

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

A regular fire commission meeting of the Village Fire Department was held on Wednesday, February 25, 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
City of Spring Valley Village
City of Hedwig Village
City of Hilshire Village
City of Hunters Creek
City of Bunker Hill Village

Commissioner Dan Ramey, Chair
Alternate Steve Bass
Alternate Patrick Breckon
Mayor Bob Buesinger, Secretary
Alternate John DeWitt
Commissioner Josh Pratt

Present Were:

City of Bunker Hill Village
City of Piney Point Village

Alternate Clara Towsley
Alternate Henry Kollenberg

Village Fire Department
Administrative Staff

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

Randle Law Firm

Attorney Riley McKay

Not Present Were:

City of Spring Valley Village
City of Hedwig Village
City of Hilshire Village
City of Hunters Creek

Commissioner John Lisenby, Vice Chair
Commissioner Matt Woodruff
Alternate Mike Garofalo
Commissioner Rob Adams, Treasurer

1. CALL TO ORDER

CALL TO ORDER

2. PLEDGE OF ALLIGIANCE

The Pledge of Allegiance was recited.

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

There was a motion to approve the consent agenda.

Motion: Buesinger

Second: Bass

The motion passed unanimously.

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.

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.

No action was taken.

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)

Chief Croft reviewed operational updates, including January call volume and EMS activity.

Chief Croft reviewed community engagement efforts and introduced Deputy Fire Chief/Fire Marshal Keith Guillory again to the Commission.

The Administrator reviewed January financials, reporting revenue at approximately 8.3% of budget, personnel expenses at approximately 6%, and operational expenses at approximately 4.2%. She briefly reviewed the budget adjustments to follow in a later agenda item. And gave an update on the audit process.

The Administrator reviewed the Investment Report and noted interest rate adjustments in Texas CLASS and Stellar accounts.

No action was taken.

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.

No action was taken.

8. FY 2027 BUDGET UPDATE #1 (Buckert/Budget Committee) – The Budget Committee will give an update on the budget process.

The Budget Committee provided an update on the FY 2027 budget process. The draft budget has been developed with detailed documentation supporting each line item. The committee will hold one additional meeting before distributing the draft budget to commissioners approximately ten days prior to the next meeting. Commissioners were encouraged to review the materials and be prepared with questions for discussion at the March meeting. Final adoption is anticipated in April, pending completion of the annual audit expected in May.

No action was taken.

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.

Chief Croft presented a proposal to use a portion of a previously received \$50,000 donation designated for life-saving equipment to purchase an additional LUCAS chest compression device. The device is used during CPR to provide automated chest compressions and improve patient outcomes.

Staff explained that Medic 1 and Medic 2 currently utilize LUCAS devices, and the proposed purchase would allow both frontline ambulances to have matching, current-generation devices. An existing unit would then be reassigned to Medic 3, ensuring that all three ambulances are equipped if the reserve unit is placed into service.

The estimated cost of the device is approximately \$30,000. Discussion also addressed equipment rotation, readiness of Medic 3, and how advanced life support equipment is supplied when the reserve unit is deployed.

Staff further discussed administrative options for expending the donated funds, noting that the purchase could proceed with a budget amendment later in the fiscal year to formally account for the expenditure.

There was a motion to approve the purchase of the LUCAS device using donated funds, with a budget amendment to be processed later in the year.

Motion: Pratt

Second: Bass

The motion passed unanimously.

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.

Staff presented information regarding budget adjustments needed for the Workers' Compensation and Certification Pay line items. It was noted that the Certification Pay account in the FY 2026 budget was significantly underfunded at approximately \$21,000, compared to the typical amount of approximately \$71,000, resulting in an estimated \$50,000 shortfall. Certification pay supports

professional certifications held by department personnel and also impacts related payroll costs such as FICA and TMRS.

Staff also reported a significant increase in the department's Workers' Compensation insurance premium, which rose from approximately \$107,000 budgeted to approximately \$183,000, based on recent claims history. The department is currently operating on a temporary month-to-month payment arrangement while evaluating longer-term options and potential training initiatives to help reduce future claims.

Staff explained that the necessary adjustments could be handled through internal budget transfers rather than a formal budget amendment as structured through the Department's 13-line item budget. The proposed solution would transfer funds from Base Pay to Certification Pay, and from Health Insurance to Workers' Compensation, where sufficient budget capacity exists due to lower-than-anticipated health insurance costs. The associated TMRS (\$4,500) and FICA (\$4,000) amounts would also be moved.

Following discussion, a motion was made and seconded to approve the internal budget adjustments as presented.

Motion: Pratt

Second: Bass

The motion passed unanimously.

11. FUTURE TOPICS

- Medic 3 replacement planning (future discussion/action):
- Replacement currently projected for 2028 on the CRF.
- Budget estimate needs adjustment: previously \$300,000, now expected closer to \$350,000.
- Lead time discussed as approximately 18 months, meaning ordering would need to occur within the next few months to meet 2028 delivery goals.
- It was stated that payment is not due at order time—agreement signed now, payment upon receipt—locking in price and timeline earlier.
- Plan described as similar to the ladder truck procurement process.
- March meeting expected to include significant budget discussion; materials to be distributed 10 days prior.

12. NEXT MEETING DATE

March 25, 2026

13. ADJOURNMENT

There was a motion to adjourn at 7:03 pm.

Motion: Buesinger

Second: Bass

The motion passed unanimously.