

Minutes
**VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD
MEETING**

Wednesday, November 20, 2024, 6:00 P.M.

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on Wednesday, November 20, 2024, at 901 Corbindale, Houston, Texas 77024. It began at 6:03 p.m. and was presided over by Keith Brown. The secretary was present.

Present & Voting Were:

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

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

Present Were:

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

Alternate Clara Towsley
Alternate Patrick Breckon
Alternate Mike Garofalo
Alternate John Lisenby

Village Fire Department
Administrative Staff Katherine Stuart

Fire Chief, Howard Miller

Randle Law Firm

Attorney Brandon Morris

Not Present Were:

City of Hunters Creek
City of Piney Point Village

Alternate John DeWitt
Alternate Aliza Duff

Village Fire Department

Administrative Staff Amy Buckert (attended virtually)

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.

A. Approval of Minutes – Regular Monthly Board Meeting Minutes October 23, 2024

B. Approval of Bills Paid – October 2024

Motion: Carpenter
Second: Woodruff
Unanimously approved.

Motion to take Exec Session out of order.

Motion: Carpenter
Second: Brown
Unanimously approved.

4. **REPORTS**

- A. Treasurer's Financial Reports and possible action – October 2024
- B. Administrator's Report and possible action – October 2024
 - Report Attached to Minutes
- C. Fire Chief's Report and possible action –October 2024

Staffing:

- Chief Miller advised that Firemedic Jason Salazar is still off with a torn meniscus. Captain Ekblaw is off with a knee injury due to the Ladder 1 wreck.
- The Captain's Test and Assessment was held 11/18-19/2024. Congratulations to Firemedic Derek Eckermann for coming in number 1.

Apparatus and Equipment:

- Chief advised that Engine 2 has a starter and flywheel problem. Ladder 1 is out of Service due to an accident. The Department will obtain a Loaner Engine from Metro Fire Equipment.
- Six Chainsaws were ordered.

Major Incidents:

- On November 17 at 5:30 am the ladder truck was responding to a vehicle accident between Gessner and Bunker Hill Road. This required the ladder to drive down to the beltway and make a U-turn. As the vehicle was making the U-turn it slid and hit one of the overpass bridge pillars. The ladder truck sustained serious damage that required extrication tools to remove the officer on the right front side of the vehicle. Both the officer and the driver were transported to Greater Heights Hospital to be checked out. Both were released the same day with only minor injuries.
- There was some Board discussion around accountability and driver safety and training. Commissioners Kollenberg and Woodruff both expressed concern at the number of accidents that have occurred and whether drivers are being cautious enough out on the roads.

October 2024 Incidents:

- Fire Incidents: 83
- EMS type Incidents: 90
- Service Calls Non-Emergency: 5
- HFD Calls: 10
- Total incidents: 188
- Average Response Time: 4 Minutes 14 Seconds
EMS 1st response time: (Natl Standard is 6:30)
Fire: (Natl Standard is 6:50)

Projects and Events:

- Chief Miller advised that Communications with PS Lightwave to the Houston radio system are now complete. Staff is working to migrate the station's internet and TV service to PS Lightwave. Once complete, the

Department will eliminate Xfinity/Comcast.

- The Department has now received the award letter for the Derecho FEMA reimbursement. The total cost of the event was \$14,421.57. FEMA will reimburse the department \$10,816.18. The Department's share is \$3,605.39. The money has not yet been received.
- The Department received the award letter for the Hurricane Beryl FEMA reimbursement. The total cost of the event was \$28,927.00. FEMA will reimburse the department \$21,695.25. The Department's share is \$7,231.75. The money has not yet been received.
- An awards luncheon has been held or scheduled for each shift. The luncheon for C-Shift is being held Saturday, November 23 at 2:00 pm.
- Also on November 23rd, Rocky Johnson will be representing the Village Fire Department at the "Battle of the Badges" boxing event in Galveston.

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

A. Roof update

Roof is complete, there are a couple of punchlist items to be corrected. Once the report is received, the project can be closed out.

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

A. Budget Committee Meeting (set meeting dates) – Discuss Meeting Dates for Budget in December meeting

Administrator to set meeting dates via email

Motion: Woodruff

Second: Carpenter

Unanimously approved.

B. Audit Committee Meeting (set meeting dates) – Administrator to set meeting dates via email

C. Proposed Policies –

Administrator to follow rules for local governments

Motion: Woodruff

Second: Kollenberg

Unanimously approved.

D. Approval of VMIG Board Recommendation for Plan Year 2025 Insurance Carriers all approved.

Motion: Carpenter

Second: Adams

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 is an estimated \$72,000 in fraudulent charges, the forensic auditors suspect approximately 20% of those are valid charges, and 80% are actually fraudulent. This amounts to an estimated \$58,000 in suspected fraud.

Recommendations coming out of the forensic audit include reducing the number of credit cards issued and that each cardholder holds their own card for accountability purposes.

8. **EXECUTIVE SESSION** - The Board of Commissioners will retire into 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:

- Administrator/Finance Director

Board agreed to accommodate Director with remote work temporarily with the option to revisit options at a future date, deferred to Chair to enlist assistance from external resources with QuickBooks conversion.

9. **FUTURE TOPICS**

10. **NEXT MEETING DATE**

December 18, 2024

Leave necessity of meeting up to Chair

Motion: Woodruff

Second: Brown

Unanimously approved.

11. **ADJOURNMENT**