

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING AGENDA
Wednesday, February 25, 2026, 6:00 P.M

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **Wednesday, February 25, 2026, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLIGIANCE**
3. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.
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 January 2026
 - B. Approval of Bills Paid – January 2026
5. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS (Morris)** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.
6. **REPORTS**
 - A. Treasurer’s Financial Report – January 2026 (Buckert)
 - B. Administrator’s Report – January 2026 (Buckert)
 - C. Investment Report – January 2026 (Buckert)
 - D. Fire Chief’s Report – January 2026 (Croft)
7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT (Ramey)** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.
8. **FY 2027 BUDGET UPDATE #1 (Buckert/Budget Committee)** – The Budget Committee will give an update on the budget process.
9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING USE OF DONATED FUNDS FOR THE PURCHASE OF A LUCAS DEVICE (Croft)** - The Board of Commissioners will discuss and take any action necessary related to the purchase of a Lucas Device from the previously donated funds.

I certify that the agenda for the 25th of February 2026 Regular Monthly Board Meeting was posted at the fire department this the 20th day of February 2026, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director

The facility is wheelchair-accessible and accessible parking is available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Fire Chief’s Office at (713) 468-7941 for further information.

10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING BUDGET AMENDMENT FOR WORKERS COMPENSATIONS AND CERTIFICATION PAY (Buckert)** - The Board of Commissioners will discuss and take any action necessary related to putting forth a Budget Amendment for the Workers Compensation and Certification Pay line items.
11. **FUTURE TOPICS**
12. **NEXT MEETING DATE**
March 25, 2026
13. **ADJOURNMENT**

I certify that the agenda for the 25th of February 2026 Regular Monthly Board Meeting was posted at the fire department this the 20th day of February 2026, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director

The facility is wheelchair-accessible and accessible parking is available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Fire Chief's Office at (713) 468-7941 for further information.

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

CALL TO ORDER

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



Expense Report - Prior Month

Village Fire Department
January 2026

Transaction date	Distribution account number	Distribution account	Vendor	Amount	Transaction type
01/02/2026	11010	11010 GENERAL FUND (2634)	VMIG	-93,381.60	Expense
01/02/2026	12200	12200 Supp. Life Ins. W/H	VMIG	-1,370.51	Expense
01/02/2026	16040	16040 Basic Life, ADD, LTD Insurance	VMIG	1,721.37	Expense
01/02/2026	12130	12130 Employee Medical Plan 125	VMIG	-10,163.64	Expense
01/02/2026	17308	17308 Health Insurance Consulting Services	VMIG	10,495.50	Expense
01/02/2026	16060	16060 Health Insurance	VMIG	69,630.58	Expense
01/03/2026	12050	12050 STUART, KATHERINE (6240) - 2	Namecheap	9.88	Expense
01/03/2026	17225	17225 Office Software	Namecheap	9.88	Expense
01/05/2026	11010	11010 GENERAL FUND (2634)	Tipalti	-13,738.57	Expense
01/05/2026		Tipalti Clearing Account	Tipalti	13,738.57	Expense
01/05/2026	11010	11010 GENERAL FUND (2634)		-10,037.70	Expense
01/05/2026	11090	11090 Cash Transfers		10,037.70	Expense
01/05/2026	11010	11010 GENERAL FUND (2634)	PS Lightwave	-1,015.58	Expense
01/05/2026	17040	17040 IP Address VPN (PS Lightwave)	PS Lightwave	1,015.58	Expense
01/05/2026	12025	12025 12025 BUCKERT, AMY (4705) - 2		17.65	Expense
01/05/2026	17136	17136 Vehicle Licenses & Permits		17.65	Expense
01/05/2026	12060	12060 WITT, STEVE (7553) - 2		11.00	Expense
01/05/2026	17136	17136 Vehicle Licenses & Permits		11.00	Expense
01/06/2026	11010	11010 GENERAL FUND (2634)	QuickBooks Payments	-293.15	Expense
01/06/2026	17223	17223 Accounting (QuickBooks)	QuickBooks Payments	293.15	Expense
01/07/2026	11010	11010 GENERAL FUND (2634)	Tipalti	-372.33	Expense
01/07/2026		Tipalti Card Clearing - Village Fire Department - USD	Tipalti	-372.33	Expense
01/07/2026	99103	99103 VMIG (7773)	TX Health Benefits Pool	-	Expense
				185,270.20	
01/07/2026	99510	99510 Insurance Premium Distributed	TX Health Benefits Pool	185,270.20	Expense
01/07/2026	12025	12025 12025 BUCKERT, AMY (4705) - 2		200.00	Expense
01/07/2026	17020	17020 Dues & Subscriptions		200.00	Expense
01/07/2026	12045	12045 12045 DEPAUL, FRANK (4657) - 2	Sam's Club	829.39	Expense
01/07/2026	17035	17035 Station Supplies	Sam's Club	829.39	Expense
01/07/2026	12030	12030 MARSHAL, FIRE (5283) - 2		138.00	Expense
01/07/2026	17177	17177 Fire Marshal Training & Certification Fees		138.00	Expense
01/07/2026	12030	12030 MARSHAL, FIRE (5283) - 2	Texas Fire Marshals Association	50.00	Expense
01/07/2026	17177	17177 Fire Marshal Training & Certification Fees	Texas Fire Marshals Association	50.00	Expense
01/08/2026	11010	11010 GENERAL FUND (2634)	Child Support	-2,287.43	Expense
01/08/2026	12190	12190 Special Employee W/H Payable	Child Support	-2,287.43	Expense
01/08/2026	12035	12035 12035 MILLER, TIMOTHY (2075) - 2	Sherwin Williams	34.59	Expense



Expense Report - Prior Month

Village Fire Department
January 2026

Transaction date	Distribution account number	Distribution account	Vendor	Amount	Transaction type
01/08/2026	17030	17030 Building Maintenance	Sherwin Williams	34.59	Expense
01/09/2026	11010	11010 GENERAL FUND (2634)	Starlink	-65.00	Expense
01/09/2026	17041	17041 Internet & TV (Comcast & Starlink)	Starlink	65.00	Expense
01/09/2026	12035	12035 12035 MILLER, TIMOTHY (2075) - 2	Texas Fire Chiefs Association	100.00	Expense
01/09/2026	17020	17020 Dues & Subscriptions	Texas Fire Chiefs Association	100.00	Expense
01/09/2026	12030	12030 MARSHAL, FIRE (5283) - 2		789.06	Expense
01/09/2026	17102	17102 Maint. - Fire Marshal's Car		789.06	Expense
01/09/2026	12035	12035 12035 MILLER, TIMOTHY (2075) - 2		62.00	Expense
01/09/2026	17171	17171 EMS Training		62.00	Expense
01/12/2026	12045	12045 12045 DEPAUL, FRANK (4657) - 2	Sam's Club	108.84	Expense
01/12/2026	17035	17035 Station Supplies	Sam's Club	108.84	Expense
01/12/2026	12050	12050 STUART, KATHERINE (6240) - 2		1,668.23	Expense
01/12/2026	17403	17403 VFD Employee Appreciation & Events		1,668.23	Expense
01/13/2026	11010	11010 GENERAL FUND (2634)	Kotapay/Village WIRE	-	Expense
				196,826.06	
01/13/2026	11080	11080 Payroll Clearing	Kotapay/Village WIRE	196,826.06	Expense
01/13/2026	11010	11010 GENERAL FUND (2634)	Valic	-175.00	Expense
01/13/2026	12140	12140 Deferred Compensation	Valic	-175.00	Expense
01/13/2026	11010	11010 GENERAL FUND (2634)		-1,050.00	Expense



Expense Report - Prior Month

Village Fire Department
January 2026

Transaction date	Distribution account number	Distribution account	Vendor	Amount	Transaction type
01/13/2026	12160	12160 Firefighters Dues		-1,050.00	Expense
01/14/2026	11010	11010 GENERAL FUND (2634)	Americhex, Inc.	-1,274.75	Expense
01/14/2026	17221	17221 HRIS (UKG Workforce Ready/Americhex)	Americhex, Inc.	1,274.75	Expense
01/15/2026	11010	11010 GENERAL FUND (2634)	Nationwide	-2,004.50	Expense
01/15/2026	12140	12140 Deferred Compensation	Nationwide	-2,004.50	Expense
01/15/2026	11010	11010 GENERAL FUND (2634)	Nationwide	-7,729.00	Expense
01/15/2026	12140	12140 Deferred Compensation	Nationwide	-7,729.00	Expense
01/16/2026	11010	11010 GENERAL FUND (2634)	Tipalti	-5,499.89	Expense
01/16/2026		Tipalti Clearing Account	Tipalti	5,499.89	Expense
01/16/2026	99103	99103 VMIG (7773)	Gallagher	-3,633.33	Expense
01/16/2026	99510	99510 Insurance Premium Distributed	Gallagher	3,333.33	Expense
01/16/2026	99510	99510 Insurance Premium Distributed	Gallagher	300.00	Expense
01/20/2026	11010	11010 GENERAL FUND (2634)		-1,327.30	Expense
01/20/2026	11090	11090 Cash Transfers		1,327.30	Expense
01/20/2026	11010	11010 GENERAL FUND (2634)		-83.50	Expense
01/20/2026	11090	11090 Cash Transfers		83.50	Expense
01/20/2026	11010	11010 GENERAL FUND (2634)		-19.42	Expense
01/20/2026	11090	11090 Cash Transfers		19.42	Expense
01/20/2026	11010	11010 GENERAL FUND (2634)		-46.53	Expense
01/20/2026	11090	11090 Cash Transfers		46.53	Expense
01/20/2026	11010	11010 GENERAL FUND (2634)		-9.88	Expense
01/20/2026	11090	11090 Cash Transfers		9.88	Expense
01/20/2026	11010	11010 GENERAL FUND (2634)		-1,123.29	Expense
01/20/2026	11090	11090 Cash Transfers		1,123.29	Expense
01/21/2026	11010	11010 GENERAL FUND (2634)	Tipalti	-558.33	Expense
01/21/2026		Tipalti Clearing Account	Tipalti	558.33	Expense
01/21/2026	11010	11010 GENERAL FUND (2634)	Home Depot	-190.97	Expense
01/21/2026	17187	17187 General Supplies for Training	Home Depot	81.30	Expense
01/21/2026	17030	17030 Building Maintenance	Home Depot	51.91	Expense
01/21/2026	17030	17030 Building Maintenance	Home Depot	57.76	Expense
01/21/2026	12035	12035 12035 MILLER, TIMOTHY (2075) - 2	Amazon	372.13	Expense
01/21/2026	17171	17171 EMS Training	Amazon	372.13	Expense
01/21/2026	12035	12035 12035 MILLER, TIMOTHY (2075) - 2	Best Buy	59.97	Expense
01/21/2026	17171	17171 EMS Training	Best Buy	59.97	Expense
01/22/2026	12030	12030 MARSHAL, FIRE (5283) - 2	Adobe	46.53	Expense
01/22/2026	17211	17211 Adobe	Adobe	46.53	Expense
01/22/2026	12030	12030 MARSHAL, FIRE (5283) - 2	NFP	243.56	Expense
01/22/2026	17177	17177 Fire Marshal Training & Certification Fees	NFP	243.56	Expense
01/23/2026	11010	11010 GENERAL FUND (2634)	Child Support	-2,287.43	Expense



Expense Report - Prior Month

Village Fire Department
January 2026

Transaction date	Distribution account number	Distribution account	Vendor	Amount	Transaction type
01/23/2026	12190	12190 Special Employee W/H Payable	Child Support	-2,287.43	Expense
01/23/2026	12060	12060 WITT, STEVE (7553) - 2	Bullshirts	3,142.53	Expense
01/23/2026	17190	17190 Uniforms	Bullshirts	3,142.53	Expense
01/24/2026	12025	12025 12025 BUCKERT, AMY (4705) - 2	Turboscribe	20.00	Expense
01/24/2026	17225	17225 Office Software	Turboscribe	20.00	Expense
01/24/2026	12045	12045 12045 DEPAUL, FRANK (4657) - 2	Sam's Club	329.16	Expense
01/24/2026	17035	17035 Station Supplies	Sam's Club	329.16	Expense
01/26/2026	11010	11010 GENERAL FUND (2634)	Comcast	-629.17	Expense
01/26/2026	17041	17041 Internet & TV (Comcast & Starlink)	Comcast	629.17	Expense
01/26/2026	11010	11010 GENERAL FUND (2634)	Tipalti	-348.00	Expense
01/26/2026		Tipalti Clearing Account	Tipalti	348.00	Expense
01/28/2026	11010	11010 GENERAL FUND (2634)	Tipalti	-1,092.53	Expense
01/28/2026		Tipalti Clearing Account	Tipalti	1,092.53	Expense
01/28/2026	31010	31010 AMBULANCE (Stellar - 2840)		-15,372.30	Expense
01/28/2026	31070	31070 Texas Class - Ambulance		15,372.30	Expense



Expense Report - Prior Month

Village Fire Department
January 2026

Transaction date	Distribution account number	Distribution account	Vendor	Amount	Transaction type
01/28/2026	31010	31010 AMBULANCE (Stellar - 2840)		-99,999.00	Expense
01/28/2026	31070	31070 Texas Class - Ambulance		99,999.00	Expense
01/28/2026	21055	21055 CAPITAL REPLACEMENT (2709)		-81,819.64	Expense
01/28/2026	21070	21070 Texas Class - Capital Replacement		81,819.64	Expense
01/28/2026	11010	11010 GENERAL FUND (2634)	Employee Reimbursement	-15.16	Expense
01/28/2026	17171	17171 EMS Training	Employee Reimbursement	15.16	Expense
01/28/2026	11010	11010 GENERAL FUND (2634)		-3,833.31	Expense
01/28/2026	16100	16100 Meal Allowance		3,833.31	Expense
01/28/2026	11010	11010 GENERAL FUND (2634)		-1,025.00	Expense
01/28/2026	12160	12160 Firefighters Dues		-1,025.00	Expense
01/28/2026	11010	11010 GENERAL FUND (2634)	Valic	-175.00	Expense
01/28/2026	12140	12140 Deferred Compensation	Valic	-175.00	Expense
01/28/2026	11010	11010 GENERAL FUND (2634)	Dr. Hutch Stilgenbauer	-1,250.00	Expense
01/28/2026	17309	17309 Medical Director Services	Dr. Hutch Stilgenbauer	1,250.00	Expense
01/29/2026	11010	11010 GENERAL FUND (2634)	Nationwide	-1,304.50	Expense
01/29/2026	12140	12140 Deferred Compensation	Nationwide	-1,304.50	Expense
01/29/2026	11010	11010 GENERAL FUND (2634)	Nationwide	-7,654.00	Expense
01/29/2026	12140	12140 Deferred Compensation	Nationwide	-7,654.00	Expense
01/29/2026	12025	12025 12025 BUCKERT, AMY (4705) - 2	Jersey Mike's	258.48	Expense
01/29/2026	17401	17401 VFD Fire Commission & Meeting Expenses	Jersey Mike's	258.48	Expense
01/29/2026	11010	11010 GENERAL FUND (2634)	Kotapay/Village WIRE	-	Expense
				159,937.68	
01/29/2026	11080	11080 Payroll Clearing	Kotapay/Village WIRE	159,937.68	Expense
01/30/2026	11010	11010 GENERAL FUND (2634)	Tipalti	-809.24	Expense
01/30/2026		Tipalti Clearing Account	Tipalti	809.24	Expense



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

To: Village Fire Department Fire Commission
From: Amy Buckert, Administrator/Finance Director
CC: Brian Croft, Fire Chief
Date: February 20, 2026

Re: January Administrator's Report

Percentages reflect Board packet financial presentation, excluding designated pass-through and non-operating accounts.

1. Budget Dashboard (Jan)

At-a-glance indicators for month-end budget performance:

Category	Status	% of Budget	Notes / Driver
Revenue	✓ Green (On track)	8.4%	8.3% of Budget year
Personnel (incl. OT)	✓ Green (On track)	6.0%	8.3% of Budget year
Operations	✓ Green (On track)	4.2%	8.3% of Budget year

Status Legend:

GREEN = On track / within expected range

YELLOW = Watch item / trending concern

RED = Action needed / significant variance

Calculation Notes (consistent each month):

- *Revenue* tracking excludes designated pass-through or restricted accounts shown in the purple-marked financial statements.
- *Personnel* tracking includes overtime and excludes non-operational payroll lines designated in the blue-marked financial statements.
- *Operational* tracking excludes pass-through and non-operating accounts not tied to the adopted operating budget.

3. Key Highlights (Month-End)

- FY25 trial balance and associated financials to BrooksWatson on time
- FY27 Budget still under development



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

4. Variance Explanations

- **15025** Misc Tools & Equipment – EMS – Purchase of Lucas Device
- **16018** Professional Certification Pay – Budget Amendment needed to correct FY26 misalignment
- **17308** Health Insurance Consulting – Paid for the year

5. Items for Board Review / Action

- Item #8 Budget Update #1
- Item #9 Budget Amendments

6. Administrative / Policy Updates

Updates related to internal operations, policy revisions, or compliance items:

- **None this month**

7. Next Steps / Upcoming Work

- Key work items anticipated before the next reporting period:
- Continued work on FY27 Budget
- Field work and follow up to inquiries for FY25 Audit

REVIEWED

Village Fire Department

Budget vs. Actuals: Budget 2026 Original Approved - FY26 P&L

January 2026

			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
Income					
14000 City Assessments General Fund					
14010 Bunker Hill Village	167,640	2,011,682	-1,844,042	1,844,042	8.00 %
14020 Hedwig Village	163,229	1,958,743	-1,795,514	1,795,514	8.00 %
14030 Hilshire Village	26,469	317,634	-291,165	291,165	8.00 %
14040 Hunter's Creek Village	196,316	2,355,786	-2,159,470	2,159,470	8.00 %
14050 Piney Point Village	185,287	2,223,438	-2,038,151	2,038,151	8.00 %
14060 Spring Valley Village	143,376	1,720,518	-1,577,142	1,577,142	8.00 %
Total 14000 City Assessments General Fund	882,317	10,587,801	-9,705,484	9,705,484	8.00 %
14200 Fuel Cost Reimbursements	4,077		4,077	-4,077	
14275 Fuel Admin Fee	42		42	-42	
14500 CPR Income	527		527	-527	
14600 COBRA Income	617		617	-617	
14910 Interest Income	5,178		5,178	-5,178	
24910 Interest Income (CRF)	10,132		10,132	-10,132	
34000 Emergency Medical Services Revenue (ABF)	40,253		40,253	-40,253	
34910 Interest Income (ABF)	1,392		1,392	-1,392	
54910 Interest/Dividend Income (FF)	40		40	-40	
99410 Insurance Premiums Collected	277,077		277,077	-277,077	
Total Income	\$1,221,653	\$10,587,801	\$ -9,366,148	\$9,366,148	12.00 %
GROSS PROFIT	\$1,221,653	\$10,587,801	\$ -9,366,148	\$9,366,148	12.00 %
Expenses					
15000 Capital					
15015 Contingency - Physical Plant	3,169	0	3,169	-3,169	
15020 Misc. Tools & Equip. - Fire		10,000	-10,000	10,000	
15025 Misc. Tools & Equip. - EMS	22,015	60,210	-38,195	38,195	37.00 %
15030 Protective & Bunker Gear		45,000	-45,000	45,000	
15035 Apparatus Computers		12,000	-12,000	12,000	
15045 SCBA		0	0	0	
15050 Office Computers		4,000	-4,000	4,000	
15055 Radios		45,000	-45,000	45,000	
15065 Gym Equipment		0	0	0	
Total 15000 Capital	25,185	176,210	-151,025	151,025	14.00 %
16000 Personnel					
16001 PAYROLL					
16002 OVERTIME					
16011 Overtime - Regular	15,671	372,000	-356,329	356,329	4.00 %
16012 Overtime - Medical Standby Events	0	0	0	0	
16013 Overtime - Training		0	0	0	
16014 Overtime - CPR	0	0	0	0	
Total 16002 OVERTIME	15,671	372,000	-356,329	356,329	4.00 %
16010 Base Pay	362,375	6,062,300	-5,699,925	5,699,925	6.00 %

Village Fire Department

Budget vs. Actuals: Budget 2026 Original Approved - FY26 P&L

January 2026

			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
16015 Longevity Pay	1,980	25,100	-23,120	23,120	8.00 %
16016 Higher Class Pay	3,131	28,111	-24,980	24,980	11.00 %
16018 Professional Certification Pay	5,163	21,402	-16,239	16,239	24.00 %
16020 457 Plan Contribution (Nationwide)		242,492	-242,492	242,492	
16030 FICA Tax	28,806	540,112	-511,306	511,306	5.00 %
Total 16001 PAYROLL	417,126	7,291,517	-6,874,391	6,874,391	6.00 %
16003 BENEFITS					
16040 Basic Life, ADD, LTD Insurance	1,721	25,540	-23,819	23,819	7.00 %
16050 Employee Retirement (TMRS)	29,483	419,937	-390,454	390,454	7.00 %
16060 Health Insurance	69,631	1,163,050	-1,093,419	1,093,419	6.00 %
16070 Worker's Compensation Insurance	8,964	107,562	-98,599	98,599	8.00 %
16090 Unemployment Claim Payment		0	0	0	
16100 Meal Allowance	3,833	46,000	-42,167	42,167	8.00 %
Total 16003 BENEFITS	113,632	1,762,089	-1,648,458	1,648,458	6.00 %
Total 16000 Personnel	530,758	9,053,606	-8,522,848	8,522,848	6.00 %
17000 Operating					
17005 RED TRUCKS & SAVING LIVES					
17010 Ambulance Medical Supplies	4,583	70,000	-65,417	65,417	7.00 %
17020 Dues & Subscriptions	300	4,850	-4,550	4,550	6.00 %
17040 IP Address VPN (PS Lightwave)	1,016	13,000	-11,984	11,984	8.00 %
17041 Internet & TV (Comcast & Starlink)	694	10,000	-9,306	9,306	7.00 %
17042 Mobile Device Services		6,600	-6,600	6,600	
17043 City of Houston Radio System		19,680	-19,680	19,680	
17044 Communications (Motorola 47 & NICE)		45,000	-45,000	45,000	
17045 Incident Records & CAD (Propheonix)		28,810	-28,810	28,810	
17046 Training Software & Vehicle Checks (Vector Solutions)		8,600	-8,600	8,600	
17047 EMS Protocol App (Handtevy)		6,300	-6,300	6,300	
17048 EMS Equipment Maintenance (ProCare/Stryker)		23,594	-23,594	23,594	
17085 Fuel (for VFD vehicles - Fuelman, Gas Stations)		55,000	-55,000	55,000	
17136 Vehicle Licenses & Permits	29	5,000	-4,971	4,971	1.00 %
17190 Uniforms	4,158	40,000	-35,842	35,842	10.00 %
Total 17005 RED TRUCKS & SAVING LIVES	10,779	336,434	-325,655	325,655	3.00 %
17025 FIRE STATION					
17030 Building Maintenance	144	52,300	-52,156	52,156	0.00 %
17035 Station Supplies	1,267	18,000	-16,733	16,733	7.00 %
17086 Rent		10	-10	10	
17090 Property & Casualty Insurance	12,000	130,000	-118,000	118,000	9.00 %
17140 Utilities	3,313	55,000	-51,687	51,687	6.00 %
Total 17025 FIRE STATION	16,724	255,310	-238,586	238,586	7.00 %
17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE					
17070 Public Education, Relations, Promotions		5,000	-5,000	5,000	

Village Fire Department

Budget vs. Actuals: Budget 2026 Original Approved - FY26 P&L

January 2026

	ACTUAL	BUDGET	TOTAL		% OF BUDGET
			OVER BUDGET	REMAINING	
17072 Fire Investigations		0	0	0	
17073 Law Enforcement Equipment		0	0	0	
Total 17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE		5,000	-5,000	5,000	
17098 MAINTENANCE					
17100 VEHICLE MAINTENANCE					
17101 Maint. - Chief's Truck		25,000	-25,000	25,000	
17102 Maint. - Fire Marshal's Car	789	25,000	-24,211	24,211	3.00 %
17103 Maint. - Utility Truck		25,000	-25,000	25,000	
17105 Maint. - Pumper (E1)		25,000	-25,000	25,000	
17107 Maint. - Ladder (L1)		25,000	-25,000	25,000	
17108 Maint. - Ambulance (M1)		25,000	-25,000	25,000	
17109 Maint. - Ambulance (M2)		25,000	-25,000	25,000	
17112 Maint. - Pumper (E2)		25,000	-25,000	25,000	
17113 Maint. - Ambulance (M3)		25,000	-25,000	25,000	
17115 Maint. - Deputy Chief's Car (D1)	18	25,000	-24,982	24,982	0.00 %
Total 17100 VEHICLE MAINTENANCE	807	250,000	-249,193	249,193	0.00 %
17123 EQUIPMENT & SUPPLIES MAINTENANCE					
17099 Maintenance of Equipment		40,000	-40,000	40,000	
17110 Maint. - Other		0	0	0	
17111 Maint. - Contracts		0	0	0	
Total 17123 EQUIPMENT & SUPPLIES MAINTENANCE		40,000	-40,000	40,000	
17127 Knox Contract		67	-67	67	
17131 Bunker Gear Maintenance		28,600	-28,600	28,600	
17133 SCBA Maintenance	618	15,000	-14,382	14,382	4.00 %
17135 Fuel System Maintenance	7,646	5,000	2,646	-2,646	153.00 %
Total 17098 MAINTENANCE	9,071	338,667	-329,596	329,596	3.00 %
17155 TRAINING					
17160 Fire Certification Fees		6,539	-6,539	6,539	
17170 Fire Training		29,830	-29,830	29,830	
17171 EMS Training	509	18,000	-17,491	17,491	3.00 %
17173 EMS Certification Fees	700	6,000	-5,300	5,300	12.00 %
17175 Emergency Management Training (TDEM)		6,000	-6,000	6,000	
17177 Fire Marshal Training & Certification Fees	432	8,600	-8,168	8,168	5.00 %
17183 Dispatch Training & Certification Fees		9,000	-9,000	9,000	
17185 Admin. Training & Certification Fees		9,500	-9,500	9,500	
17187 General Supplies for Training	81	0	81	-81	
Total 17155 TRAINING	1,722	93,469	-91,747	91,747	2.00 %
17200 OFFICE					
17202 OFFICE SOFTWARE					
17211 Adobe	47	0	47	-47	
17219 Office Phones (8x8)		0	0	0	

Village Fire Department

Budget vs. Actuals: Budget 2026 Original Approved - FY26 P&L

January 2026

	ACTUAL	BUDGET	TOTAL OVER BUDGET	REMAINING	% OF BUDGET
17221 HRIS (UKG Workforce Ready/Americhex)	1,275	0	1,275	-1,275	
17223 Accounting (QuickBooks)	293	0	293	-293	
17224 AP & Payment Automation (Tipalti)	139	0	139	-139	
17225 Office Software	30	63,300	-63,270	63,270	0.00 %
Total 17202 OFFICE SOFTWARE	1,783	63,300	-61,517	61,517	3.00 %
17204 OFFICE SUPPLIES					
17203 Shipping		0	0	0	
17205 Office Supplies		32,900	-32,900	32,900	
17213 Postage Meter Rental		0	0	0	
17217 VFD Branded Stationary		0	0	0	
Total 17204 OFFICE SUPPLIES		32,900	-32,900	32,900	
17207 Bank Service Charges		2,000	-2,000	2,000	
Total 17200 OFFICE	1,783	98,200	-96,417	96,417	2.00 %
17229 DISPATCH					
17230 Dispatch Alerting System (US Designs)		12,500	-12,500	12,500	
17240 Electronic Protocol Cards (Pro QA)		350	-350	350	
17250 Translation Service (Language Line)		100	-100	100	
Total 17229 DISPATCH		12,950	-12,950	12,950	
17300 PROFESSIONAL SERVICES					
17302 Legal Services	113	36,000	-35,888	35,888	0.00 %
17304 Accounting Services	1,835	20,000	-18,165	18,165	9.00 %
17306 IT Services		44,000	-44,000	44,000	
17308 Health Insurance Consulting Services	10,496	13,622	-3,127	3,127	77.00 %
17309 Medical Director Services	1,596	25,000	-23,404	23,404	6.00 %
17310 Salary/Benefit Survey Services		0	0	0	
17311 Legal Notices & Advertising		10,000	-10,000	10,000	
17313 Other Professional and/or Miscellaneous Services	504	24,000	-23,496	23,496	2.00 %
Total 17300 PROFESSIONAL SERVICES	14,544	172,622	-158,078	158,078	8.00 %
17400 EVENTS & OTHER					
17401 VFD Fire Commission & Meeting Expenses	258	7,500	-7,242	7,242	3.00 %
17403 VFD Employee Appreciation & Events	1,668	10,000	-8,332	8,332	17.00 %
17405 CPR Supplies, Cards, & Equipment		7,100	-7,100	7,100	
17407 Emergency Contingency		20,000	-20,000	20,000	
Total 17400 EVENTS & OTHER	1,927	44,600	-42,673	42,673	4.00 %
Total 17000 Operating	56,550	1,357,252	-1,300,702	1,300,702	4.00 %
17080 Gas & Oil Inventory	9,915		9,915	-9,915	
99510 Insurance Premium Distributed	188,904		188,904	-188,904	
Total Expenses	\$811,311	\$10,587,068	\$ -9,775,757	\$9,775,757	8.00 %
NET OPERATING INCOME	\$410,343	\$733	\$409,609	\$ -409,609	55,956.00 %
NET INCOME	\$410,343	\$733	\$409,609	\$ -409,609	55,956.00 %

January 2026 Investment Report

Account Type	Purchase Date	Maturity Date	Interest (Yield)	EOM Balance	Interest Earned	Total Fund Balance
General Fund (Stellar)	N/A	On Demand	2.58%	\$901,122.42	\$2,871.99	
General Fund (TX Class)	N/A	On Demand	3.85%	\$1,566,475.19	\$1,818.60	
General Fund (Total)	N/A	On Demand				\$2,472,288.20
Capital Fund (Stellar)	N/A	On Demand	2.58%	\$100,370.91	\$370.91	
Capital Fund (TX Class)	N/A	On Demand	3.85%	\$3,058,234.87	\$9,761.11	
Capital Fund (Total)	N/A	On Demand				\$3,168,737.80
Facility Fund (Stellar)	N/A	On Demand	2.58%	\$3,239.99	\$7.00	
Facility Fund (TX Class)	N/A	On Demand	3.85%	\$10,082.03	\$32.98	
Facility Fund (Total)	N/A	On Demand				\$13,362.00
Ambulance Fund (Stellar)	N/A	On Demand	2.58%	\$53,173.16	\$301.71	
Ambulance Fund (TX Class)	N/A	On Demand	3.85%	\$434,190.56	\$1,090.19	
Ambulance Fund (Total)	N/A	On Demand				\$488,755.62
VMIG	N/A	On Demand	0%	\$105,574.27	\$0.00	\$105,574.27
Totals:				\$6,232,463.40	\$16,254.49	\$6,248,717.89

This report complies with the requirements of the Public Funds Investment Act and covers all the funds of the Village Fire Department that are subject to that law.



Amy Buckert, Administrator/Finance Director

Balance Sheet

Village Fire Department
As of January 31, 2026

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
11010 GENERAL FUND (2634)	473,595.22
11020 SAVINGS (8337)	0.00
11070 Texas Class - General Fund	1,566,475.19
21055 CAPITAL REPLACEMENT (2709)	100,370.91
21070 Texas Class - Capital Replacement	3,058,234.87
31010 AMBULANCE (Stellar - 2840)	53,173.16
31020 AMBULANCE (WF - 4347)	0.00
31070 Texas Class - Ambulance	434,190.56
51020 FACILITY (9988)	3,239.99
51070 Texas Class - Facility Fund	10,082.03
99103 VMIG (7773)	105,574.27
Tipalti Clearing Account	3,427.70
Total for Bank Accounts	\$5,808,363.90
Accounts Receivable	
11112 Accounts Receivable (A/R)	509.60
Total for Accounts Receivable	\$509.60
Other Current Assets	
11080 Payroll Clearing	0.00
11090 Cash Transfers	0.00
11110 Accounts Receivable	0.00
11130 Payroll Tax Refund	0.00
11210 Oil & Gas Inventory	0.00
11310 Prepaid Meal Allowances	0.00
11315 Prepaid Expenses	0.00
11320 Prepaid Insurance	25,730.66
11500 Due From Marlo Longoria	0.00

Balance Sheet

Village Fire Department
As of January 31, 2026

Distribution account	Total
11710 Due to/from Capital Replacement Fund	-261,945.99

Balance Sheet

Village Fire Department
As of January 31, 2026

Distribution account	Total
11730 Due/To From Facility Fund	87,907.00
11750 Due to Ambulance Fund	85.35
21710 Due to/from General Fund (CRF)	261,945.99
31110 Accounts Receivable (ABF)	451,802.54
31111 Ambulance Allowance (ABF)	-238,118.58
31750 Due from General Fund (ABF)	-85.35
51730 Due to/from General Fund (FF)	-87,907.00
Inventory Asset	0.00
Payments to deposit	0.00
Uncategorized Asset	0.00
Total for Other Current Assets	\$239,414.62
Total for Current Assets	\$6,048,288.12
Total for Assets	\$6,048,288.12
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
12012 Accounts Payable (A/P)	184,955.47
Total for Accounts Payable	\$184,955.47
Credit Cards	
12025 12025 BUCKERT, AMY (4705) - 2	478.48
12030 MARSHAL, FIRE (5283) - 2	1,267.15
12035 12035 MILLER, TIMOTHY (2075) - 2	628.69
12040 MILLER, HOWARD (3921) - 2	0.00
12045 12045 DEPAUL, FRANK (4657) - 2	438.00
12050 STUART, KATHERINE (6240) - 2	1,668.23
12060 WITT, STEVE (7553) - 2	3,142.53
Tipalti Card Clearing - Village Fire Department - USD	979.00

Balance Sheet

Village Fire Department
As of January 31, 2026

Distribution account	Total
Total for Credit Cards	\$8,602.08
Other Current Liabilities	
12010 Accounts Payable	0.00
12015 Accrued Payroll	0.00
12020 Due to Spring Valley	0.00
12110 FICA Payable	0.00
12120 Fed Income Tax W/H Payable	0.00
12130 Employee Medical Plan 125	0.00
12140 Deferred Compensation	0.00
12160 Firefighters Dues	0.00
12170 Prepaid Legal Services	0.00
12190 Special Employee W/H Payable	0.00
12200 Supp. Life Ins. W/H	0.10
12310 Retirement Contrib. Payable	0.00
12320 Assessments Paid in Advance	441,158.36
22320 Assessments Paid in Advance (CRF)	0.00
32020 Ambulance Funds Payable (ABF)	34,501.06
32030 Due to Texas State Unclaimed Property (ABF)	1,735.40
32040 Ambulance Deferred Revenue (ABF)	173,430.50
52020 Retainage Payable (FF)	0.00
99200 Insurance Payable Account	0.00
Total for Other Current Liabilities	\$650,825.42
Total for Current Liabilities	\$844,382.97
Total for Liabilities	\$844,382.97
Equity	
13010 General Fund Balance	626,732.94
1 Opening balance equity	0.00
23010 Capital Replacement Fund Balance	837,404.37

Balance Sheet

Village Fire Department
As of January 31, 2026

Distribution account	Total
53010 Facility Fund Balance (FF)	12,582.22
93010 VMIG Fund Balance	10,462.64
Retained Earnings	3,306,380.30
Net Income	410,342.68
Total for Equity	\$5,203,905.15
Total for Liabilities and Equity	\$6,048,288.12



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

To: Village Fire Department Fire Commission
From: Amy Buckert, Administrator/Finance Director
CC: Brian Croft, Fire Chief
Date: February 20, 2026

Re: February Budget Update #1

Preliminary Overview

This memorandum provides the Commission with a high-level overview of the FY2027 Proposed Fire Department Budget, including overall direction, key trends, and major cost drivers.

At this stage, the Commission is not being asked to review detailed line-item figures. The Budget Committee will meet again in March to continue review and finalize draft numbers. Following that meeting, the full proposed FY2027 budget will be provided to the Commission for review prior to formal consideration.

This overview is intended to support early communication and transparency as the budget process continues.

Purpose

The FY2027 Proposed Budget is designed to ensure the Fire Department can continue providing reliable emergency response services while maintaining staffing, equipment, and operational readiness.

Background

The Fire Department budget supports fire suppression, emergency medical services, rescue response, training, and related public safety responsibilities. The FY2027 proposal is based on prior-year spending, current operational needs, and known increases in fixed and contractual costs affecting municipal emergency services.

Budget Direction and Summary

The FY2027 Proposed Budget continues the Department's focus on sustaining current service levels while accounting for rising costs that are outside the Department's control. The proposal reflects both inflationary pressures and necessary adjustments to ensure core functions remain adequately funded.

This budget is not intended to expand services; it is intended to sustain them responsibly.

Key Drivers and Budget Priorities

The FY2027 proposal prioritizes the areas most directly tied to emergency readiness and public safety, including:

- Maintaining reliable emergency response coverage
- Supporting staffing and operational needs to meet call demand



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

- Addressing rising insurance and liability costs
- Maintaining apparatus, equipment, and facilities
- Continuing responsible planning for capital replacement and long-term sustainability

The most significant cost pressures within these areas include personnel and employment-related expenses, increasing insurance and liability coverage costs, apparatus and equipment maintenance needs, and the ongoing operational support required to maintain safe and compliant service delivery.

Operational Support and Compliance

The budget also includes ongoing operational needs required to deliver safe and compliant service, including training, supplies, and administrative support.

Fiscal Planning and Long-Term Sustainability

A central focus of the FY2027 proposal is reducing reliance on deferred maintenance and unplanned emergency spending. This budget continues a long-term planning approach intended to protect major assets, maintain predictable annual costs, and support continued service stability.

Next Steps

The Budget Committee will reconvene in March to finalize draft figures and complete its detailed review. Following that meeting, the full proposed FY2027 budget will be provided to the Commission for examination and consideration prior to formal approval.

The Fire Department remains committed to working collaboratively with the Commission and Budget Committee throughout this process and to presenting a final proposal that reflects both fiscal responsibility and operational needs.



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

To: Village Fire Department Fire Commission
From: Amy Buckert, Administrator/Finance Director
CC: Brian Croft, Fire Chief
Date: February 20, 2026

Re: Proposed Use of Donated Fund

Staff is requesting Board approval to use **\$30,000 in donation funds received in FY2025** to purchase an additional **LUCAS Chest Compression System**.

The LUCAS device is a mechanical CPR system that provides **consistent, high-quality chest compressions** during cardiac arrest events. It helps maintain uninterrupted compressions during patient movement and transport, while allowing personnel to focus on other critical tasks such as airway management and medication administration.

The current LUCAS unit assigned to **Medic 3** is past its supported service life and is no longer supported by the manufacturer. Replacing it will help ensure reliability and keep equipment up to current standards.

This purchase would allow **all three ambulances** to have a LUCAS unit available, improving readiness and response capability. This is especially helpful during **staffing shortages, high-acuity calls, or multiple calls happening at the same time**, where mechanical CPR can significantly improve efficiency and safety.

As this purchase is in line with the intentions of the donor, Staff is requesting authorization to move forward with the purchase of this device using the designated donation funds.

Your power to improve CPR quality

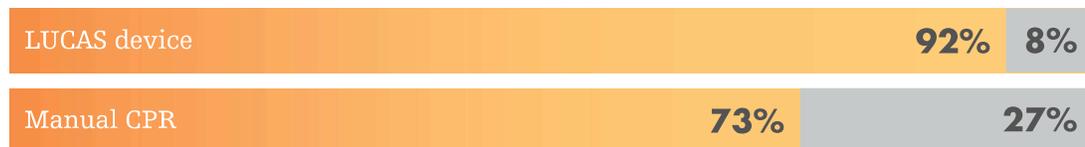
Less interruptions to CPR on the scene and during transport

30-40% of patients who have achieved return of spontaneous circulation (ROSC) on the scene will re-arrest prior to hospital arrival and may require CPR during transportation.^{20,21}

On-scene¹

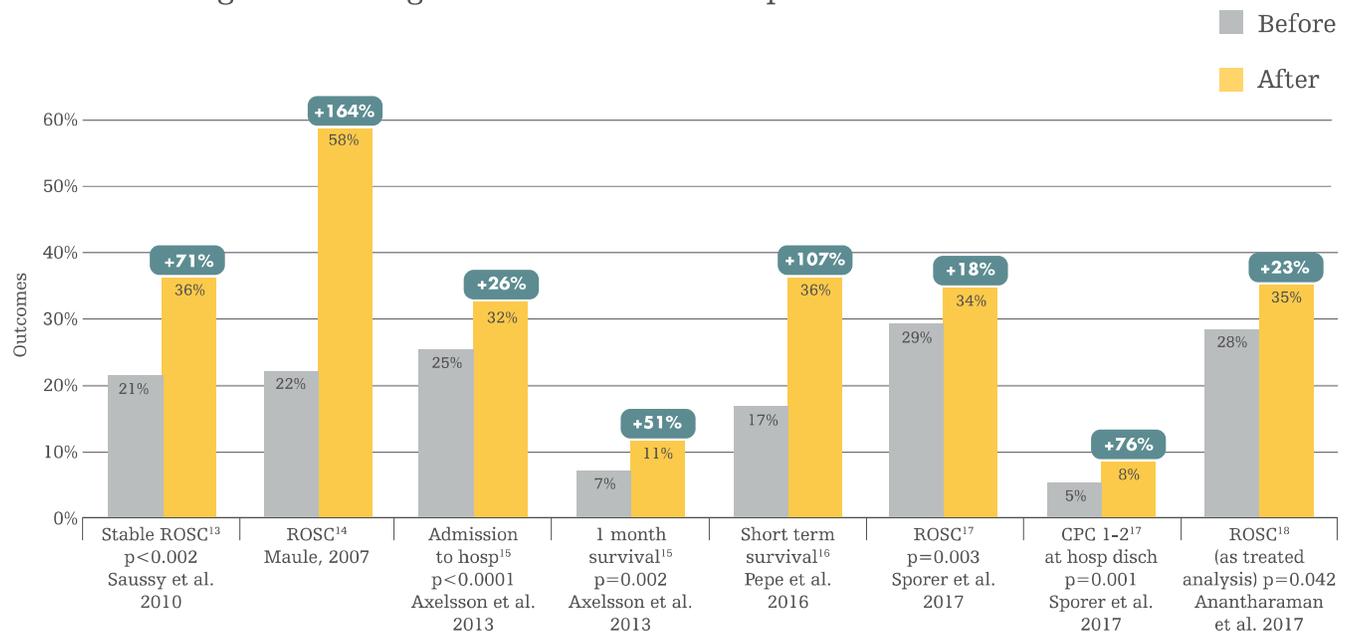


During transportation¹



LUCAS can contribute to improved outcomes

Systems of care implementing LUCAS together with a comprehensive approach to resuscitation* have shown increased ROSC rates¹³⁻¹⁷ as well as improved survival with good neurological outcomes^{15,17,19} compared to historical data.



*May include additional therapies or changes of protocols

LUCAS 3, v3.1 at a glance

7 seconds

The two-step application (back plate, then upper part) makes the LUCAS device quick and easy to deploy, as short as a median 7 second interruption time when transitioning from manual CPR.¹²

Battery allows for 45 min continuous run time. Plug in the external power supply for prolonged operation/charging



Top window for quick battery check

Compact, lightweight carrying case included with every device



The carbon fiber LUCAS PCI back plate (optional) is intended specifically for use in the cath lab, with its radiotranslucent material minimizing image shadows



Wi-Fi® connectivity for device Post-Event reports and asset notifications over e-mail

Comprehensive post-event analysis of LUCAS and LIFEPAK® data in CODESTAT™ 11 data review software

Patient straps secure patient arms during transport

Release Rings to remove the upper part from the back plate

Disposable suction cup with optional pressure pad release during ventilations

Compression rate can be set at 102, 111 or 120 to meet unique protocols

Stabilization strap helps keep device in correct position on patient

Standard low profile back plate, easy to place

High-quality CPR

Even if the patient lies upon a soft surface, the LUCAS device delivers Guidelines-consistent depth, overcoming the “mattress effect”.



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

To: Village Fire Department Fire Commission
From: Amy Buckert, Administrator/Finance Director
CC: Brian Croft, Fire Chief
Date: February 20, 2026

Re: Proposed Budget Amendment #2026-02

Staff is requesting approval of a budget amendment totaling \$141,500 to address two FY2026 personnel-related budget items: Workers' Compensation insurance and Certification Pay.

Workers' Compensation (\$78,000)

A budget amendment in the amount of \$78,000 is requested to cover increased Workers' Compensation insurance costs. The department received only five (5) days' notice prior to renewal that the premium would increase significantly. Due to the limited notice and inability to fully evaluate alternatives within that time limit, the department is currently operating on a month-to-month extension while staff reviews coverage options, seeks competitive quotes, and evaluates long-term solutions. This increase, like the property and casualty insurance increase, is based on our claims experience, as well as industry issues.

Certification Pay (\$55,000)

A budget amendment in the amount of \$55,000 is requested to restore funding for Certification Pay. During budget review, it was identified that the Certification Pay line item was reduced in the prior year and should not have been reduced. Certification pay is a recurring and expected personnel expense, and the current budgeted amount is insufficient to meet projected needs.

Other salary line items affected by this change that need adjustment are:

- **16030 FICA - \$4,500**
- **16050 TMRS - \$4,000**

Funding Source

Both items will be funded through available capacity in the Health Insurance line item. The FY budget assumed a 15% increase in health insurance costs; however, the department experienced an approximate 4% decrease, resulting in savings that can be reallocated without impacting overall budget balance.

This requested amendment, although necessary under the Department's Interlocal Agreement, will not adversely affect the Cities are request increased funding from them.

Staff has included a draft Budget Amendment for the Commission's review.



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

To: Gerardo Barrera
Wendy Baimbridge
Cassie Stephens
Tom Fullen
Bobby Pennington
John McDonald
Cc: Board of Commissioners, Alternates,
& Fire Chief Brian Croft
From: Amy Buckert
Date: February 25, 2026
Re: Budget Amendment 2026-02

City of Bunker Hill Village
City of Hedwig Village
City of Hilshire Village
City of Hunters Creek Village
City of Piney Point Village
City of Spring Valley Village
Village Fire Department
Village Fire Department

During the regular monthly Village Fire Department Board Meeting on February 25, 2026, the Village Fire Department Board of Commissioners approved a budget amendment to fund increased Workers' Compensation insurance costs and to restore funding for Certification Pay.

The department received only five (5) days' notice of the Workers' Compensation renewal increase. Due to the limited notice and the need to evaluate alternative options, the department is currently operating on a month-to-month extension while staff works to identify a long-term solution.

The Village Fire Department Board of Commissioners is requesting that the member Cities approve a 2026 budget amendment in an amount not to exceed \$141,500 to facilitate these budget adjustments. The budget amendment will be funded by the 2026 Village Fire Department budget health insurance line item. **This budget amendment will not result in an additional assessment to the member Cities in 2026.**

The intra-budgetary transfer is as follows:

2026 Village Fire Department Budget:

- Transfer \$141,500 from line item 16060 Health Insurance to:
 - Line item 16070 Workers Comp (\$78,000), and
 - Line item 16018 Professional Certification Pay (\$55,000)
 - Line item 16030 FICA (\$4,500)
 - Line item 16050 TMRS (\$4,000)

Please place these budget amendments on your earliest agenda for consideration and advise us of your Council's action in writing.