

Minutes

*VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING
Wednesday, June 26, 2024, 6:00 P.M.*

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on June 24, 2024, at 901 Corbindale Houston, Texas 77024. It began at 6:00 p.m. and was presided over by the Commission Chair, Keith Brown. The secretary was present.

Present & Voting Were:

City of Bunker Hill Village
City of Piney Point Village
City of Hunters Creek
City of Hilshire Village
City of Hedwig Village

Commissioner Keith Brown, Chair
Commissioner Henry Kollenberg, Vice Chair
Commissioner Rob Adams, Secretary
Commissioner Mike Garofalo, Member
Commissioner Matt Woodruff, Member

Present Were:

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

Alternate Clara Towsley
Alternate Aliza Dutt
Alternate John Lisenby
Alternate Robert (Bob) Buesinger, Member
Fire Chief, Howard Miller
Administrative Staff, Marlo Longoria & Katherine Stuart
Attorney Brandon Morris

Randle Law Firm

Not Present Were:

City of Hunters Creek
City of Spring Valley Village
City of Hedwig

Alternate Fidel Sapien
Commissioner Allen Carpenter, Treasurer
Alternate Patrick Breckon

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.

- Approval of Minutes –
May 22, 2024 – Regular Commission Meeting
- Approval of Bills Paid – May 2024

Commissioner Woodruff made a motion to approve the items presented in the consent agenda. Seconded by Commissioner Kollenberg

Motion carries unanimously

4. REPORTS and POSSIBLE ACTION

A. Treasurer Report

Ms. Marlo Longoria presented the Treasurer's Financial Report for May 2024. Ms. Longoria stated that all cities have adopted the 2025 proposed budget. The financials overall are on track. There are a few line items that will go over budget due to the contract amount being higher than budgeted, but no significant amount that will need additional funding from the cities. It should be an intra-budgetary transfer of funds. Overtime for the month of May is 44% just over the May percentage.

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

a. Staffing

Firemedic on workers comp from a medical event a few weeks ago.

4 applicants were interviewed. Pre-employment background and drug testing underway.

Part-time Dispatcher: The hiring process continues. Pre-employment background and drug testing underway.

Full -Time Dispatcher terminated 5/30.

Full-time Dispatcher: 1 applicant continuing with the pre-employment background and drug testing.

Deputy Chief will be retiring on January 1, 2025. He will be riding his time down to the end of the year.

b. Apparatus and Equipment

Ladder 1 is back from the body shop & in Service.

Engine 2: A new turbo (refurbished) was installed on June 21st. Saturday, June 22nd, the check engine light came on. The mechanic came out and said there is an issue with the new turbo.

Engine 2 is out of service until a new turbo is found and installed

Major incidents

Hilshire House Fire 1226 Ridgeley

Straight Line Windstorm.

c. May 2024 Incidents

Fire Incidents: 216

EMS type Incidents: 94

Service Calls Non-Emergency: 53

HFD Calls: 9

Total incidents: 372 (177 Calls made 5/16/2024)

Average Response Time: 6 Minutes 6 Seconds

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

Fire: (Natl Standard is 6:50)

d. Major Projects (2024):

Main Roof: The construction contract will be executed when it is updated with the changes that were recommended by counsel.

CPR Program: Large increase in the number of classes. Will need to purchase new cards that will go beyond the budgeted amount. Would request to use revenue from the classes.

e. Consideration items

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

The finance policy drafts will be sent out before the next Fire Commission meeting.

V-Link: MVPD is adding Spring Valley, Hilshire Village, and Hedwig Village. Homeowners can register and provide special information that we can add to our CAD. (Medical or Special Hazard) Special messaging can be generated with this system.

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:

A. Departmental Guidelines

Commissioner Kollenberg requested a budget committee

Commissioner Brown requested a “departmental guidelines committee” to assist the chief in preparing departmental guidelines.

Commissioner Brown appointed himself as a committee member and Commissioner Woodruff for the “departmental guidelines committee.”

B. Staffing, Payroll, and Hiring paramedics vs. firefighters for the open positions

Commissioner Kollenberg presented information on staffing, payroll, and hiring paramedics vs. firefighters. He suggested that the manner in which the recent increase in staffing was accomplished, could have been accomplished by other means, resulting in annual cost savings in the neighborhood of \$250,000. He suggested that the fire commission analyze and review these topics as the year progresses and before the new budget year. He indicated that the discussion specific to payroll would be deferred to another meeting.

Commissioner Woodruff stated this topic has been reviewed and discussed, however, if it is a concern and the commission feels that it is appropriate to reevaluate the topics then it should be placed as a future topic.

Commissioner Adams stated the commission has reviewed and spent a tremendous amount of time discussing and analyzing this topic. He feels that it should not be a discussion topic.

Fire Chief, Howard Miller stated that it is difficult to staff overtime. When the additional staffing was approved, it provided the needed staff for the apparatuses.

Commissioner Brown stated that Bunker Hill Village is very happy and comfortable with the staffing model at the fire department.

No action was taken.

C. Firemedic hiring

Commission Brown stated that there is no written policy to hire firemedics over an EMT, however, the need for paramedics is greater and preferred.

No action was taken.

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

A. Audit change made to TMRS information on page – 39

Commissioner Woodruff moved to accept the audit as amended on page 39 referencing TMRS. Seconded by Commissioner Kollenberg

Motion carries unanimously

B. Possible vehicle purchases in 2025

Commissioner Woodruff made a motion that no money be spent of the \$150,000 or no commitments be made to spend any part of that money pending further action of the commission. Seconded by Commissioner Garafolo.

Motion carries unanimously

C. Foundation funding

Commissioner Brown stated that the Bunker Hill Village First Responders Foundation (FRF) does have the legal capability to do fundraising on behalf of the Village Fire Department and distribute those funds to the fire department to purchase such items as a boat. Commissioner Brown stated before the process can take place, Bunker Hill Village FRF will need the current boat situation and the size, type, and what is needed for the new boat. The fire commission will review and determine the number to move forward on the fundraising for the purchase.

Discussion only, no action 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:

Commissioner Brown requested to retire into executive session at 8:05 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 the following positions:

- (1) Fire Chief
- (2) Administrator
- (3) Administrative Specialist

Commissioner Kollenberg reconvened into public session at 8:22 p.m.

10. ACTION – CLOSED SESSION – The Board of Directors will reconvene in open session to consider and

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Village Fire Department

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take any actions necessary on items discussed in Executive Session

No action was taken

11. FUTURE TOPICS

Generator

Emergency Communications

12. NEXT MEETING DATE

July 24, 2024

13. ADJOURNMENT

Commissioner Brown asked for a motion to adjourn at 8:24 p.m. Commissioner Woodruff moved, seconded by Commissioner Adams.

Recording: On the website if needed.

<https://villagefire.org/fire-commission-agenda/>