

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

**1. CALL TO ORDER**

A regular fire commission meeting of the Village Fire Department was held on Wednesday, April 23, 2025, at 901 Corbindale, Houston, Texas 77024. It began at 6:04 p.m. and was presided over by Dan Ramey. The secretary was present virtually.

**Present & Voting Were:**

City of Piney Point Village	Commissioner Dan Ramey, Chair
City of Spring Valley Village	Commissioner John Lisenby, Vice Chair
City of City of Hunters Creek	Commissioner Rob Adams, Treasurer
City of Hilshire Village	Commissioner Mike Garofalo, Secretary
City of Bunker Hill Village	Commissioner Keith Brown
City of Hedwig Village	Commissioner Matt Woodruff

**Present Were:**

City of Bunker Hill Village	Alternate Clara Towsley
City of Hedwig Village	Alternate Patrick Breckon
City of Hilshire Village	Mayor Robert (Bob) Buesinger
City of Piney Point Village	Alternate Henry Kollenberg
City of Spring Valley Village	Alternate Steve Bass
Village Fire Department Administrative Staff	Fire Chief, Howard Miller Amy Buckert, Administrator/Finance Director (virtual), Katherine Stuart, Administrative Specialist
Randle Law Firm	Attorney Brandon Morris

**Not Present Were:**

City of Hunters Creek	Alternate John DeWitt
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**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 May 21, 2025
- B.** Approval of Bills Paid – May 2025

Commissioner Adams made a motion to approve the consent agenda.

**Motion:** Woodruff

**Second:** Brown

**Unanimously approved**

**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

The department is fully staffed, although there are several out right now. One captain has a knee injury that's still going through physical therapy. A medic has had some sinus issues and surgery, and will be out for about a week. Another medic is out with a broken toe that had some swelling until July 6th.

Captain King just recently graduated from Texas Fire Chiefs Association, Texas Fire Chiefs Academy, with the designation of chief fire executive. This is a two-year program that is one of the premier programs in the country.

Chief stated he is waiting for the Commission to finish with the agreement on the ladder truck. Once he has the chair's approval he'll sign the agreement, and hopefully in a couple weeks take possession of the ladder truck.

No major incidences for the villages. There were 61 fire incidences, 115 EMS, 14 non-emergency service calls, for a total of 190 calls. Average response time was four minutes, 19 seconds.

No action was taken.

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

The lease agreement is anticipated to be completed by the attorney by the end of the week.

No action was taken.

- 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

There was discussion about the timing of the training tower repairs and the process to receive quotes/bids.

Chief asked the Commission if they wanted to go forward on the bid process now. He asked if they wanted a consultant to do that or do you want us to send out a request for a proposal for that? He asked if three bids were necessary. He was advised that the job would need to be advertised and bid if under \$50,000 and bid prior to September 1. If after September 1, the Department would just need to seek quotes for anything under \$100,000, and three of those quotes would need to be from HUBs (Historically Underutilized Businesses).

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.**

This item was discussed in Executive Session.

- 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.

This item was discussed in Executive Session.

- 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.

The policy was circulated and there were no questions. The Commission gave the Chief discretion to finish up a job description.

No action was taken.

- 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.

Brandon mailed out the hard copies more than 10 days before the meeting, which is what the dated bylaws mandate.

There are three changes:

Article 2 was changing the rotation of officers from the end of the board meeting in April to May 1st, which is consistent with the interlocal.

Article 4 was to remove appointment of all committees from being done by the chairman of the board. That was to sync up with the interlocal.

Section 5, Brandon recommended a change that the written copy of the proposed amendment changes be emailed to the commissioners at their city email addresses instead of mailed to city addresses.

Commissioner Woodruff made a motion to approve the consent agenda.

**Motion:** Woodruff

**Second:** Brown

**Unanimously approved**

- 11. DISCUSSION OF DELEGATION OF AUTHORITY** - The Board of Commissioners will discuss and take any action necessary related to the delegation of authority.

The Chair started a project with Amy to document fully all approvals. The board will have to approve it.

This will document every kind of a transaction the Department may have, at what level, how much, who has to approve, second approvals, cities, etc. It is a living document and can be updated as often as necessary.

No action was taken.

- 12. DISCUSSION OF AND POSSIBLE ACTION REGARDING INSURANCE PROPOSALS** - The Board of Commissioners will discuss and take any action necessary related to insurance proposals.

The Commission asked the Administrator to invite the insurance broker (property/casualty) in for the next month's meeting to discuss options for insurance now that VFIS is declining to insure us for the upcoming year.

No action was taken.

- 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

Executive Session was convened at 7:50 pm.

Executive Session was adjourned at 8:12 pm.

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

No action was taken.

- 15. FUTURE TOPICS**

- 16. NEXT MEETING DATE**  
**July 23, 2025**

- 17. ADJOURNMENT**

There was a motion to adjourn by Commissioner Lisenby.

**Motion:** Lisenby

**Second:** Brown

**Unanimously approved**