

Minutes

VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD MEETING

Wednesday, September 25, 2024, 6:00 P.M.

A regular monthly Village Fire Commission Board Meeting was held on September 25, 2024, at 901 Corbindale Road, Hedwig Village, Texas 77024, beginning at 6:00 p.m. and was presided over by the Chair, Keith Brown.

1. CALL TO ORDER

Present & voting:

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

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

Present:

City of Bunker Hill Village
City of Piney Point Village
City of Hilshire Village
City of Hedwig Village
Village Fire Department
Village Fire Department
Randle Law Firm

Alternate Clara Towsley
Alternate Aliza Dutt
Alternate Robert (Bob) Buesinger
Alternate Patrick Breckon
Howard Miller, Fire Chief
Katherine Stuart, Administrative Specialist
Brandon Morris, Attorney

Not present:

City of Spring Valley Village
City of Hunters Creek Village

Alternate John Lisenby
Alternate Fidel Sapien

2. COMMENTS FROM THE PUBLIC – Comments are limited to 3 minutes each.

None.

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

A. Property & Casualty Insurance 2024-2025 – Frank Comiskey/VFIS

Frank Comiskey with Comiskey Agency introduced himself and Stephanie Dew, President/Owner of VFIS. Mr. Comiskey stated that the property & casualty insurance contract is set to renew September 30, 2024, and that he is the only bidder. Frank stated that the annual premium total will go from \$88,000 to \$98,000 (about a 12% increase) for the renewal. Frank Comiskey/VFIS provided additional optional quotes to amend automobile, property, and/or portable equipment deductibles for a return premium and explained that amending deductibles with one or more of the options would provide some savings in premiums. Stephanie Dew explained that our coverage was broad and stated that our loss ratio looks good. She also explained that our station is in a catastrophic area, inflation is a factor, and we're in a "hard market", which are all factors that influence the increase in cost. Commissioner Woodruff suggested we keep the auto deductible as is after reviewing our losses from the past year, and Commissioner Kollenberg agreed. Commissioner Kollenberg suggested we keep all deductibles the same except for the portable equipment, and Commissioner Woodruff agreed.

Commissioner Kollenberg made a motion to approve the property & casualty proposal with the exception to change deductible for portable equipment to \$1,000; seconded by Commissioner Carpenter. All members voted yes.

MOTION CARRIED UNANIMOUSLY

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.
- A. Approval of Minutes – Regular Monthly Board Meeting Minutes August 24, 2024
 - B. Approval of Bills Paid – August 2024

Commissioner Kollenberg made a motion to approve the consent agenda; seconded by Commissioner Carpenter. All members voted yes.

MOTION CARRIED UNANIMOUSLY

5. **REPORTS**
- A. Treasurer’s Financial Report – August 2024

Katherine Stuart stated that August financials are provided in the board package. Highlight of items exceeding budget at this time are:

- mobile devices, Propheonix (CAD system), Vector Solutions (training software), and Handevy (EMS protocol app) – annual contracts more than budgeted and will be addressed in budget amendment
- law enforcement equipment – overage will be addressed in budget amendment
- property & casualty – increase higher than budgeted and will be addressed in budget amendment
- accounting services and legal services – straightened out concern from last meeting with accountant (ORW) by properly categorizing expenses. Prior to analysis, audits had been coded to legal services instead of accounting services. 2024 approved budget is 0 for accounting services, so will need to address in budget amendment.

Commissioner Brown recognized Administrative Specialist, Katherine Stuart, for doing an outstanding job over the past six weeks. He stated that she has been tasked with the work of two people and handled it beyond capably. All members applauded.

NO ACTION

- B. Fire Chief’s Report – August 2024

Chief Miller reported:

- Staffing
 - o Firemedic: The testing process is complete, and we have a list of candidates. We currently will be filling one of those positions.
 - o Firemedic Jason Salazar will be having surgery for a torn meniscus.
 - o Firemedic Becky Nuno Family Medical Leave until mid-October.
 - o Marlenny is out on Family Medical Leave and will return to work mid-October.
 - o Administrator/Finance Director: Amy Buckert will be starting October 7, 2024.
 - o Deputy Chief Will Wyatt, after 39 years in the fire service, will be retiring. His last day on shift was September 16, 2024. He will be riding his time down until January 1, 2025. His position will be filled with a higher class (Captain DePaul) until a new Deputy Chief is appointed January 1, 2025.
- Apparatus & Equipment
 - o L-1 is in the shop. A new pump transfer case has been manufactured and shipped to the repair shop. When it arrives at the shop it will take about a week to install and test.
- Major incidents
 - o 9/8/2024 House Fire: Kemwood Drive in Hunters Creek. The fire was started in a planter on the back porch and ignited the patio furniture. The cause of the fire was planting material and fertilizer causing a chemical reaction over time.
 - o 9/11/2024 Car vs. Motorcycle: Memorial and South Piney Point Road in Piney Point. The cyclist was Life Flighted to Hermann in the Medical Center but died from her injuries.
- August 2024 Incidents
 - o Fire Incidents: 77
 - o EMS type Incidents: 78
 - o Service Calls Non-Emergency: 12
 - o HFD Calls: 0
 - o Total incidents: 167
 - o Average Response Time: 4 Minutes 24 Seconds
- Projects & Events
 - o Main Roof Redo: 9/17/2024 was the preconstruction meeting. Work started; will be completed in three weeks from the start date.

- FEMA Reimbursements:
 - Derecho Cost \$14,421.57. Federal Cost Share 75% is \$10,816.18
 - Beryl Cost \$28,695.00. Federal Cost Share 75% is \$21,695.25
 - Total Project Cost: \$43,116.57
 - Total Federal Cost Share: \$32,511.43

NO ACTION

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. Roof update

Chief Miller stated that materials have been delivered and work has started. Photos will be included in Chief Miller's Friday Report. Expected to be completed in three weeks. The consultant will be inspecting at each stage of the project.

NO ACTION

Commissioner Brown stated that number 9 would be moved to after Executive Session.

9. **DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:
A. Budget Amendment 2024-01

Katherine Stuart explained the budget amendment document provided in the board package. The amendment would be a net zero change to the budget with no additional assessments incurred to the cities. She read through the detailed excel format document provided in the board package for each line item. Two line items not included but were found earlier in the week that need to be adjusted/added are:

- dispatch alerting system – annual contract quote to pay in November is higher than budgeted – will need to increase from \$7,900 to \$11,000 (can be transferred from health insurance line item)
- dispatch training & certification fees – already spend \$1,275 for necessary training for 3 employees (\$425 each) – will need to increase from \$0 to \$2,000 (can be transferred from health insurance line item)

Commissioner Woodruff made a motion to approve the proposed budget amendment as presented, including the additional two line item adjustments (dispatch alerting system and dispatch training), subject to the approval of the cities; Commissioner Carpenter seconded the motion. All members voted yes.

MOTION CARRIED UNANIMOUSLY

10. **EXECUTIVE SESSION** - 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:
A. Pending or contemplated litigation pursuant to Sec. 551.071
B. Personnel Matters pursuant to Sec. 551.074 to deliberate the appointment, evaluation, reassignment, duties, discipline, or dismissal of the following positions:
1. Assistant Fire Chief

11. **ACTION – CLOSED SESSION** – The Board of Directors will consider and take any actions necessary on items discussed in Executive Session.
None.

12. **DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:
A. Engagement letter with Schwartz Associates for forensic audit services.

Commissioner Kollenberg made a motion to retain the Randle Law Firm to, on behalf of Village Fire Department, engage the services of Mark Schwartz Associates to perform a forensic audit to investigate possible

misappropriation of funds in Village Fire Department, at a cost of up to but not to exceed \$20,000; Commissioner Woodruff seconded the motion. All members voted yes.

MOTION CARRIED UNANIMOUSLY

13. FUTURE TOPICS

Commissioner Kollenberg stated that the commission needs to discuss budget items in future meetings.

14. NEXT MEETING DATES

October 23, 2024

Commissioner Woodruff made a motion to move the November 27th meeting to **November 20, 2024**, and the December 25th meeting to **December 18, 2024**, subject to any further motions to not have the December meeting if we do not have any business; commissioner Adams seconded the motion. All voted yes.

MOTION CARRIED UNANIMOUSLY

15. ADJOURNMENT

Commissioner Brown adjourned the meeting.