

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING AGENDA
Wednesday, June 25, 2025, 6:00 P.M

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **Wednesday, June 25, 2025, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.
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.
 - A. Approval of Minutes – Regular Monthly Board Meeting Minutes May 21, 2025
 - B. Approval of Bills Paid – May 2025
4. **REPORTS**
 - A. Treasurer’s Financial Reports and possible action – May 2025
 - B. Administrator’s Report and possible action – May 2025
 - C. Investment Report – May 2025
 - D. Fire Chief’s Report and possible action – May 2025
5. **DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** – The Board will discuss and consider possible action on the following:
 - A. Temporary Aerial Apparatus
6. **DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING** – The Board will discuss and consider possible action on the following:
 - A. Budget Amendment
 1. 2025-03
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.
8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT** - The Board of Commissioners will discuss and take any action necessary related to 2024 financial audit and related matters.
9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING INTERN POLICY** - The Board of Commissioners will discuss and take any action necessary related to the policy for internship.

I certify that the agenda for the 25th of June 2025 Regular Monthly Board Meeting was posted at the fire department this the 20th day of June 2025, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director.

The facility is wheelchair-accessible and accessible parking is available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Fire Chief's Office at (713) 468-7941 for further information.

10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING AMENDMENT TO THE VFD BYLAWS** - The Board of Commissioners will discuss and take any action necessary related to amending the VFD bylaws.
11. **DISCUSSION OF DELEGATION OF AUTHORITY** - The Board of Commissioners will discuss and take any action necessary related to the delegation of authority.
12. **DISCUSSION OF AND POSSIBLE ACTION REGARDING INSURANCE PROPOSALS** - The Board of Commissioners will discuss and take any action necessary related to insurance proposals.
13. **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:
 - A. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;
 1. Chief
 2. Potential Administrative Support
 3. Captain
 4. Fire Medic 2
 - B. Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation
14. **ACTION - CLOSED SESSION** - The Board of Directors will consider and take any actions necessary on items discussed in Executive Session
15. **FUTURE TOPICS**
16. **NEXT MEETING DATE**
July 23, 2025
17. **ADJOURNMENT**

I certify that the agenda for the 25th of June 2025 Regular Monthly Board Meeting was posted at the fire department this the 20th day of June 2025, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director.

The facility is wheelchair-accessible and accessible parking is available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Fire Chief's Office at (713) 468-7941 for further information.

Minutes
**VILLAGE FIRE
DEPARTMENT REGULAR
MONTHLY BOARD
MEETING**
Wednesday, May 21, 2025, 6:00 P.M.

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on Wednesday, May 21, 2025, at 901 Corbindale, Houston, Texas 77024. It began at 6:04 p.m. and was presided over by Keith Brown. The secretary was present.

Present & Voting Were:

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

Alternate Patrick Breckon
Alternate Mayor Robert (Bob) Buesinger
Commissioner Rob Adams, Treasurer
Commissioner Dan Ramey, Chair
Commissioner John Lisenby, Vice Chair

Present Were:

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

Alternate Clara Towsley
Alternate John DeWitt
Alternate Henry Kollenberg

Village Fire Department
Administrative Staff

Fire Chief, Howard Miller
Amy Buckert, Administrator/Finance Director
Katherine Stuart, Administrative Specialist

Randle Law Firm

Attorney Brandon Morris

Not Present Were:

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

Commissioner Keith Brown
Commissioner Matt Woodruff
Commissioner Mike Garofalo, Secretary
Alternate Steve Bass

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

There were no comments from the public.

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.

- A. Approval of Minutes – Regular Monthly Board Meeting Minutes April 23, 2025
- B. Approval of Bills Paid – April 2025

There was a question from Commissioner Lisenby regarding the estimated fund balance reflected in the minutes. The Administrator agreed to update the minutes to reflect the closing balance as of the revised December 2024 financials.

Motion: Kollenberg, as amended

Second: Buesinger

Unanimously approved

4. REPORTS

- A. Treasurer's Financial Reports and possible action – April 2025 (attached)
- B. Administrator's Report and possible action – April 2025 (attached)
- C. Investment Report – April 2025 (attached)
- D. Fire Chief's Report and possible action – April 2025

The Administrator raised the issue that she is not receiving the financial reports timely to provide a thorough review prior to them going out to the Board. Consequently, mistakes are being found in the reports too late to be corrected prior to distribution. She is continuing to work with contract accountants to resolve in an effort to have accurate financial statements and avoid revisions.

The Chief gave his report.

Apparatus and equipment, Engine 2 went to Cummins. It was out of service for a couple of weeks from a chemical issue. It ended up being a fuel injector problem that was repaired by Cummins. The Chief's vehicle was taken to Mack Haik for routine maintenance. Medic 1 was taken to Mack Haik for routine maintenance also.

We did have one incident involving one of the apparatus. Engine 1 was on a call on Oak Lane. It was an assist to an ambulance. He pulled out, the officer starts opening the door, and a car was going too quick, went around him, and hit the door with a mirror. It didn't cause any damage to the apparatus. It did break the other person's mirror on the vehicle. Nobody got a ticket, but the incident was her fault and our insurance agreed that it was her fault. That car came by and clipped the door. He said the door wasn't open more than a foot or so, so she was off and close to the vehicle. The police investigated it and the police chief was notified. He said not to write a ticket. Luckily, nobody was hurt.

There weren't any major incidences in April, but in May, there was an animal rescue in Bunker Hill. There was a large dog that was severely stung by bees and was having an allergic reaction. The firefighter geared up, went in, did not get stung themselves, rescued the dog. It was near death when they got to it. The family rushed it to the emergency treatment center right here over off Gaylord. It stayed overnight and is expected to make a full recovery.

As far as incidents in April, we had 61 fire, 94 EMS, 12 non-emergency service calls for a total of 167 incidences with an average response time of 4 minutes and 15 seconds.

Chief advised the Board that there was a lease agreement in place on a ladder truck. The price went down from 400 down to 375, and shipping is \$5,000.

The Chief gave a presentation on the FIFA tournament taking place next year (attached).

The Chief mentioned that VFIS has elected to cease coverage on the Department's vehicles after the end of the plan year. September 30, 2025.

The Administrator gave a brief overview of the Board Orientation, outlining the roles and responsibilities of staff, legal, and the Board members themselves (presentation attached).

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

- a. Budget Amendments
 - i. 2024-02
 - ii. 2025-03

The Administrator walked the Board through the Budget Amendments. A couple of the items were amendments that were deferred from earlier in the year, such as the Siddons Martin bills and the Tipalti software purchase. The

others were related to changes out of the FY26 Budget process, such as the tower repairs, fuel system, and the generator purchase. Those items are being proposed to purchase out of the 2024 fund balance, and the number being used for that comes directly from the revised December 2024 financials until such time as the audit is completed and a final number is ascertained. Another item in the Amendment was the bunker gear and the line items those were placed in.

There was a motion by Alternate Buesinger to approve the two budget amendments.

Motion: Buesinger

Second: Breckon

Unanimously approved

- 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.

There was no update from the Attorney by the District Attorney on this case.

No action was taken.

- 8. DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

The Board instructed the Administrator to send the revised letter to Mr. Belt with the corrections suggested.

No further action was taken.

- 9. DISCUSSION OF AND POSSIBLE ACTION REGARDING PAYMENT OF STIPEND FOR INTERN** - The Board of Commissioners will discuss and take any action necessary related to payment of a stipend for internship completion.

The Administrator introduced Connor Pennington from Utah Valley University. He is studying business analytics and is going to be working with the Department for 180 hours. He has a work plan with different projects and then at the end of the program he will come before the Board and do a formal presentation to go over what he has learned. The Administrator asked for a \$2,000 stipend for the intern once he completes the program.

The attorney advised that a policy needed to be in place. The Administrator agreed to bring forth the policy next month.

A motion was made to authorize creation of an internship policy and approve the stipend.

Motion: Kollenberg

Second: Buesinger

Unanimously approved

- 10. DISCUSSION OF AND POSSIBLE ACTION REGARDING AMENDMENT TO THE VFD BYLAWS** - The Board of Commissioners will discuss and take any action necessary related to amending the VFD bylaws.

The Attorney outlined the changes. Under Article 4 we had struck appoint all committees because it conflicted with the interlocal. That was that motion passed at the last meeting. But as I was going through and making the changes, I did notice a couple of other conflicts with the interlocal.

The first under Article 2 where I struck at the end of the April board meeting, in my suggestion says to replace it with on May 1st. The interlocal says that the positions of chairman and vice chair shall change on May 1st of each calendar year, a difference of a couple of days, but could matter under some circumstances. So that was the first.

And then the second change I had was under that Section 5. I had struck the process for amending the interlocal. This was another that amended the by-laws. This was another that conflicted with the interlocal. The by-law said that you have to have a two-thirds majority vote of all commissioners present. All six cities have to actually be there. The interlocal simply says that any and all business can be approved by a favorable vote of the majority of the members present. So as long as you've got a quorum and you've got a majority of the members except if you have other by-laws. The by-laws can't conflict with the interlocal.

The way it's written now, it takes the supermajority. The by-laws can't be changed without all six contracting cities represented, and a vote of the supermajority, which requires a two-thirds vote, or four out of six. Instead of three out of six. More importantly, it requires notice in advance.

There will be amendments to Article 2 and Article 4 on the first page, and no changes to Section 5.

There was discussion about mailing notices via USPS 10 days in advance of the meeting, as well as return receipt requested via email.

No action was taken.

11. DISCUSSION OF AND POSSIBLE ACTION REGARDING FY 2026 BUDGET DISCUSSION #4 – The Board of Commissioners will conduct Budget Discussion #4 to include discussion and possible action.

The Administrator walked the Board through the latest changes since the last meeting. The 3% cost of living increase was added and the 457b increased from 2% contribution to 4% contribution.

At the last budget committee meeting the property and casualty insurance was increased to 30% over 15% in light of getting the letter of notice from VFIS. The tower, the generator, and the fuel system, those were taken out of the budget to be funded by the 2024 surplus or refund.

After tonight's conversation, there will be a change to include a disbursement for the loaner truck in the capital replacement fund.

After some discussion, it was suggested that overtime be reduced down to \$372,000 for FY 26.

A motion was made by Commissioner Lisenby to approve the FY 26 Budget with the suggested changes.

Motion: Lisenby

Second: Buesinger

Unanimously approved

12. 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:

- a. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;
 - i. Fire Chief
 - ii. Administrative Specialist
 - iii. Fire Marshal
 - iv. Captain
 - v. Fire Medic 2

- b. Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation

Executive Session was convened at 8:19 pm.

Executive Session was adjourned at 8:52 pm.

13. ACTION – CLOSED SESSION – The Board of Directors will consider and take any actions necessary on items discussed in Executive Session

No action was taken.

14. FUTURE TOPICS

15. NEXT MEETING DATE
June 25, 2025

16. ADJOURNMENT

A motion to adjourn was made by Commissioner Lisenby.

Motion: Lisenby

Second: Buesinger

Unanimously approved

Fire & EMS Impacts Discussion

May 7, 2025



FIFA

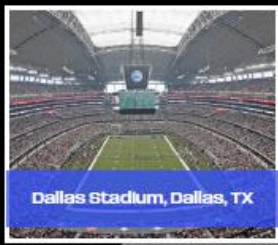
TM



Seattle Stadium, Seattle, WA



BC Place, Vancouver, BC



Dallas Stadium, Dallas, TX



Kansas City Stadium, Kansas City, MO



Toronto Stadium, Toronto, ON



Boston Stadium, Boston, MA



New York / New Jersey, East Rutherford, NJ



Philadelphia Stadium, Philadelphia, PA



San Francisco Bay Area Stadium, Santa Clara, CA



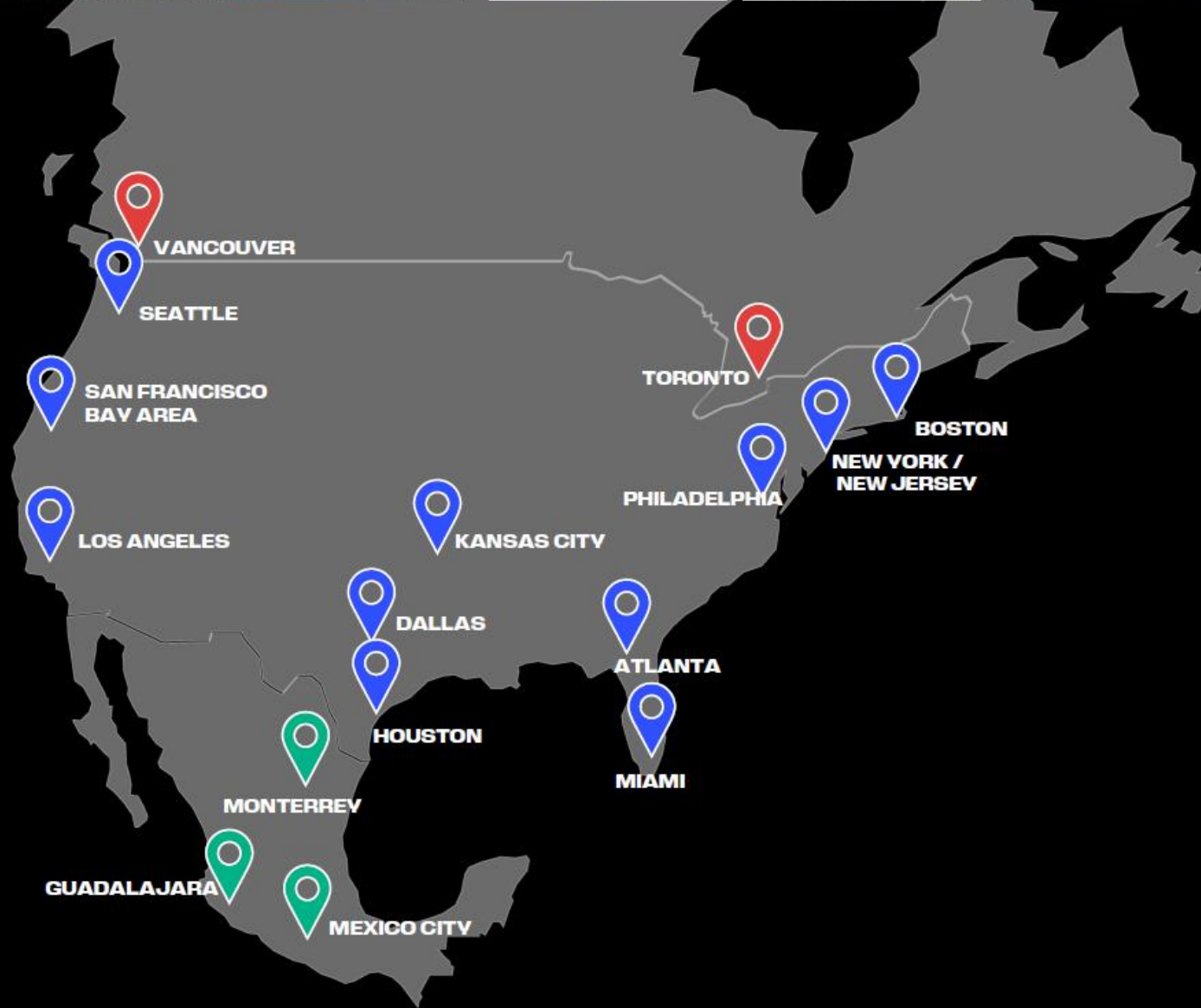
Los Angeles Stadium, Los Angeles, CA



Estadio Monterrey, Guadalupe, NL



Estadio Guadalajara, Zapopan, JAL



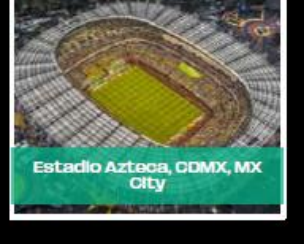
Atlanta Stadium, Atlanta, GA



Houston Stadium, Houston, TX



Miami Stadium, Miami Gardens, FL






Estadio Azteca, CDMX, MX City



STADIUMS

EVENT COMPARISON

EVENT NAME	 FWC 2022 8 HOST CITIES 32 TEAMS	 2024 SUPER BOWL LVII 1 CITY 2 TEAMS	 CWC 2025 11 HOST CITIES 32 TEAMS	 FWC 2026 3 COUNTRIES 16 CITIES 48 TEAMS
MATCH ATTENDANCE	3.4M	70,000	3M	7M
ACCREDITED INDIVIDUALS	N/A	47,000	130,000	350,000
VIEWERSHIP OF FINAL MATCH	1.5B Worldwide	125M Worldwide	1.5B+ Worldwide	3B+ Worldwide

FIFA in Houston

- **Hosted Games: 7 at NRG**

- NRG footprint will be locked down
- Coordination for “Fan March” will be provided.

- **Fan Fest: 38 Days**

- Location: EADO next to Shell Energy Stadium
- Current Operations: Large, come and go watch party (think large tents like at golf tournaments)
 - Hearing only 5,000-person access
 - No pre-sell tickets or reservations
 - Additional security will be placed to allow for enjoyment of local bars and establishments

- **Host Hotels: All within COH**

- **Command & Control**

- Area Command: Transtar
- UC @ NRG & FanFest



A graphic titled "MATCH SCHEDULE" for the FIFA Houston event. It features the FIFA World Cup trophy and the text "FIFA HOUSTON" on the left. The schedule is listed in two columns on the right.

6/14/26	GROUP STAGE	6/26/26	GROUP STAGE
6/17/26	GROUP STAGE	6/29/26	ROUND OF 32
6/20/26	GROUP STAGE	7/04/26	ROUND OF 16
6/23/26	GROUP STAGE		



What We Are Waiting On

Visitors and Teams

- December 2025, lottery to determine team places in group matches and host cities.
- Potential geo-political concerns related to teams that may qualify: Palestine, Israel, North North Korea, South Korea, China, Iraq, Iran, Venezuela, etc....

Base Camp Selection

- Texas Base Camp potential locations: Houston, San Antonio, Mansfield, Fort Worth, College Station, and Denton.
- January 2026, if Houston is selected the team will reside for 4-6 weeks or leave when knocked out.

What We Can Expect

Visitors to Harris County with a potential of 39 unique languages or dialects being spoken.

Fan Marches & Fan Shenanigans (including pyrotechnics)

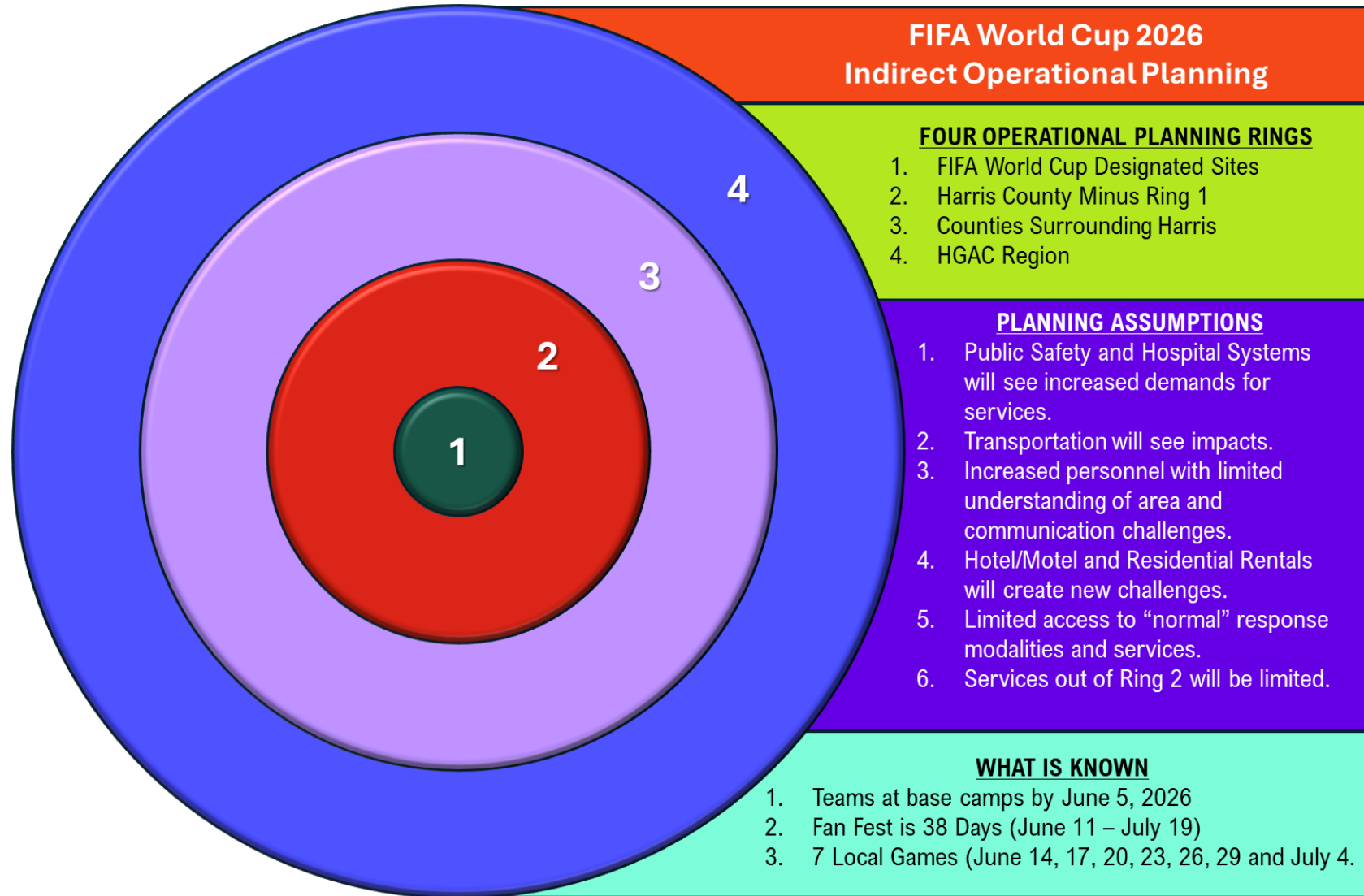
Political Climate and Protests

Stress on Local Resources

- May 7th, all Fire/EMS Stakeholders in Harris County have been invited to the kickoff meeting to start planning for “how does fire/EMS operate for 40+ days when we can’t do it the way we normally do”.
- Building plans and considerations outside of the FIFA venues and with the consideration that many resources “WE” normally rely on are going to be unavailable.

Watch Parties, Bar Takeovers, AirBNB parties, AirBnB/VRBO overcrowding, traffic incidents, medical emergencies, and language concerns.

Indirect Services Why Are We Here



Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:

BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

To: Village Fire Department Fire Commission
From: Amy Buckert, Administrator/Finance Director
CC: Howard Miller, Fire Chief
Date: June 21, 2025
Re: **May Administrator's Report**

We are holding May's financial reports pending further review.

Key Highlights:

- Tipalti rollout of AP module is complete; refund is being processed
- Bills are being paid through Tipalti
- Work on credit cards has begun
- Wells Fargo account has been closed

Policies Update

The following policies have been drafted and are being presented this evening for consideration by the Commission:

- Internship Policy

Next Steps:

- Continue Tipalti training
- Circulate Tipalti training videos
- RFQ for Audit is drafted, needs to be advertised
- Investment Policy needs to be drafted

May 2025 Investment Report

Account Type	Purchase Date	Maturity Date	Interest (Yield)	EOM Balance	Interest Earned
General Fund	N/A	On Demand	2.58%	\$498,889.21	\$1,094.71
Capital Fund	N/A	On Demand	2.58%	\$241,244.41	\$538.20
Facility Fund	N/A	On Demand	2.58%	\$3,185.06	\$7.10
Ambulance Fund (WF)	N/A	On Demand	0.68%	\$0.00	\$1.55
Ambulance Fund (St)	N/A	On Demand	2.58%	\$195,232.63	\$404.72
VMIG	N/A	On Demand	0%	\$120,913.84	\$0.00
Savings	N/A	On Demand	2.58%	\$1,066,131.31	\$2,845.82
TexasClass	N/A	On Demand	4.41%	\$3,043,890.34	\$11,416.37
Totals:				\$5,169,486.80	\$16,308.47

This report complies with the requirements of the Public Funds Investment Act and covers all the funds of the Village Fire Department that are subject to that law.

Amy Buckert, Administrator/Finance Director

Position Title:

Administrative Intern

Department:

Village Fire Department – Administrative Division

Supervisor:

Administrator/Finance Director

Purpose

The Administrative Intern position is designed to provide undergraduate or graduate students—particularly those studying public administration, business, finance, or a related field—with hands-on experience in the internal operations of a public safety agency. This internship offers practical exposure to municipal government functions including procurement, budgeting, policy management, and audit preparation.

Interns will assist in both routine and project-based administrative tasks, gaining insight into government workflows, interdepartmental coordination, and public sector accountability.

Duration & Work Schedule

- **Total Hours:** 180
- **Internship Period:** 9 – 10 weeks (typically May through July)
- **Weekly Hours:** 20 – 25 hours, flexible within business hours
- **Supervisor Check-ins:** Weekly, time to be coordinated with supervisor

This position is intended as a temporary, part-time internship. Interns are not eligible for employee benefits.

Learning Objectives

By the conclusion of the internship, the intern should be able to:

- Understand the role of administration in municipal operations
- Develop and review procurement documents (e.g., RFPs/RFOs)
- Contribute to policy and procedure updates
- Support budget and audit readiness initiatives
- Gain experience with documentation, meeting coordination, and staff support
- Deliver findings and recommendations in a professional setting

Core Responsibilities

Under supervision and guidance, the Administrative Intern will:

- Assist in drafting and revising Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) for various service categories (e.g., audit, fuel, insurance)
- Review, edit, and organize administrative policies and procedures to ensure clarity and alignment with current practice
- Support annual budget preparation and audit readiness efforts by compiling data, tracking documents, and preparing materials
- Assist with administrative documentation, including taking meeting minutes, assembling presentations, and filing records
- Attend and observe meetings, including interdepartmental coordination and policy briefings
- Conduct research on assigned topics and provide written or verbal summaries and recommendations
- Prepare and deliver a final presentation to department leadership and/or the governing Commission, summarizing key learning and project outcomes

Preferred Qualifications

- Enrolled in a college or university program with a focus on public administration, business, accounting, finance, or related field
- Strong written and verbal communication skills
- Familiarity with Microsoft Office (Word, Excel, PowerPoint)
- Attention to detail and ability to manage multiple tasks
- Professionalism and willingness to learn

Work Environment

Interns will work in an office environment with access to municipal staff and administrative resources. Occasional virtual or offsite meetings may occur. Dress code is business casual unless otherwise instructed.

BY-LAWS FOR THE BOARD OF COMMISSIONERS VILLAGE FIRE DEPARTMENT,
AS AMENDED ON ~~03/26/2014~~ 06/25/2025

SECTION ONE

Officers

Article 1 – Officers: The officers of this Board of Commissioners shall be Chair, Vice Chair, Treasurer and Secretary. These Officers will perform the duties prescribed by the Village Fire Department Interlocal Cooperation Agreement (the “Interlocal Agreement”), these By-Laws, Board Rules of Procedure, and such other duties prescribed by the Board of Commissioners.

Article 2 – Rotation of Officers: The positions of Chair, Vice Chair, Treasurer and Secretary will be rotated among the Commissioners of the contracting cities ~~at the end of the April board meeting on May 1st~~ of each calendar year. The Vice Chair will move to Chair and the Treasurer will be next in rotation to be the Vice Chair. The position of Secretary will be next in rotation to be the Treasurer. The sequence of rotation for officers will be City of Spring Valley Village, City of Hunters Creek Village, City of Hilshire Village, City of Hedwig Village, City of Bunker Hill Village and City of Piney Point Village.

Article 3 – Vacancies: The Vice Chair will call and preside at meetings in the absence of the Chair. In the absence of the Chair and Vice Chair, the Treasurer will preside over the meetings.

Article 4 – Duties of Officers: The Chair of the Board shall preside at all meetings of the Board of Directors. ~~and appoint all committees.~~

The Vice Chair of the Board shall preside at all meetings in the absence of the Chair and will perform the Chair’s duties in case of the Chair’s inability to serve as Chair.

The Treasurer shall preside at any meeting of the Board where the Chair and Vice Chair are not present. The Treasurer will report on the financial status of the department at the monthly meeting of the Board.

The Secretary shall review and sign all meeting minutes after approval by the Board and reasonably assure that all board records, personnel records and accounting papers are maintained at the VFD facility or offsite storage facility of the department.

SECTION TWO

Board of Commissioners

Article 1 – Duties: The duties of the Board are as prescribed in the Village Fire Department Interlocal Agreement.

Article 2 – Voting: A majority of the members of the Board shall constitute a quorum for the transaction of regular business. Annual budget approval requires a majority of the pro-rata vote as described in the Interlocal Agreement.

Article 3 – Meetings: Regular Meetings shall be held on the fourth Wednesday of a month unless cancelled or changed by approval of the Board. Special meetings may be called by the Chair or a majority of the members of the Board. Notice of all meetings will be posted in the manner required by state law and distributed to the members.

Article 4 – Compensation Review Committee: A Compensation Committee is established consisting of the following members: Commissioner Chair, Vice Chair and the Fire Chief.

Each year, prior to the preparation of the budget, the Compensation Committee will review compensation practices of the Houston Fire Department and at least three (3) other Metro Area Fire Departments. The committee will recommend to the board any changes in the salary schedules in sufficient time for the changes to be included in the following year's budget.

Article 5 – Budget Preparation and Workshop: The Fire Chief shall prepare a proposed Budget for presentation and review by the Board in Budget Workshops. Budget Workshops shall be called by the Chair, or a majority of the members of the Board in a sufficient number to allow participation and input from all Commissioners and Alternate Commissioners before the final Budget is formally voted on in a Regular Meeting. Working with the Fire Chief and his staff, the Chair shall cause to be prepared an agenda to be posted in the manner required by state law, and to distribute beforehand information and documentation concerning the Fire Chief's proposed Budget for the Commissioner's consideration in the workshops.

Article 6 – Vacancies: Alternate Commissioners shall serve in the event of the absence of a City's Commissioner, but shall not preside as Chair.

SECTION THREE

Finances

Article 1 – Annual Budget: The fiscal year of the corporation shall be from January 1st through December 31st of each year. The budget will be approved no later than the 30th day of June for submission to the Contracting City Councils for final approval. As appropriate the Board may also hold meetings for the benefit of the Contracting City Mayors and Councils regarding the proposed budget before final approval and submission to the Cities.

SECTION FOUR

Procedural Guidelines

Article 1 – Open Records Compliance: The Department will follow the rules and guidelines of state laws regarding open meetings and open records.

Article 2 – Roberts Rules of Order: The rules contained in Robert’s Rules of Order Revised shall govern the conduct of all meetings of Commissioners if they are not inconsistent with the By-Laws, Village Fire Department Interlocal Cooperation Agreement, or the laws of the State of Texas.

SECTION FIVE

Amendments of the By-Laws

These By-Laws may be amended at any meeting of the Board of Commissioners provided that the proposed amendment is not inconsistent with the Interlocal Agreement or Laws of the State of Texas. A written copy of proposed amendment changes shall be emailed ~~mailed~~ to all Commissioners and Alternate Commissioners at their Cities-City email address at least ten days prior to the meeting. Amendments to these By-Laws shall require a two-thirds majority of the Commissioners present and all six Contracting Cities must be represented. Notwithstanding, if a City absences itself from a meeting to prevent the By-Laws from being voted on and amended, then the Chair shall call and notice another meeting and the Amendment shall be approved by a majority of the quorum vote present. If approved, the Amendment shall replace all prior by-laws and amendments.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE VILLAGE FIRE DEPARTMENT on this ____ day of ____, 2025.

Chair _____

Date _____