VILLAGE FIRE DEPARTMENT

REGULAR MONTHLY BOARD MEETING MINUTES

Wednesday, September 24, 2025, 6:00 P.M

CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on Wednesday, September 24, 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 Hunters Creek	Commissioner Rob Adams, Treasurer
City of Hilshire Village	Mayor Robert (Bob) Buesinger, Secretary
City of Bunker Hill Village	Commissioner Josh Pratt
City of Hedwig Village	Alternate Patrick Breckon

Present Were:

City of Bunker Hill Village	Alternate Clara Towsley
City of Hunters Creek	Alternate John DeWitt
City of Piney Point Village	Alternate Henry Kollenberg
Village Fire Department	Fire Chief, Howard Miller
Administrative Staff	Katherine Stuart, Administrative Specialist
Randle Law Firm	Attorney Brandon Morris

Attending Virtually Was: Amy Buckert, Administrator/Finance Director

Not Present Were:

City of Hedwig Village	Commissioner Matt Woodruff
City of Hilshire Village	Alternate Mike Garofalo
City of Spring Valley Village	Alternate Steve Bass

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
2. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.
   No comments

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 August 27, 2025
   B. Approval of Bills Paid – August 2025

   There was a motion to approve the consent agenda as submitted.

   Motion: Lisenby
   Second: Adams
   Unanimously approved

   There was a motion to move number five up before number 4.

Motion: Adams
Second: Lisenby
Unanimously approved

4. **REPORTS**

A. Treasurer's Financial Reports – August 2025
B. Administrator's Report – August 2025
C. Investment Report – August 2025
D. Fire Chief's Report – August 2025

The Administrator/Finance Director and the Fire Chief gave their reports (Administrator's attached). The Department is fully staffed. Captain Ekblaw and Paramedic Aranda are still out on medical leave. The rescue boat issue has been turned over to the new Chief. There were 84 fire calls, 112 EMS calls, 22 non-emergency calls for a total of 218 calls. There was an average 4 minute 15 second response time. Staff provided 11 PR events and 39 station tours.

Chief Croft gave an update on the generator purchase. He state that Captain Sandifer was able to obtain an initial quote that came in around $149,000, which was $49,000 over projected. He went back and forth and got it a little down to $109,000. He was able to locate a company that has a Cummins generator, same size, yet better generator than what was initially expected. It's on a lot in Wisconsin.

The combined generator and install, turnkey, came down to $100,150. The Chief's recommendation is to make a move on this generator i9mmediately as a two-part purchase. The Department buys the generator, it's shipped here. Offloaded and then the company comes in and does the full install turnkey operation.

The Board asked the Department attorney to review the PO.

The Board asked Chief Miller for an update on the Training Tower.

He stated the doors are going to arrive October 6th, be painted, installed, and then the bat mitigation and the tower will be done after that. He stated the bat mitigation added $8,000 to the contract.

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

Chief Croft presented options for the Property & Casualty insurance on behalf of Frank Comiskey (attached).

There was a motion to approve the $121,347 option.

Motion: Buesinger
Second: Lisenby
Unanimously approved

6. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PLACING "IN GOD WE TRUST" ON THE NEW FIRE DEPARTMENT APPARATUS** - The Board of Commissioners will discuss and take any action necessary related to lettering on the new apparatus to say, "In God We Trust".

The Chief asked the Board to consider placing, “In God We Trust” on the new ladder truck once it comes in.

There was a motion to place, “In God We Trust” on the new apparatus once received.

Motion: Adams
Second: Buesinger
Unanimously approved

7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING CHIEF MILLER’S RIDE OUT TIME** - The Board of Commissioners will discuss and take any action necessary related to paying out Chief Miller’s accrued time and benefits on the January 15, 2026, paycheck.

No action was taken.

8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING 2025 AUDIT RFQS AND AWARD OF CONTRACT** - The Board of Commissioners will discuss and take any action necessary related to bids/qualifications received on the annual Department audit.

The Administration team met with representatives from BrooksWatson to discuss the possibility of entering into a contract with them for the 2025 audit. They were the only responsive bidder. The Board will need to agree to enter into negotiations with them before a price can be negotiated. The Administrator asked the Board to consider approving Staff to enter into negotiations with BrooksWatson so she can bring back a price next month.

There was a motion to select BrooksWatson as the Department’s auditor for FY 2025 and to proceed with negotiations on price.

Motion: Buesinger
Second: Lisenby
Unanimously approved

9. **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 action on this item.

10. **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.

The Board Chair stated he had an hour and a half call with Katie Rodgerson, the senior manager with Crowe on September 12th. Part of it was a requirement that she talk to the board about internal controls, fraud, etc. Once finished with that, he started pushing her on getting the audit finished by October 22nd. They've still got some tie up stuff to do. The big hurdle is going to be their national office. Nothing's going to get signed off by Crowe until national office is happy. Once it goes up to national, now, they're not in busy season for Fortune 500. So, national should have some time on their hands.

The question is, on the bill, how much time they are going to charge to the Department's engagement on things they've looked for. Right now, they don't know that. The Department will have two or three little findings, insignificant in the Board Chair's opinion.

The Board Chair stated he is very disappointed in them because they're dragging their feet, and they're nitpicking.

There was no action taken.

11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PURCHASE OF BOAT** - The Board of Commissioners will discuss and take any action necessary related to the acquisition or purchase of a boat.

Discussion number 11. Discussion on possible action regarding purchase of a boat.

Chief Croft gave an update on the boat. The Department is setting up a loaner with TexSar. They're going to loan the Department a boat free of charge and we can use it until we get ours. They've set up an agreement for 90 days for a test run. Brandon's looking over it, so there's no action tonight.

There was no action taken.

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;

1. Chief
2. Administrative Support Position
3. Captain

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

There was a motion to recess into Executive Session at 6:57 pm.

Motion: Buesinger
Second: Adams
Unanimously approved

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

The Board reconvened back in general session at 7:32 pm.

No action was taken.

14. **FUTURE TOPICS**

- Boat Purchase
- Investment Committee Appointments.

15. NEXT MEETING DATE

October 22, 2025

16. ADJOURNMENT

There was a motion to adjourn at 7:33 pm.

Motion: Lisenby
Second: Adams
Unanimously approved