

4-24-2024
Village Fire Department
Regular Monthly Board Meetings

Minutes

*VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD
MEETING
Wednesday, April 24, 2024, 6:00 P.M.*

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on April 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 Piney Point Village
City of Spring Valley Village
City of Hilshire Village

Commissioner Matt Woodruff, Chair
Commissioner Keith Brown, Vice Chair
Commissioner Henry Kollenberg, Treasurer
Commissioner Allen Carpenter, Secretary
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
Fire Chief, Howard Miller
Administrative Staff, Marlo Longoria & Katherine Stuart
Attorney Grady Randle
Auditor, Robert Belt
Claire Bogard

Randle Law Firm
Belt Harris Pechacek
Financial Consultant

Not Present Were:

City of Hunters Creek
City of Hunters Creek

Commissioner Rob Adams, Member
Alternate Fidel Sapien

Commissioner Woodruff requests that Agenda Item 8 be taken out of order. Commissioner Brown moved and was seconded by Commissioner Carpenter

Motion passed unanimously

8. Robert Belt's presentation of the 2023 audit (article 1) – YE (Year-End Expenditures)

Mr. Belt, CPA, presented the information for the YE audit 2023. The General Fund's total revenue came in at \$9,370,218. The total YE expenditure is \$9,223,204 and the department had a net increase in fund balance of \$147,041. The department began the year with a fund balance of \$91,041 and ended the year with a balance is \$238,054. The Capital Replacement Fund's total revenue came in at \$203,946. The total YE expenditure is 295,291 and the department had a net reduction in fund balance of \$(91,345). The department began the year with a fund balance of \$220,314 and ended the year with a balance is \$128,969. The Facility Fund's total revenue came in at \$6,026. The total YE expenditure is \$3,161 and the department had a net increase in fund balance of \$2,865. The department began the year with a fund balance of \$33,006 and ended the year with a balance is \$35,871. The Ambulance Billing total revenue is \$265,428 and the total expenditure that was returned to the cities was \$265,248.

Assessments came in perfectly as planned. No budget variance between interest and other revenue sources, the department had an increase of unplanned revenues of \$32,000 on the expenditure side, the department was in the good at \$205,000 for the year, so in total the department had a positive budget variance of \$238,000 for YE.

The department has an ending fund balance of \$238,000. This is a policy decision. So, if it is the plan of the commission to zero out the balance, then that is the amount the department would have available to give back to the city or request a use for the balance.

Commissioner Woodruff stated that the chief brought to his attention a concern that was raised with respect to the transition to the new payroll system.

Mr. Belt stated the department went to a new payroll system on January 1, 2024, the company requested that they provide a buffer period of about 5 days. Well, when you put that additional 5 days in there, that means that the department suddenly became obligated for that additional payment for all of those salaries. This has no effect on you until each person's last day, in which case then you pay them an additional 5 days' worth of pay, and we did a quick calculation to see what the total impact to the department was. It was about \$110,000 so in next year's YE 2024,2025 audit, we would be accruing an additional \$110,000 worth of payroll that we would not have had to.

Discussion continued on the subject of the payroll accrual. Commissioner Woodruff requested the payroll accrual be a future topic.

Commissioner Kollenberg made a motion to accept the 2023 Audit as presented, seconded by Commissioner Buesinger.

Motion carries unanimously

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.

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- Approval of Minutes –
 - March 20, 2024 – Special Meeting
 - March 20, 2024 - Budget Workshop
 - March 27, 2024 – Regular Meeting
 - March 27, 2024 – Budget Workshop

- Approval of Bills Paid –
 - March 2024

Commissioner Brown made a motion to approve the items presented in the consent agenda.
Seconded by Commissioner Carpenter.

Motion carries unanimously

4. REPORTS and POSSIBLE ACTION

1. 2023/2024 Chairman's Report and possible action

1. Contract – Fire Chief

Commissioner Woodruff stated that after reviewing the contract for Chief Miller, there appears to be a section missing because some language references a section of the contract that doesn't exist. He suggested that the contract be reviewed again by the counsel and scheduled as an executive session so that the commission can discuss it with the counsel before presenting it.

2. Facility – roof

Alternate Lisenby presented the follow-up information on the roof. He stated that a site visit occurred on April 23 and 7 contractors came out to walk the site. The bids will be opened, on April 30, 2024, at 2: 00 p.m.

3. Treasurer's Financial Reports – February 2024

Commissioner Kollenberg presented the Treasurer's Financial Report and stated the fire commission has the financials and the department is in good shape.

4. Fire Chief's Report – Events of February 2024, Monthly Performance; Staffing, Record of Calls, Response Times, etc.

Chief Miller introduced Peyton Archie, assistant constituent service director for (R-TX) Wesley Hunt. He stated that Mr. Archie is attending several area meetings to familiarize himself with the area.

1. Staffing

The captain is on light duty. He probably will be until June.

Firemedic Royster had surgery on his knee and is receiving physical therapy. He goes back to the doctor on May 3rd.

The new hire process is underway to fill two vacancies in operations.

- 4/12/2024 was the written test and physical agility.
- 4/18/2024 one applicant was interviewed.
- Next step -background check and medical physical

The new hire process has started again to fill the second vacancy that was not filled during the last round. There were only three firefighter paramedics who applied for the first

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round of 2024.

Part-Time Dispatcher – in the process of looking for a part-time dispatcher

2. Apparatus and Equipment

- 3/25/2024 Engine 1 preventative maintenance (PM)

-4/10/024 Medic 2 – PM

- 4/22/2024 Engine 2 – PM

3. Major incidents

- 4/13/2024 A Major Accident on Katy Freeway at 3:30 in the morning resulted in one fatality and two people being transported to the hospital. One by HFD Ambulance. 17-minute response time for HFD.

March 2024 Incidents

Fire Incidents: 78

EMS type Incidents: 90

Service Calls Non-Emergency: 17

HFD Calls: 23

Total incidents: 208

Average Response Time: 4 Minutes 38 Seconds

EMS 1st response time: (Natl Standard is 6:30)

Fire: (Natl Standard is 6:50)

4. Major Projects (2024):

- Main Roof: Bids will be open on April 30th for the redo.
- Hydrant Testing: Complete for 2024
- Business Prefire Planning is underway and will be an ongoing process.
- Harris County Multi-Hazard Plan 5-year update has begun. Working with the city administrators with the update. Must be submitted later this year to TDEM. Must be approved by the state by July 2025.
- 4/6/2024 Food Truck Rodeo at Chappelwood UMC.

5. Consideration items

- Traffic Sign/Signal, about \$2,000 not installed.
- Department Guidelines on SharePoint. Please email the areas you would like for the Fire Commission approval.
- MVPD Dispatch Location. Logistics and Cost Requirements. (Mike Hebert)

- Possible Fuel Increases.
- Dispatch Coordinator. (Firemedic Becky Nuño) - previously a dispatcher.
 - o Improve the consistency of the dispatch center.
 - o uniform dispatch operations and appearance.
 - o job descriptions
 - o training,
 - o guidelines

Fire Chief, Miller thanked Commissioner Woodruff for his leadership as the chair of the fire commission.

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:

1. Quarter Investment reports.
 - Texas Class as of 3-31-2024.
 - Stellar Bank Accounts interest as of 3-31-2024.

Marlo Longoria presented the information on the investment Quarterly reports. The Texas Class account was opened on March 5, 2024, and from March 5, 2024, to March 31, 2024, the total interest from the start is \$2,905 in interest. The current interest rate in Texas Class is 5.4% Currently, the Texas Class account has the Capital Replacement fund - 001, the Facility fund 002, monthly EMS revenue -004, and the Savings -003. We moved \$400,000 from savings to Texas Class to gain interest. The bank changes will not occur due to the amount we still have in the Stellar account.

In the stellar account General Fund gained interest in the amount of \$2,087, the Savings \$6,518, the capital replacement fund \$802, the EMS fund is \$246, and the facility is \$1,280.

Commissioner Woodruff stated the Fire Commission reviewed and accepted the Village Fire Department's quarterly reports for the 1st qtr. 2024.

2. HR information – update

Katherine Stuart presented an update to the HR systems, Payroll running successfully in the new system since live on January 1, 2024.

- Employee data uploaded (name, number, dates, job, pay rate, etc.).
- Earning and deductions codes created, configured, and assigned to employees.
- Benefit profiles created, configured, and assigned to employees.
- Rate tables for HC rules/calculations built and tested.

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- PTO balances uploaded, accrual rules configured, and running smoothly.

All employees have access to their info via desktop or mobile app.

- View and download pay statements
- View benefit elections, pay rate, deductions, W-2 (when available)
- Update personal info (phone, email, address, emergency contacts)
- View and request updates to direct deposit and form W-4 tax withholding
- View PTO balances and request time off
- View company directory

Currently testing the scheduling function on timesheets so managers can easily enter time. Once perfected, we'll switch timesheets from FileMaker to UKG.

3. Bank Amendment Forms – Texas Class

Commissioner Brown made a motion to authorize the linkages between accounts and execute such forms, and Commissioner Carpenter seconded.

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

1. Special Audit – Robert Belt discussed Meeting 3-27-2024.

No action was taken.

Commissioner Buesinger requested follow-up information on the confirmation from one of the Villages accepting the amendments in 2022 and 2023.

2. 2023 Draft Audit – Robert Belt (the motion was made to take item 8(2) out of sequence)

The 2023 Draft Audit was moved and accepted at the beginning of the meeting.

3. Retain the 2023 Possible Surplus and 2024 EMS Revenue for Capital replacement.

Commissioner Brown requested that item 8(3) be discussed in the budget workshop following the fire commission meeting.

No action was taken.

4. Dispatch – supervisor pay

Fire Chief Miller stated a current Firemedic is willing to help coordinate dispatch at an FM 3 rate of \$1,500/year.

No action was taken.

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:

None

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

None

11. ROTATION OF OFFICERS

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

Commissioner Keith Brown, Vice Chair
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Commissioner Allen Carpenter, Secretary
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City of Hedwig Village

Alternate Clara Towsley
Alternate Aliza Dutt
Alternate John Lisenby
Alternate Mike Garofalo
Alternate Mayor Tom Jinks

Commissioner Woodruff stated that it was an honor working as a chair of the Village Fire Department’s Fire commission and working with the fire department for the past year.

12. FUTURE TOPICS

Special Audit and badge pinning

13. NEXT MEETING DATE

May 22, 2024

14. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 7:50 p.m. Commissioner Carpenter moved, seconded by Commissioner Buesinger.

https://villagefiremy.sharepoint.com/personal/mlongoria_villagefire_org/_layouts/15/stream.aspx?id=%2Fpersonal%2Fmlongoria_villagefire_org%2FDocuments%2FTranscribed%20Files%2F240112_0116%2EMP3&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview%2Ec6a9b50b-0b9c-4ae9-812c-ed036b212f91