her services. Alternate Dutt requests Ms. Bogard's services depending on her availability. Paid under consultant fees seconded by Buesinger.

Motion carried unanimously.

## **9. FUTURE TOPICS**

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

- Financial Consultant, Claire Bogard
- Long-term vehicle replacement

## **10. NEXT MEETING DATE**

January 24, 2024

## **11. ADJOURNMENT**

Commissioner Woodruff asked for a motion to adjourn at 7:45:00 p.m.  
Commissioner Brown moved, seconded by Commissioner Brown.