

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

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on Wednesday, March 25, 2026, at 901 Corbindale, Houston, Texas 77024. It began at 6:01 p.m. and was presided over by Chair 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 Hilshire Village	Mayor Bob Buesinger, Secretary
City of Hunters Creek	Commissioner Rob Adams, Treasurer
City of Hedwig Village	Alternate Patrick Breckon
City of Bunker Hill Village	Alternate Clara Towsley

Present Were:

City of Piney Point Village	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 Brandon Morris

Not Present Were:

City of Bunker Hill Village	Commissioner Josh Pratt
City of Spring Valley Village	Alternate Steve Bass
City of Hedwig Village	Commissioner Matt Woodruff
City of Hilshire Village	Alternate Mike Garofalo
City of Hunters Creek	Alternate John DeWitt

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 February 2026
- B.** Approval of Bills Paid – February 2026

There was a motion to approve the consent agenda.

Motion: Lisenby

Second: Buesinger

The motion passed unanimously.

5. **REPORTS**

- A. Financial Report – February 2026 (Buckert)
- B. Administrator’s Report – February 2026 (Buckert)
 - 1. State-mandated AI/Cybersecurity training
 - 2. Workers Comp Options Update
- C. Investment Report – February 2026 (Buckert)
- D. Fire Chief’s Report – February 2026 (Croft)

The Administrator/Finance Director stated that the Department remains on track financially. She informed the Board of a new Cybersecurity Training Requirement that is required for all elected/appointed officials and staff. It must be completed annually and tracked for compliance. She gave an Audit update and advised the Audit is on time. There are no issues identified to date.

The Fire Chief gave his report. With regard to Community Engagement, there were 6 scheduled PR events, 8 walk-ins, and 1 “drive-by” event (fire truck appearance at a child’s birthday). For CPR/AED Training, there were 60 certifications completed in February and 77 year-to-date. Growth is driven primarily by word-of-mouth outreach.

There was a major structure fire in February, which was an extended defensive operation due to roof collapse. The fire burned primarily in the attic/roof space before collapse. There was over 12 hours of water flow, and significant water damage despite limited interior burn initially. Additionally, there was a vehicle fire on Windshire Circle involving a construction van fully involved upon arrival. There was no exposure damage to nearby structure.

There were 140 calls in February. With 290 year to date (consistent with averages). EMS calls continue to increase incrementally each month

6. **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.

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.

Chairman continues drafting correspondence regarding disputed audit item (~\$5,000). Payment remains on hold pending resolution.

No action was taken.

8. **FY 2027 BUDGET UPDATE #2 DISCUSSION AND POSSIBLE ACTIONS (Buckert/Budget Committee)** - The Budget Committee will give an update on the budget process, followed by discussion and any possible action on FY 2027 Budget items.
- A. General Fund (GF)
 - B. Capital Replacement Fund (CRF)
 - C. Equipment Replacement Fund (ERF)

The following highlights were identified in the 2027 Budget:

Salary Increase Proposal

- Proposed 3.5% increase based on CPI projections.

Capital & Equipment Planning

- Focus on eliminating large budget spikes by:
 - Spreading costs over time
 - Establishing replacement schedules
- Discussion of creating an Equipment Replacement Fund similar to CRF:
 - Potentially funded by EMS revenue
 - Would cover items like monitors, gear, and equipment with defined lifespans
- Recognition of rising EMS equipment costs (e.g., monitors doubling in price)

Life Safety Equipment

- Identified deferred items (e.g., gear, cameras, monitors, vests).
- Proposed:
 - Funding some portion of the \$191,000 in items using 2025 surplus (estimated to be approx. \$600,000)
 - Removing those items from the 2027 budget
 - Processing via budget amendment in 2026

Facility Fund

- Discussion of dissolving ~\$13,000 facility fund and reallocating to General Fund.

9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING DISPATCH SUPERVISOR (Croft)** - The Board of Commissioners will discuss and take any action necessary related to authorization of Dispatch Supervisor position and the funding of such position.

The Fire Chief outlined a proposal to create full-time dispatch supervisor role. He stated the position was needed due to a lack of consistent oversight under the current structure, the need for quality assurance, training, scheduling, and accountability, and improved morale and operational consistency. The position would work varied shifts and provide coverage and reduce overtime. The estimated cost is approximately \$143,000 with salary + benefits.

There was a motion to approve the position.

Motion: Buesinger
Second: Adams

The motion passed unanimously.

10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING MEDIC 3 REPLACEMENT (Croft)** - The Board of Commissioners will discuss and take any action necessary related to the purchase and order of Medic 3 out of the Capital Replacement Fund.

The Chief outlined the need for a Medic 3 replacement with the updated cost (~\$410,000), including power load system. He stated the lead time is approximately 16–18 months, and is requiring early ordering to meet 2027 delivery date.

There was a motion to approve ordering Medic 3.

Motion: Lisenby
Second: Adams

The motion passed unanimously.

11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING OLD STATION GENERATOR (Croft)** - The Board of Commissioners will discuss and take any action necessary related to the old station generator.

The Fire Chief requested to dispose of generator via auction or surplus sale.

There was a motion to authorize the Chief to sell the generator.

Motion: Lisenby
Second: Breckon

The motion passed unanimously.

FUTURE TOPICS

- Update on CyberSecurity Training

12. **NEXT MEETING DATE**
April 22, 2026

Village Fire Department
Regular Monthly Board Meeting
March 25, 2026

13. ADJOURNMENT

There was a motion to adjourn the meeting at 7:20 pm.

Motion: Buesinger

Second: Lisenby

The motion passed unanimously.