

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING AGENDA
Wednesday, May 27, 2026, 6:00 P.M

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on Wednesday, May 27, 2026, at 901 Corbindale, Houston, Texas 77024. It began at 6:00 p.m. and was presided over by Chair John Lisenby. The secretary was present.

Present & Voting Were:

City of Spring Valley Village	Commissioner John Lisenby, Chair
City of Hunters Creek	Commissioner Rob Adams, Vice Chair
City of Hilshire Village	Commissioner Mayor Bob Buesinger, Treasurer
City of Hedwig Village	Commissioner Matt Woodruff, Secretary (virtual)
City of Bunker Hill Village	Commissioner Hunter Cameron
City of Piney Point Village	Commissioner Dan Ramey

Present Were:

City of Bunker Hill Village	Alternate Clara Towsley
City of Piney Point Village	Alternate Henry Kollenberg
City of Spring Valley Village	Alternate Steve Bass

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 Hilshire Village	Alternate Mike Garofalo
City of Hunters Creek	Alternate John DeWitt
City of Hedwig Village	Alternate Patrick Breckon

2. PLEDGE OF ALLEGIANCE/PRAYER

The Pledge of Allegiance was recited, followed by an opening prayer.

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

There were no comments from the public.

4. ROTATION OF OFFICERS

Chair Lisenby announced the annual rotation of officers effective May 1, 2026. The following appointments were acknowledged:

- John Lisenby (Spring Valley Village) – Chair
- Rob Adams (Hunters Creek Village) – Vice Chair
- Bob Buesinger (Hilshire Village) – Treasurer
- Matt Woodruff (Hedwig Village) – Secretary

The Board thanked outgoing Chair Dan Ramey for his service and leadership during the prior year. Special recognition was given to Commissioner Ramey for his financial expertise and contributions during the Department’s audit, financial review, and organizational improvement efforts.

New Commissioner Hunter Cameron introduced himself to the Board and provided background regarding his long history in the Memorial Villages, professional experience with Stryker Medical, and current business interests. He expressed appreciation for the opportunity to serve the community.

5. **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 April 2026
 - B. Approval of Bills Paid – April 2026

There was a motion to approve the Consent Agenda as presented.

Motion: Ramey
Second: Buesinger

The motion passed unanimously.

6. **REPORTS**
 - A. Financial Report – April 2026 (Buckert)
 - B. Administrator’s Report – April 2026 (Buckert)
 - C. Investment Report – April 2026 (Buckert)
 - D. Fire Chief’s Report – April 2026 (Croft)
 - E. Emergency Management Update (Croft)

The Administrator reported that:

- The annual audit process has been completed.
- Budget presentations and approvals with participating cities have been completed.
- The FY 2027 budget and budget amendments have been approved by the cities.
- Financial dashboards remain positive and are tracking within expectations.

- Cybersecurity training remains outstanding for five participants, with seven of twelve completed.
- Banking signatory information will be updated to reflect Board officer changes.
- Approval workflows within the Department's financial systems will be updated to reflect the new officer assignments.

The Board discussed investment account signatory authority and confirmed that full commissioners retain authority as required.

Fire Chief's Report

The Fire Chief reported 93 community contacts in April through outreach events and station walk-ins, along with 26 CPR/AED certifications for the month and 115 year-to-date.

Final inspection of the new Ladder 1 apparatus was completed in Nebraska. Minor corrections are underway before shipment for final striping and upfitting, with delivery anticipated in August 2026.

For April 2026, the Department responded to 207 calls, with 698 calls year-to-date, 38 overlapping incidents, and an average response time of 4 minutes and 15 seconds.

The Board discussed response-time reporting, NFPA standards, ISO considerations, and the role of police departments as medical first responders. The Chief will continue reviewing NFPA standards and report back.

The Chief also reported on Fourth of July planning, FIFA World Cup preparedness, emergency management training, disaster recovery training opportunities, the blocker truck, the rescue boat, and construction of a roof ventilation training prop.

7. DISCUSSION OF AND POSSIBLE ACTION REGARDING ACCEPTANCE OF 2025 AUDIT (Buckert) - The Board of Commissioners will discuss and take any action necessary related to the review, discussion and acceptance of the 2025 Audit.

Louis Breedlove from BrooksWatson & Co. presented the Department's FY 2025 audit. The auditors reviewed audit methodology risk assessment procedures, internal control testing, compliance testing, and financial statement review.

The auditors reported:

- An unmodified (clean) opinion was issued.
- No significant difficulties were encountered during the audit.
- Management was cooperative throughout the process.
- Prior internal control concerns identified in earlier years had been addressed.
- Two minor items previously identified had already been corrected by staff through implementation of improved processes and software controls.

Audit highlights included:

- General Fund decrease of approximately \$51,000.
- Capital Replacement Fund increase of approximately \$2.1 million due to insurance payout.
- Ambulance Building Fund increase of approximately \$480,000.
- Facility Fund remained largely unchanged prior to closure.

The auditors also reviewed budget-to-actual results and discussed favorable revenue and expenditure variances.

There was a motion to accept the 2025 Audit as presented.

Motion: Ramey

Second: Adams

The motion passed unanimously.

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

A. Payment of 2025 Surplus to Cities

The Administrator reviewed the 2025 year-end surplus calculation. Following approved budget amendments, the amount available for return to participating cities totaled approximately \$258,045.

There was a motion to approve payment of the 2025 surplus to the participating cities.

Motion: Adams

Second: Ramey

The motion passed unanimously.

9. 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.

No action was taken.

10. 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 the payment of the 2024 Audit.

Commissioner Ramey provided an update regarding negotiations with the prior audit

firm.

Discussion included:

- Outstanding invoices related to the 2024 audit.
- Disputes regarding additional charges.
- Negotiations conducted with firm leadership.
- Settlement terms intended to fully resolve all outstanding matters.

Staff presented the final proposed settlement amount of \$10,653 and authorized payment to close out the item.

There was a motion to approve payment of the negotiated settlement and resolve all remaining 2024 audit-related obligations.

Motion: Ramey

Second: Adams

The motion passed unanimously.

11. **DISCUSSION OF BUDGET AMENDMENT 2026-02 AND POSSIBLE ACTION (Croft/Buckert/Budget Committee)** – The Board will discuss and consider possible action on Budget Amendment 2026-02.

No action was taken.

12. **FY 2027 BUDGET DISCUSSION AND POSSIBLE ACTIONS (Croft/Buckert/Budget Committee)** – The Board will discuss and consider possible action on FY 2027 Budget.

No action was taken.

13. **DISCUSSION OF AND POSSIBLE ACTION REGARDING THE RESIGNATION OF Commissioner Josh Pratt (Lisenby)** – The Board of Commissioners will discuss and take any action necessary related to the resignation of Commissioner Josh Pratt.

No action was taken.

14. **EXECUTIVE SESSION** – The board of Commissioners will retire into Executive Session as authorized by Chapter 551; 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; or to hear a complaint or charge against an officer or employee(s);

1. Personnel:
 - a. Department Attorney
 - b. Firemedic

The Board recessed into Executive Session pursuant to Chapter 551 of the Texas Government Code at approximately 7:05 p.m. to discuss personnel matters as listed on the agenda.

15. **RECONVENE OPEN SESSION** – The Board of Commissioners will discuss and take any action necessary related to Firemedic.

The Board reconvened into Open Session.

No action was taken.

16. **FUTURE TOPICS**

- Response time reporting and NFPA standard clarification.
- Emergency management training opportunities.
- Ladder truck delivery and implementation updates.

17. **NEXT MEETING DATE**
June 24, 2026

18. **ADJOURNMENT**

There was a motion to adjourn at 7:32 pm.

Motion: Buesinger

Second: Adams

The motion passed unanimously.