

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 Chair Dan Ramey. 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