

Minutes

*VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD
MEETING
Wednesday, October 23, 2024, 6:00 P.M.*

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on October 23, 2024, at 901 Corbindale Houston, Texas 77024. It began at 6:08 p.m. and was presided over by Keith Brown. The secretary was present.

Present & Voting Were:

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

Commissioner Matt Woodruff
Commissioner Keith Brown, Chair
Alternate John Lisenby
Commissioner Rob Adams, Secretary
Commissioner Robert (Bob) Buesinger

Present Were:

City of Hedwig Village
City of Piney Point Village
City of Bunker Hill Village

Alternate Patrick Breckon
Alternate Aliza Dutt
Alternate Clara Towsley

Village Fire Department

Fire Chief, Howard Miller
Administrative Staff, Amy Buckert & Katherine Stuart
Attorney Brandon Morris

Randle Law Firm

Not Present Were:

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

Alternate Fidel Sapien
Commissioner Mike Garofalo
Commissioner Henry Kollenberg, Vice Chair
Commissioner Allen Carpenter, Treasurer

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 – Minutes - September 25, 2024 – Regular Monthly Meeting

- Approval of Bills Paid – September 2024

Motion: Woodruff

Second: Lisenby

Unanimously approved.

4. REPORTS and POSSIBLE ACTION

A. Treasurer's Financial Reports – September 2024

B. Administrator's Reports – September 2024

Administrator/Finance Director Amy Buckert went through both the Treasurer's and Administrator's reports for the Commission (*attached*).

After some discussion, Commissioner Woodruff moved to take items 6a and 6b out of order. Chair Brown seconded the motion and the Commission unanimously approved.

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

Fire Chief Howard Miller went through the Fire Chief's report for the Commission (*attached*).

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

A. Roof Update

Commissioner Lisenby and Chief Miller gave updates on the completed roof, including the fact that it passed inspection and has some minor punch list completion items that will be finished within a few weeks.

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

A. Budget Amendment

Woodruff: Motion to approve moving \$500 to the CPR budget line item from the CPR Revenue (Misc Revenue) line item.

Second: Buesinger

Unanimously approved

B. Proposed Policies

The Committee agreed to review and discuss policies as they come forward.

Woodruff: Motion to approve credit card policy and user agreement as presented

Second: Buesinger

Unanimously approved.

Buesinger: Motion to approve emergency purchase policy and as presented

Second: Woodruff

Unanimously approved.

Commission returned to Item #3.

C. Minutes/Records

The Commission discussed options for improving efficiency of the minutes including AI options, transcription software, and the use of an "owl" device for taking minutes. Commissioner Woodruff offered to bring in his owl for a trial run during the next meeting. Staff expressed their

appreciation. **No action was taken.**

7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS** The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

Chief Miller discussed some of the issues with past credit card misuse and other items relevant to the recent history of the Fire Department. **No action was taken.**

8. **FUTURE TOPICS**

None discussed.

9. **NEXT MEETING DATE**

November 20, 2024

10. **ADJOURNMENT**

Chair Brown adjourned the meeting at 7:28 p.m.

DRAFT