

**VILLAGE FIRE DEPARTMENT**  
**SPECIAL MEETING MINUTES**

The Board of Commissioners reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Title 5, Chapter 551, of the Texas Government Code.

A special fire commission meeting of the Village Fire Department was held on February 28, 2024, at 901 Corbindale Houston, Texas 77024. It began at 6:30 p.m. and was presided over by Matt Woodruff. The secretary was present.

**Special Meeting Village Fire Department**

**1. Call to order.**

**Present & Voting Were:**

City of Hedwig Village	Commissioner Matt Woodruff, Chair
City of Bunker Hill Village	Commissioner Keith Brown, Vice Chair
City of Spring Valley Village	Commissioner Allen Carpenter, Secretary
City of Piney Point Village	Commissioner Zeb Nash, Treasurer
City of Hunters Creek Village	Commissioner Rob Adams, Member
City of Hilshire Village	Commissioner Robert (Bob) Buesinger, Member
City of Hedwig Village	Alternate Mayor Tom Jinks
City of Bunker Hill Village	Alternate Clara Towsley
City of Spring Valley Village	Alternate Aliza Dutt
City of Piney Point Village	Alternate John Lisenby
City of Hilshire Village	Alternate Mike Garafalo
Village Fire Department	Interim Fire Chief, Howard Miller, Marlo Longoria & Katherine Stuart
Randle Law Firm	Attorney Brandon Morris
Joiner Architect	Scott Brady and Martin Brennan

**Present Were:**

**Not Present were:**

City of Hunters Creek Village	Alternate Council Member – Fidel Sapien
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**2. Comments from the Public (Comments are limited to 3 minutes each)**

None

**3. Discussion and possible action on the following related**

a. Roof

- Change Order (CO) Construction Master -\$97,000 credit on contract for the roof redo.

Commissioner Woodruff asked if the change ordered would close out Construction Masters contract?

Joiner Architect presented the information on the change order and how the closeout would proceed with Construction Masters (CM.) Mr. Brady stated that if the approval of the change order takes place the \$97,000 would be credited back to the “Owner - Village Fire Department” and it would release CM of the responsibility of no longer needing to fix the roof. The CO will reduce the amount due to the CM as part of the retainage.

Alternate Lisenby made a motion to approve the CO, seconded by Commissioner Adams

Motion carried unanimously.

- Revised agreement with Karl Schaack, VFD roof consultant – “ roof redo”

Alternate Lisenby made a motion that Karl Schacck contract should not exceed \$12,100. Seconded by Rob Adams

- Change Order (CO) for Pyramid Waterproofing, Inc. to complete the roof “redo”

Council, Attorney Morris, stated that a new request for proposal must be completed due to the change and that the commission cannot award the project until a new bid has been submitted.

Commissioner Woodruff directed the staff to solicit bids to replace the roof according to statutory requirements. In accordance with the specification from Village Fire Department expert, Karl Schacck.

No action was taken.

b. Part-time dispatcher

Interim Fire Chief, Howard Miller, presented information on the reasoning, cost, and benefits of hiring a part-time dispatcher.

Commissioner Woodruff stated the purpose of hiring a part-time dispatcher(s) is to ensure dispatch coverage. It is not to pay for more than one dispatcher in a seat and should not have a significant budgetary impact.

Commissioner Woodruff asked for a motion to authorize the Interim Fire Chief, Howard Miller to hire one or more part-time dispatcher(s) to eliminate or reduce the amount of OT needed for the existing dispatcher position and fill any gaps due to illness or other circumstances.

Further discussion continued and the commission directed the VFD to send the presentation and possible language of the “part-time dispatch job” to the council. The part-time dispatcher must have a clear understanding that they will not be authorized to work more than the threshold to determine full-time employment. The document sent to the council should include the language “the Terms/conditions of employment, the maximum number of hours, and the part-time dispatcher(s) are NOT eligible for benefits, etc.

This part-time dispatcher will be discussed further as a future item at the next meeting.

4. Discussion and possible action on recommendations

a. Finance Consultant - update on findings and recommendations, Claire Bogard

Alternate Dutt presented the contract for Ms. Claire Bogard an “Agreement for Financial Services

made effective as of the 20th of March 2024 by and between the Village Fire Department (the Department) and Public Sector Solutions of Texas, LLC (the Consultant)... (article 1)

Alternate Dutt requested confirmation on the hourly rate of the work already performed.

Commissioner Woodruff requested an amendment to the document in (article 1) under compensation is “The Department shall pay compensation to the Consultant for Services not to exceed \$7,500 for the above work... and should state, “The Department shall pay compensation to the Consultant for Services at a rate of \$125.00 an hour, not to exceed \$7,500 total for the above work....

Commissioner Nash requested a change to the signature agreement line from “president of the fire commission” to “Chair of the fire commission.”

Commissioner Brown moved to adopt the agreement with amendments made to the document presented by Alternate Dutt. Seconded by Commissioner Carpenter.

Motion carried unanimously.

**Executive session:**

5. Executive session pursuant to Section 551.074 authorizing a governmental body to: (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following positions:

Commissioner Woodruff requested to retire into the executive session at 7:16 p.m.

- a. Fire Chief
- b. Finance Position
- c. Administrator
- d. Administrative Specialist

Commissioner Woodruff requested that the commission reconvene into regular session at 8:07 p.m.

6. Adjourn the Executive Session, reconvene the Regular Session, and take action as necessary as a result of the Executive Session.

Commissioner Adams made a motion to authorize the chairman to negotiate and execute an employment contract for Howard Miller as the new Fire Chief of Village Fire Department with the term March 20, 2024, through December 31, 2025. A \$12,000 raise effective immediately. Seconded by Commission Brown.

Roll Call

City of Hunters Creek Village – Yes  
City of Hedwig Village – Yes  
City of Hilshire Village - Yes

City of Spring Valley Village – Yes  
City of Piney Point Village – Yes  
City of Bunker Hill Village – Yes

Motion carried unanimously.

Commissioner Woodruff stated this is Commissioner Nash’s final meeting as City of Piney Point Village Fire

Commissioner. Commissioner Woodruff thanked Commissioner Nash on behalf of the Fire Commissioner for

March 20, 2024 – Special Meeting (Approved 4/24/2024)

his long-term commitment and knowledge.

Commissioner Henry Kollenberg will assume his position as the new Fire Commissioner of Piney Point.

**7.** Future topics.

Part-time - Dispatcher

**8.** Adjournment.

Commissioner Carpenter made a motion to adjourn at 8:12 p.m. seconded by Commissioner Adams.

Audio link to Special Meeting

[https://us02web.zoom.us/rec/play/2eY9KZszJZ6NNp9TL4xUJ8\\_oG6sQ\\_TNdeM-toepnh7K5K9182BRxjsYQBZQ\\_PxTF6UvsUhk\\_5-pEx69X.Q2Odmtrb1jhtBktd](https://us02web.zoom.us/rec/play/2eY9KZszJZ6NNp9TL4xUJ8_oG6sQ_TNdeM-toepnh7K5K9182BRxjsYQBZQ_PxTF6UvsUhk_5-pEx69X.Q2Odmtrb1jhtBktd)

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