

Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD

MEETING

Wednesday, February 28, 2024, 6:00 P.M.

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on February 28, 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
City of Hilshire Village

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

Present Were:

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

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

Randle Law Firm

Not Present Were:

City of Hunters Creek

Alternate Fidel Sapien

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 –

- Minutes - January 24, 2024 – Regular Monthly Meeting

A. Approval of Bills Paid –

- January 2024

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

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

3. REPORTS and POSSIBLE ACTION

A. Steering Committee report and possible action – Alternate Lisenby presented the following information main roof discussion.

- Facility Update – Discussion occurred.
- Roof Replacement change order contractor reduction.
- Change order pyramid roofing.
- Consultant, Karl Schaack

Alternate Lisenby after discussion requests the items listed above be tabled and discussed at a possible “special” meeting.

B. Treasurer’s Financial Reports – January 2024

Commissioner Nash presented the Treasurer’s Financial Report.

He also commented on how checks are processed and approved, A commission along with one of the staff members signs and reviews the written checks. This dual signature authorization allows an audit trail for monthly bills paid.

Ms. Longoria stated the Workers' Compensation contract came in just over budget at \$79,293. The original budget amount is \$71,651.48 with a difference of -\$7,641.52. The total amount is paid out over-time every quarter.

Commissioner Woodruff suggested the Village Fire Department, VFD, capture any items that appear to be exceeding the budgeted amount and may need a mid-year course correction. A Proforma amendment will go out to the cities.

Ms. Longoria informed the fire commission there was a delay in processing the patient care report (PCR) to the new PCR provider which delayed the billing 30 - 45 days. Therefore, there may be a delay in revenue for that time frame.

Interim Fire Chief, Howard Miller, presented the most recent unemployment claim for the former Fire Chief and requested approval to pay.

Commissioner Woodruff stated the VFD is required to pay and suggested the item as a payroll item.

No action was needed.

Interim Fire Chief, Howard Miller, also presented a 2023 contract renewal in the amount of \$20,000 that the VFD would like to carryover amount as an expense paid in 2024 but invoiced in 2023 and was a budgeted item in 2023.

Commissioner Woodruff stated that this request will need to be an agenda and to discuss action.

No action was taken.

C. Fire Chief’s Report – Events of January 2024, Monthly Performance; Staffing, Record of Calls, Response Times, etc.

1. Staffing

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We are going through a new hire process to replace the current vacancy.

B-Shift down one person with one Firemedic out due to knee surgery on February 29th.

A-Shift down two persons with one Captain out with an arm injury. The surgery was 2/20/2024. He will be off for about 10 days and return to light duty.

C-Shift is down one person.

The captain who was out last year with a knee injury is back to duty.

2. Apparatus and Equipment

Engine 2 had a radiator leak repaired. While it was in the shop it had the annual pump test performed.

E-1 and L-1 had their annual pump test performed.

Medic 3 – All tires replaced.

Medic 2 was involved in a minor accident with an HFD ambulance at Memorial City Hospital. No damage to our vehicle. HFD ambulance had a box light damaged, and this will be replaced.

The annual underground fuel storage tank was inspected.

Annual ground ladder testing was performed.

3. Major incidents

None

4. January 2024 Incidents

- Fire Incidents – 105
- EMS type incidents – 100
- Service call non-emergency – 20
- HFD calls – 25

Total Incidents – 250

Average response: 4 minutes 19 seconds

EMS 1st response time: (National Standard: 6:30)

Fire: (National Standard: 6:50)

5. Major Projects (2024):

Hydrant Checking

Roof

Finance Consultant

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6. Other activities

- Fire Commissioner's Pictures
- 2023 Annual Report on the website

7. Discussion and consideration items:

- Apparatus Replacement schedule
- Part-time dispatch – need data (Simultaneous call data)
- Guidelines and Policies
- Budget Workshop dates

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

Oliver Rainey & Wojtek L.L. P – engagement letter 2024-2025

Marlo Longoria presented the engagement letter.

Commissioner Woodruff requested to table this item for further discussion.

Commissioner Buesinger stated this is a month-to-month basis.

No action was taken.

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

None

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

A. Financial Consultant – update on findings and recommendations
Ms. Claire Bogard presented a presentation (article 1 – attached)

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

No action was taken.

B. Budget Workshop

Commissioner Woodruff suggested a special meeting/budget workshop on March 20, 2024, at 6:30 p.m. focusing on continuing the discussion on Ms. Bogard's work, recognizing the possibility of taking action on the roof, and further discussing a part-time dispatcher.

Commissioner Woodruff also requested a Google poll for other budget workshop dates.

No action was taken.

7. DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING - The Board will discuss and consider possible action on the following:

A. Department Policies & procedures

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Commissioner Woodruff suggested that some policies and procedures are at the discretion of the Fire Chief and some need to be written and approved by the commission. As presented by Ms. Bogard in the report several practices need to be written policies adopted by the commission and maintained by the commission. Commissioner Woodruff requested the VFD policies be available to all the commissioners for review. This can be done through different types of web applications.

Ms. Claire Bogard, Financial Consultant, stated she would recommend that she gather several policies she has produced and formatted a few others. She asked the board to workshop the policies.

No action was taken.

B. Bylaws - Continued discussion

No action was taken

C. Ambulance Revenue –

Interim Fire Chief, Howard Miller, requested to continue the discussion on the possibility of the ambulance revenue to be used towards the budget.

Commissioner Woodruff

D. Determination of the public purpose – Donating stuffed dogs to resident children on service calls

Commissioner Woodruff stated that the best and most useful use of the stuffed dogs (assets) along with the council at the discretion of the VFD EMS personnel if the stuffed dog(s) would improve the mental status of a juvenile patient to present along with all other medical care to take to the hospital and keep that, would be a valid use of public funds (assets) just as the bandages that the EMS might put their wounds. Bandages for their emotional stress. Public funds use for this their citizens.

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:

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 the public session at 9:50 p.m.

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

No action

10. DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING - The Board will discuss and consider possible action on the following:

A. Fire Chief Selection Committee

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B. Interim Fire Chief to permanent Fire Chief

Commissioner Adams requested Item number 11 be tabled for the meeting on March 20,2024.
Seconded by Commissioner Carpenter

There was position disagreement and commissioner Woodruff requested a Roll Call

Roll Call

Hunters Creek Village – yes

Hedwig Village – yes

Hilshire Village – yes

Spring Valley Village – yes

Piney Point Village – no

Bunker Hill Village – yes

Motion Carried

11. FUTURE TOPICS

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

Discuss budget.

Financial Consultant, Ms. Bogard.

Executive session.

Fire Chief

Special audit

12. NEXT MEETING DATE

Special Meeting March 20, 2024

March 27, 2024

13. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 9:55 p.m. Commissioner Brown moved, seconded by Commissioner Buesinger..