

**VILLAGE FIRE DEPARTMENT**  
**REGULAR MONTHLY BOARD MEETING MINUTES**  
**Wednesday, October 22, 2025, 6:00 P.M.**

**1. CALL TO ORDER**

A regular fire commission meeting of the Village Fire Department was held on Wednesday, October 22, 2025, at 901 Corbindale, Houston, Texas 77024. It began at 6:01 p.m. and was presided over by Dan Ramey. The secretary was present.

**Present & Voting Were:**

5. City of Piney Point Village  
4. City of Spring Valley Village  
1. City of Hunters Creek  
2. City of Hilshire Village  
6. City of Bunker Hill Village  
3. City of Hedwig Village

Commissioner Dan Ramey, Chair  
Commissioner John Lisenby, Vice Chair  
Commissioner Rob Adams, Treasurer  
Mayor Robert (Bob) Buesinger, Secretary  
Commissioner Josh Pratt  
Commissioner Matt Woodruff

**Present Were:**

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

Alternate Henry Kollenberg  
Alternate Steve Bass  
Alternate Clara Towsley  
Alternate Mike Garofalo  
Alternate Patrick Breckon

Village Fire Department  
Administrative Staff

Fire Chief, Brian Croft  
Amy Buckert, Administrator/Finance Director, Katherine  
Stuart, Administrative Specialist

Randle Law Firm

Attorney Brandon Morris

**Not Present Were:**

City of Hunters Creek

Alternate John DeWitt

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

No comments

**2. 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 September 24, 2025
- B.** Approval of Bills Paid – September 2025

There was a motion to approve the consent agenda.

Motion: Woodruff  
Second: Pratt  
Unanimously approved

**3. REPORTS**

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

The Administrator/Finance Director reviewed the financials and the Investment Report with the Commission, including her report and graphs (attached).

The Chief reviewed his numbers and the graph with the Commission (attached). He explained that staff is revamping the reports going out to the Commission and asked for patience as we finalize a format. He invited the Commissioners to stay after the meeting to look at the new Deputy Chief vehicle.

Chief Croft advised that the training tower was nearly done, with the exception of a few punch list items, and the generator was to be delivered this week. Once at the station, the installer will be contacted and the will start scheduling about three to four weeks out for it to be complete on the install.

**4. 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.

The Chair reminded the Commission that Chief Miller was staying on until December 31 as the emergency management coordinator for all of the cities. At that point the Department will pay Chief Miller on the January 15th payroll all that he's got for vacation and sick and everything else.

**5. DISCUSSION OF AND POSSIBLE ACTION REGARDING 2025 AUDIT PRICING**

**AND AWARD OF CONTRACT TO BROOKSWATSON** - The Board of Commissioners will discuss and take any action necessary related to bids/qualifications received on the annual Department audit.

The Administrator/Finance Director presented the proposed price given by BrooksWatson to the Department for the 2025 Audit. She noted that the proposed price of \$21,560 was below the audit price of \$23,875 from the 2024 Audit engagement letter presented by Crowe. She also noted for the Board that the representative from the firm had met with her remotely while she was hospitalized, helping to secure a strategy for moving forward with the 2025 Audit and items to secure in advance from the 2024 Audit.

There was a motion to have the Administrator/Finance Director work with BrooksWatson to finalize the engagement letter and prepare for the Chair's signature.

Motion: Pratt  
Second: Bass  
Unanimously approved

**6. 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.

The Department Attorney shared that he checks in weekly with the District Attorney's office but has not had an update in a couple months. There has been no update online either. The Board requested that the Department Attorney continue to follow up and try to obtain an update, as they would like the matter closed out by December 31.

There was no action on this item.

**7. 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 Administrator/Finance Director told the Commission that to date the Department has paid just under \$18,000 toward the audit work. The original contract was for \$23,875, but she reminded the Commission that Crowe had anticipated an additional 30% or more for the extra work resulting from the Department's fraud issue. She stated that she had not heard any updated numbers surrounding that. She stated that they are still sending requests for documents, and she is still attempting to respond same-day. She said that was possibly a sign they were trying to wrap up the work, but she had not received a status update.

There was no action taken.

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

The Administrator/Finance Director noted that this was a follow up from August's adoption of the Investment Policy. Having an Investment Committee ensures compliance with the policy and will assist the Department in maximizing the returns received on existing cash. She presented the Board with a list in their packets of who's on what committees. The Board Chair requested a motion to have Rob Adams and Josh Pratt serve on the Investment Committee. The Administrator/Finance Director informed the group that the meetings can be done after hours or virtually, whatever works for the Committee.

There was a motion to have Rob Adams (backup John DeWitt) and Josh Pratt serve on the Investment Committee.

Motion: Bass  
Second: Buesinger  
Unanimously approved

**9. 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
    - a) Strategic Plan
  - 2. Administrative Support Position
  - 3. Captain
  - 4. Firemedic
- 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 6:42 pm.

Motion: Pratt  
Second: Woodruff  
Unanimously approved

**10. 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 7:11 pm.

No action was taken.

**11. FUTURE TOPICS**

**12. NEXT MEETING DATE**  
**November 19, 2025**

**13. ADJOURNMENT**

There was a motion to adjourn at 7:13 pm.

Motion: Woodruff  
Second: Buesinger  
Unanimously approved