

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING AGENDA
Wednesday, January 28, 2026, 6:00 P.M

A regular fire commission meeting of the Village Fire Department was held on Wednesday, January 28, 2026, 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:

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 Bob Buesinger, Secretary
City of Bunker Hill Village	Commissioner Josh Pratt
City of Hedwig Village	Commissioner Matt Woodruff (virtual)

Present Were:

City of Bunker Hill Village	Alternate Clara Towsley
City of Hedwig Village	Alternate Patrick Breckon
City of Hilshire Village	Alternate Mike Garofalo
City of Hunters Creek	Alternate John DeWitt
City of Piney Point Village	Alternate Henry Kollenberg
Village Fire Department Administrative Staff	Fire Chief, Brian Croft Amy Buckert, Administrator/Finance Director (virtual), Katherine Stuart, Administrative Specialist
Randle Law Firm	Attorney Brandon Morris

Not Present Were:

City of Spring Valley Village	Alternate Steve Bass
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1. CALL TO ORDER

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2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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

There were no comments from the public.

4. 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 November 19, 2025

- B. Approval of Bills Paid – November and December 2025
- C. Approval of Annual Calendar

There was a motion to approve the consent agenda.

Motion: Pratt

Second: Lisenby

Unanimously approved

5. 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 Chair provided an update regarding the forensic matter and ongoing communication with the District Attorney's office. No new developments were reported. The Chair stated that reimbursement to the Department appears likely, though felony charges may not result.

There was no action taken.

6. REPORTS

A. Treasurer's Financial Report – November and December 2025

B. Administrator's Report – November and December 2025

C. Investment Report – November and December Reports

D. Fire Chief's Report – Annual Report 2025

Chief Croft reviewed operational updates, including December call volume (190 calls), an increase in EMS activity, overlapping calls, and annual totals for 2025 (2,213 calls). The Chief reported an annual average response time of approximately 4 minutes and 16 seconds.

Chief Croft reviewed community engagement efforts, CPR training totals, holiday outreach events, extrication training, and the successful installation and testing of the station generator. He introduced Deputy Fire Marshal Keith Guillory and Fire Medic Jose Montalvo, recognizing Jose's leadership in CPR instruction and training initiatives.

The Administrator reviewed December financials, reporting revenue at approximately 98.2% of budget, personnel expenses at approximately 93%, and operational expenses at approximately 83%. She reviewed year-end closeout procedures, accrual timelines, and 1099 processing. She also discussed implementation of the credit card module and reported minor cashback earnings.

The Administrator reviewed the Investment Report and noted interest rate adjustments in Texas CLASS and Stellar accounts. An Investment Committee meeting will be scheduled.

No action was taken.

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

A. Oliver, Rainey & Wojtek Engagement Letter, Contract Changes (Buckert)

Administrator Buckert presented the 2026 engagement letter for Oliver Rainey & Wojtek (ORW) accounting services, noting a modest \$10/hr increase.

There was a motion to approve the ORW engagement letter for 2026.

Motion: Lisenby

Second: Adams

Unanimously approved

B. Payment of 2025 Surplus to Cities (Buckert)

This item was discussed. No action was taken.

C. Payment of 2024 Ambulance Funds due to Cities (per 2024 Audit) (Buckert)

Administrator Buckert presented the 2024 ambulance revenue owed to the cities in the amount of \$34,707.

There was a motion to approve payment of the 2024 ambulance funds due to the cities.

Motion: Adams

Second: Buesinger

Unanimously approved

D. Budget Committee Appointments (Buckert)

Committee assignments were reviewed.

No action was taken.

E. Audit Committee Appointments (Buckert)

Committee assignments were reviewed.

No action was taken.

F. Private Equity (Woodruff/Ramey)

The Chair and Chief discussed increasing private equity consolidation within public safety industries and its impact on apparatus, equipment, and software pricing.

No action was taken.

G. Blocker Apparatus (Croft)

Chief Croft provided a detailed overview of the Department's need for a dedicated blocker apparatus to enhance firefighter safety during roadway and freeway incidents. He explained that Village Fire frequently responds to calls on high-speed corridors, including I-10 and Beltway 8, and that the Department routinely places apparatus in a protective position to shield crews operating on scene. The Chief discussed the increased frequency of emergency vehicles being struck during roadway operations and emphasized that a purpose-built blocker vehicle would improve scene safety by providing a more substantial and dedicated protective barrier.

Chief Croft reviewed possible acquisition options, including surplus military-style vehicles and heavy-duty commercial chassis that could be retrofitted with high-visibility lighting, an arrow board, striping, and reinforced rear protection. He outlined estimated costs ranging from approximately \$40,000 to \$80,000 depending on the selected vehicle and outfitting needs. The Board discussed long-term maintenance considerations, storage requirements, training and deployment procedures, and the need for a budget amendment and approval from the member cities prior to purchase.

H. Rescue Boat (Croft)

Chief Croft then presented additional information regarding the proposed acquisition of a rescue boat to strengthen the Department's flood response capabilities. He explained that the Village Fire Department responds to high-water and flood-related emergencies within the member cities and surrounding areas and currently relies on partner agencies for certain water rescue resources. The proposed 14-foot rescue boat equipped with a 40HP outboard motor would allow the Department to more quickly and independently conduct high-water evacuations and rescue operations during severe weather events.

Chief Croft reviewed approximate costs of \$12,000 to \$13,000 plus shipping and minor outfitting expenses. He noted that the Department would coordinate with TexSAR to evaluate the equipment and ensure the boat meets operational requirements. The Board discussed storage and transport considerations, training requirements for operators, ongoing maintenance, and deployment protocols. It was noted that as with the blocker apparatus, any purchase would be contingent upon member city approval through a formal budget amendment process.

There was a motion to authorize the Chief to pursue both the blocker apparatus and rescue boat, contingent upon member city approval via budget amendment.

Motion: Lisenby

Second: Buesinger

Unanimously approved

There was a motion that, upon approval by the member cities of the required budget amendment, the Chief is authorized to execute the purchase agreements without further Commission action.

Motion: Lisenby

Second: Adams

Unanimously approved

I. 2027 Benefits Review (Ramey)

The Commission engaged in a detailed discussion regarding the Department's current health insurance coverage and long-term benefits strategy. The Chair noted concerns related to provider network stability and the loss or potential loss of access to certain specialty providers, including major cancer treatment facilities. Commissioners emphasized the importance of maintaining robust health coverage given the unique occupational risks associated with firefighting, including increased exposure to carcinogens and long-term health impacts.

The Board discussed the financial implications of various plan structures, including premium costs, deductibles, employee contributions, and the balance between affordability and comprehensive coverage. Consideration was given to beginning early review of market options in advance of the 2027 renewal cycle to allow adequate time for evaluation and negotiation. The Commission agreed that employee retention, morale, and long-term workforce stability are closely tied to the quality of the Department's benefits package. No formal action was taken, but the item will remain under review as part of future budget and strategic planning discussions.

No action was taken.

8. 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. Firemedic 2
2. Administrator/Finance Director

B. Executive session pursuant to Section 551.076 authorizing a governmental body to deliberate the deployment, or specific occasions for implementation, of security personnel or devices.

1. Radio Operations/Infrastructure

The Board of Commissioners retired into Executive Session at 8:00 p.m. as authorized by Chapter 551, Texas Government Code.

There was a motion to recess into Executive Session.

9. FUTURE TOPICS

- Capital replacement planning
- Budget planning
- Benefits review

10. NEXT MEETING DATE

February 25, 2026

11. ADJOURNMENT

There was a motion to adjourn at 8:13 p.m.

Motion: Woodruff

Second: Buesinger

Unanimously approved