

5-22-2024
Village Fire Department
Regular Monthly Board Meetings

Minutes

*VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING
Wednesday, May 22, 2024, 6:00 P.M.*

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on May 22, 2024, at 901 Corbindale Houston, Texas 77024. It began at 6:00 p.m. and was presided over by the Commission Vice Chair, Henry Kollenberg. The secretary was present.

Present & Voting Were:

City of Piney Point Village
City of Spring Valley Village
City of Hunters Creek
City of Hilshire Village
City of Hedwig Village

Commissioner Henry Kollenberg, Vice Chair
Commissioner Allen Carpenter, Treasurer
Commissioner Rob Adams, Secretary
Commissioner Robert (Bob) Buesinger, Member
Commissioner Matt Woodruff, Member

Present Were:

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

Alternate Clara Towsley
Alternate Aliza Dutt
Alternate Mike Garofalo
Alternate Mayor Tom Jinks
Fire Chief, Howard Miller
Administrative Staff, Marlo Longoria & Katherine Stuart
Attorney Grady Randle

Randle Law Firm

Not Present Were:

City of Bunker Hill Village
City of Hunters Creek
City of Spring Valley Village

Commissioner Keith Brown, Chair
Alternate Fidel Sapien
Alternate John Lisenby

2. BADGE PINNING CERMONY

Captain Adam Ekblaw
Captain Jason Ellis
Deputy Chief Tim Miller

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

None

- 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.

- Approval of Minutes –
 - April 24, 2024 – Regular Meeting
 - April 24, 2024 - Budget Workshop
 - May 8, 2024 – Special Meeting
 - May 8, 2024 – Budget Workshop
- Approval of Bills Paid – April 2024

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

Motion carries unanimously

5. REPORTS and POSSIBLE ACTION

A. Treasurer Report

Commissioner Carpenter presented the Treasurer’s Financial Report and Strategic Performance plan. For the month of April, the fire department is at 32% for the qtr. budget; 32% for personnel, 64% for overtime, 55% for capital expenditure, and 39% for operational expenditures. He stated information is included in the Fire Commission packet.

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

a. Staffing

A Captain is on light duty. He is released to return to his shift June 1st.

Firemedic had surgery on his knee. He is on light duty. He is hoping for a full release soon.

A new firefighter paramedic has been hired. He started on A-Shift on May 10th.

We are currently advertising for one open firemedic position. We have six applicants and will be starting the testing process soon.

We continue to search for a qualified part-time dispatcher.

Oryan Garcia is in the process of going into the military (army reserve). He is anticipating going to boot camp in August.

b. Apparatus and Equipment

4/22/2024 Engine 2 taken to the shop for preventative maintenance. It was back in service 5/3/2024.

5/14/2024 Ladder 1 taken to the shop for body work. Estimated to be out of service 2 months.

5/17/2024 Medic 2 Spring Valley incident.

c. Major incidents

Hilshire House Fire 1226 Ridgeley

5/16/2024 Straight Line Windstorm.

d. April 2024 Incidents

Fire Incidents: 83

EMS type Incidents: 87

Service Calls Non-Emergency: 21

HFD Calls: 20

Total incidents: 211

Average Response Time: 4 Minutes 33 Seconds

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

Fire: (Natl Standard is 6:50)

e. Major Projects (2024):

Main Roof: Construction contract will be executed when it is approved by counsel. There were no issues with the roof during the strait line wind event on 5/16.

f. Consideration items

Department Guidelines are currently on SharePoint. The drafts will be placed on SharePoint when completed and ready for review.

Residential information for CAD. Work with cities to inform citizens about the ability of the fire department to put pertinent information on the CAD for their residence location. (Medical or Special Hazard)

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

None

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

None

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

A. Departmental Guidelines

No action was taken. Commissioner Kollenberg tabled

B. Claire's Recommendations for financial policies

Commissioner Kollenberg suggested a committee be appointed to review recommendations and suggestions from Ms. Bogard.

Commissioner Carpenter and Commission Kollenberg agreed to be on the committee.

No action was taken.

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

A. Allocation of the 2023 surplus per the audit, \$238,054.

Commissioner Woodruff moved to agree on the request that the VFD retain the 2023 surplus and contribute the funds to fund 2, Capital Replacement. This agenda item will be separate from the 2025 proposed budget. Seconded by Commissioner Carpenter.

B. 2025 Proposed Budget

Commissioner Woodruff moved to accept the proposed 2025 budget and directed the staff to present the budget with the 2024 budget and 2023 actuals so that the cities could determine the change. Also, a motion to direct the chief to confine his spending to the detailed worksheet prepared and not deviate from the numbers. Seconded by Commissioner Carpenter.

C. Payroll accrual action plan

Commissioner Kollenberg presented the information on the payroll accrual stating that everyone in 2023 was paid (2x) in December 1/24 of their base pay and in 2024 the employee will be paid (2x) each month 1/24 of their base pay. This action plan will be determined by the auditor and counsel.

No action was taken. Tabled and will be discussed at a later date

10. 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 Kollenberg requested to retire into executive session at 6:40 p.m.

A. Fire Chief – Contract

Commissioner Kollenberg reconvened into public session at 6:48 p.m.

11. 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 was taken

12. FUTURE TOPICS

Present future topic to Commissioner Brown
Staffing
Payroll

13. NEXT MEETING DATE

June 26, 2024

14. ADJOURNMENT

Commissioner Kollenberg asked for a motion to adjourn at 6:50 p.m. Commissioner Carpenter moved, seconded by Commissioner Woodruff.