

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING AGENDA
Wednesday, September 23, 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, September 23, 2026, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/PRAYER**
3. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.
4. **DISCUSSION OF AND POSSIBLE ACTION REGARDING ENTERING INTO A CONTRACT FOR DEPARTMENT ATTORNEY (Lisenby)** - The Board of Commissioners will discuss and take any action necessary related to contract negotiations and entering into a contract for Department Attorney services.
5. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PROPERTY, CASUALTY, AND ASSOCIATED INSURANCE PROPOSALS** - The Board of Commissioners will discuss and take any action necessary related to property, casualty, and associated insurance proposals.
6. **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 – August 2026
 - B. Approval of Bills Paid – August 2026
7. **REPORTS**
 - A. Financial Report – August 2026 (Buckert)
 - B. Administrator’s Report – August 2026 (Buckert)
 - C. Investment Report – August 2026 (Buckert)
 - D. VMIG Insurance Update – (Stuart)
 - E. Fire Chief’s Report – (Croft)
8. **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.

I certify that the agenda for the 23rd of September 2026 Regular Monthly Board Meeting was posted at the fire department this the 17th day of September 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.

9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING FUEL PURCHASE OPTIONS (Buckert)**
– The Board of Commissioners will discuss and take any action necessary related to fuel purchase options.
10. **EXECUTIVE SESSION (Lisenby)** – 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. Fire Chief
11. **RECONVENE OPEN SESSION** – The Board of Commissioners will discuss and take any action necessary related to Department Attorney RFQ and/or Executive Staff Compensation.
12. **FUTURE TOPICS**
13. **NEXT MEETING DATE**
 - **October 28, 2026**
14. **ADJOURNMENT**

I certify that the agenda for the 23rd of September 2026 Regular Monthly Board Meeting was posted at the fire department this the 17th day of September 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 MINUTES
Wednesday, August 26, 2026, 6:00 P.M.**

1. CALL TO ORDER

A regular meeting of the Village Fire Department Fire Commission was held on Wednesday, August 26, 2026, at 901 Corbindale Road, Houston, Texas 77024. It began at 6:02 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 Village	Commissioner Rob Adams, Vice Chair
City of Hedwig Village	Commissioner Matt Woodruff, Secretary
City of Hilshire Village	Commissioner Mayor Bob Buesinger, Treasurer
City of Piney Point Village	Commissioner Dan Ramey
City of Bunker Hill Village	Commissioner Hunter Cameron

Present Were:

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

Village Fire Department	Fire Chief Brian Croft
Administrative Staff	Amy Buckert, Administrator/Finance Director
	Katherine Stuart, Administrative Specialist
Randle Law Firm	Attorney Brandon Morris

Chair Lisenby introduced the new Bunker Hill Village alternate, Michelle Belco, and recognized a prospective Hilshire Village representative, Michael Autenreith, who was attending the meeting. He also introduced his brother, Jim, who was visiting and would lead the opening prayer.

2. PLEDGE OF ALLEGIANCE/PRAYER

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

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

There were no formal comments from the public. Chair Lisenby noted the absence of a regular meeting attendee and extended the Board's concern and well wishes.

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 – June 2026
B. Approval of Bills Paid – June & July 2026

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

Motion: Woodruff
Second: Buesinger

The motion passed unanimously.

5. REPORTS

- A. Financial Report – June & July 2026 (Buckert)
- B. Administrator’s Report – June & July 2026 (Buckert)
- C. Investment Report – June & July 2026 (Buckert)
- D. Update on Emergicon Revenues (Buckert)
- E. VMIG Insurance Update (Stuart)
- F. Fire Chief’s Report (Croft)

Financial, Administrator’s, and Investment Reports

Administrator/Finance Director Amy Buckert presented June and July operating results. Operating expenditures remained below budget overall. Several large annual contracts, including Motorola and other items paid later in the year, had not yet been expended and were expected to bring some categories closer to budget as the year progressed.

Buckert added a personnel-cost view in response to a prior Board question. As of July, base pay was approximately 52% expended while approximately 58% of the fiscal year had elapsed. She reminded the Commission that the Department doubled its employer 457(b) contribution for 2026; approximately \$242,000 will be paid on the final day of the year and therefore has not yet appeared in current personnel spending. Overtime was approximately 58% expended and tracking near budget despite personnel issues that had caused staff to monitor the account closely. Higher-class pay was running somewhat above the straight-line budget percentage, but staff noted that the amount is difficult to predict because it depends on absences and acting assignments.

Administrative training and certification costs were also trending high because of the HR Innovex contract previously authorized by the Board. Staff will continue tracking the account and bring forward a budget adjustment or amendment later if needed.

Buckert updated the Board on ambulance revenue after staff had raised concerns in June about lower collections. Buckert, Chief Croft, and the Department’s EMS staff contacted Emergicon separately and were advised that most insurance and Medicare payment generally lag service activity by approximately 30 to 60 days. Staff also noted that ambulance revenue is affected by transport volume and payer mix; changing demographics within the Villages may affect run volume over time and should be considered in future budgeting.

The Board discussed the average reimbursement per transport. Staff reported that the Department had been receiving approximately \$700 per transport in the prior year, compared with approximately \$400 to \$500 per transport in the current year. Residents are not billed directly for balances under the Department’s resident-billing policy; applicable insurance is billed through the normal process.

Buckert advised that, based on collections received to date and a projection through year-end, FY 2026 ambulance revenue was tracking at approximately \$395,000 compared with the \$400,000 budget. April

was unusually low, but later months had improved. Staff therefore believed the overall annual projection remained close to budget and would continue monitoring results monthly.

VMIG Insurance Update

Administrative Specialist Katherine Stuart reported that VMIG had not met since the June Commission meeting. Final 2027 comparison information from VMIG and VFIS was not expected until approximately October, leaving the Department without sufficient data for a firm comparison at this time.

VFIS had provided preliminary information using VFD's census data and an example quote for the Department on a stand-alone basis. The preliminary information appeared potentially competitive and provided additional plan-design and funding options that could be considered if VFD ultimately evaluated coverage outside VMIG. Stuart emphasized that VMIG was not obtaining a VFIS proposal for the entire group, so the information received applied only to VFD. Staff will wait for firm 2027 numbers before drawing conclusions.

Fire Chief's Report

Fire Chief Brian Croft reported on community engagement, CPR/AED training, the Spectrum Splash & Safety Day, Ladder 1, incident activity, upcoming outreach, dispatch, Special Response Vehicle 1, and World Cup preparations.

Community Engagement and CPR/AED Training

During June and July, the Department engaged approximately 306 community members through scheduled outreach and station visits, including 21 walk-ins. The Department completed 53 CPR/AED and life-safety certifications in June and 32 in July, bringing the year-to-date total to approximately 249, compared with approximately 257 for all of the prior year.

The Board discussed whether training could be expanded to businesses outside the Villages. Chief Croft stated that current fees primarily cover American Heart Association certification costs and that the Department is also evaluating a Stop the Bleed program. Any expansion would need to account for staffing limitations, with Village residents and community organizations remaining the priority.

Spectrum Splash & Safety Day

Chief Croft highlighted the first Spectrum Splash & Safety Day, held July 25 in partnership with Social Motion Skills and the Dad's Club. The program provided individualized water-safety instruction to 21 children on the autism spectrum in a controlled environment designed to reduce distractions.

The Chief described the event as highly successful and shared positive feedback from participating families. Vendors and volunteers supported the program, and organizers had already begun planning an expanded event for the following year.

Ladder 1

On August 4, Department personnel completed the final equipment layout for Ladder 1 at Metro Fire Apparatus. Metro was proceeding with compartment, shelving, and storage build-out. Delivery remained targeted for mid-to-late October, absent significant delays.

Incident Response and Road Conditions

Through June, the Department had responded to approximately 1,126 calls year-to-date with an average response time of approximately 4:07. July included 197 calls, bringing the year-to-date total to approximately 1,323, with an average response time of approximately 4:23.

Chief Croft attributed some of the July increase to additional freeway motor-vehicle collisions, where locating incidents can require extended travel. The Board also discussed current roadway and utility projects. The Chief reported limited impact from the Memorial Village Water Authority project and no known negative effect from Spring Valley's Bingle roadway changes. School traffic was expected to have a greater impact on response times than the current construction activity.

Community Partnership

Deputy Fire Marshal Keith Guillory developed a partnership with Belong Kitchen HTX, which provides employment and kitchen-skills development for adults with intellectual and developmental disabilities. The Department was planning an October firefighter-meal promotion, with VFD personnel assisting with promotion and sales. Commissioners asked that promotional information be distributed to the Commission and city administrators.

Operational Highlights

The Department selected Dorita "Dottie" Baldwin as Dispatch Supervisor following interviews with three candidates. Chief Croft said the position would support improved supervision, data analysis, call-taking, dispatch performance, and operational coordination.

Special Response Vehicle 1 had been fully striped to DOT and NFPA standards, and operator training was underway. The goal is to have the blocker truck fully operational before Ladder 1 enters service so the new ladder can be kept off freeway-blocking assignments whenever possible.

The Chief also reported that extensive planning for the FIFA World Cup resulted in minimal operational impact on VFD, with heat-related concerns proving more significant than increased emergency-response demand.

No action was taken on the reports.

6. DISCUSSION OF AND POSSIBLE ACTION REGARDING UPCOMING REQUEST FOR TREE TRIMMING IN ADVANCE OF ACCEPTANCE OF LADDER TRUCK (Croft) – The Board of Commissioners will discuss and take any action necessary related to requesting the Villages trim overhanging limbs in preparation for the new ladder truck.

Chief Croft advised that the new Ladder 1 is approximately 12.5 feet tall and that low-hanging tree limbs have been identified throughout the Villages. Although the International Fire Code requires approximately 13.5 feet of vertical clearance, the Chief requested that cities trim to approximately 14.5 feet where practical to provide additional clearance for branches that may sag during storms.

The Chief had notified each participating city, and all had begun evaluating needed trimming. The Board also discussed private streets, resident notification, and the importance of explaining that the work is necessary to protect the new apparatus and maintain emergency access.

Commissioners and alternates were asked to encourage their respective cities to complete the work before Ladder 1's anticipated October delivery.

No formal action was taken.

7. 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 Department Attorney reported that he had followed up with the Assistant District Attorney and that no criminal charges had been filed as of the date of his most recent court-record review.

At the Board's request, staff reported approximately **\$27,537 in investigation-related legal and audit costs** incurred since 2024. The Board requested a complete accounting of the original loss, amounts recovered, related professional costs, and the resulting net financial impact to VFD.

Counsel was also asked to provide the updated cost information to the Assistant District Attorney for consideration in any future restitution request.

No formal action was taken.

8. DISCUSSION OF AND POSSIBLE ACTION REGARDING FIRE SCENE RESTORATION CONTRACT SERVICES (Croft) - The Board of Commissioners will discuss and take any action necessary related to fire scene restoration companies within the Villages.

Chief Croft discussed concerns regarding restoration companies soliciting homeowners at active fire scenes and introduced a potential board-up service program to help secure damaged properties immediately following an incident. The concept could utilize qualified vendors meeting established response and service requirements while allowing homeowners to retain their choice of restoration contractor.

The Board discussed concerns about resident choice, potential contractual liability, and VFD or the cities becoming involved in private restoration decisions. Members also emphasized that unauthorized solicitation and access to active fire scenes should be addressed with the Village police departments.

The Board did not support selecting a vendor at this time. Staff was directed to gather additional information, share the Waco program materials with the cities, coordinate with the police chiefs regarding scene control and solicitation, and further evaluate options for assisting homeowners while preserving their choice of contractor.

No formal action was taken.

9. DISCUSSION OF AND POSSIBLE ACTION REGARDING ENTERING INTO A CONTRACT FOR FUEL PURCHASES (Buckert) – The Board of Commissioners will discuss and take any action necessary related to entering into a contract for fuel purchases.

Administrator/Finance Director Buckert reported that staff had reviewed alternative fuel-purchasing options at the request of one of the city administrators. While initial comparisons indicated potential

savings through cooperative contracts, subsequent price checks showed that the savings varied considerably with market conditions.

Board Member Hunter Cameron discussed the Department's relatively low annual fuel volume and advised that VFD is unlikely to receive significant volume discounts compared with larger fuel purchasers. He recommended comparing VFD's current pricing to rack or benchmark pricing plus delivery costs to determine whether changing vendors or entering into a contract would provide a meaningful benefit.

Counsel also discussed applicable procurement requirements based on the Department's aggregate annual fuel expenditures. The Board did not authorize a fuel contract. Staff will work with Board Member Cameron to review current pricing and procurement options and propose a solution at a future Board meeting.

10. DISCUSSION OF AND POSSIBLE ACTION REGARDING REQUESTS FOR QUALIFICATIONS FOR DEPARTMENT ATTORNEY (Lisenby) - The Board of Commissioners will discuss and take any action necessary related to the requests for qualifications for Department Attorney, to include proceeding with entering into a contract for Department Attorney services.

The Department Attorney RFQ closed on August 21, 2026, at 10:00 a.m. One response was received. The Board deferred substantive discussion of the response to Executive Session and indicated that any action would be taken after reconvening in open session.

11. EXECUTIVE SESSION (Lisenby) – 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
 - c. Administrator/Finance Director
 - d. Administrative Specialist
 - e. Fire Chief

The Board recessed into Executive Session at 7:18 p.m.

12. RECONVENE OPEN SESSION – The Board of Commissioners will discuss and take any action necessary related to Department Attorney RFQ and/or Executive Staff Compensation.

The Board reconvened in Open Session at 7:48 p.m.

There was a motion to authorize the Board Chair to enter into negotiations with the sole respondent to the Department Attorney RFQ. The authorization was limited to negotiations; any proposed agreement would return to the Board before execution.

Motion: Ramey
Second: Adams

The motion passed unanimously.

No other action was taken following Executive Session.

13. FUTURE TOPICS

- Updated calculation of the total net financial impact of the past financial matter and potential restitution
- Fire-scene board-up/restoration options, homeowner protocol, and coordination with Village police agencies
- Updated fuel-price comparison, annual fuel expenditures, and procurement requirements
- Department Attorney RFQ negotiations

14. NEXT MEETING DATE

· September 23, 2026

15. ADJOURNMENT

There was a motion to adjourn the meeting at 7:51 pm.

Motion: Buesinger
Second: Adams

The motion passed unanimously.



Village Fire Department

Expense Report - Prior Month

August 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
08/03/2026	Expense	General Fund	11010 GENERAL FUND (2634)	VMIG	-86,471.93
08/03/2026	Expense	General Fund	12200 Supp. Life Ins. W/H	VMIG	-1,488.61
08/03/2026	Expense	General Fund	16040 Basic Life, ADD, LTD Insurance	VMIG	1,775.82
08/03/2026	Expense	General Fund	12130 Employee Medical Plan 125	VMIG	-10,378.26
08/03/2026	Expense	General Fund	16060 Health Insurance	VMIG	72,829.24
08/03/2026	Expense	General Fund	12050 STUART, KATHERINE (6240) - 2	Namecheap	9.88
08/03/2026	Expense	General Fund	17225 Office Software	Namecheap	9.88
08/04/2026	Expense	General Fund	11010 GENERAL FUND (2634)	PS Lightwave	-1,016.08
08/04/2026	Expense	General Fund	17040 IP Address VPN (PS Lightwave)	PS Lightwave	1,016.08
08/06/2026	Expense	VMIG	99103 VMIG (7773)	TX Health Benefits Pool	-
08/06/2026	Expense	VMIG	99510 Insurance Premium Distributed	TX Health Benefits Pool	180,531.70
08/06/2026	Expense	General Fund	11010 GENERAL FUND (2634)	QuickBooks Payments	-362.44
08/06/2026	Expense	General Fund	17223 Accounting (QuickBooks)	QuickBooks Payments	362.44
08/06/2026	Expense	General Fund	12025 12025 BUCKERT, AMY (4705) - 2		39.00
08/06/2026	Expense	General Fund	17207 Bank Service Charges		39.00
08/06/2026	Expense	General Fund	12030 MARSHAL, FIRE (5283) - 2		35.00
08/06/2026	Expense	General Fund	17207 Bank Service Charges		35.00
08/06/2026	Expense	General Fund	12035 12035 MILLER, TIMOTHY (2075) - 2		35.00
08/06/2026	Expense	General Fund	17207 Bank Service Charges		35.00
08/06/2026	Expense	General Fund	12025 12025 BUCKERT, AMY (4705) - 2		83.91
08/06/2026	Expense	General Fund	17207 Bank Service Charges		83.91
08/06/2026	Expense	General Fund	12035 12035 MILLER, TIMOTHY (2075) - 2		2.28
08/06/2026	Expense	General Fund	17207 Bank Service Charges		2.28
08/07/2026	Expense	General Fund	12030 MARSHAL, FIRE (5283) - 2		1.75
08/07/2026	Expense	General Fund	17207 Bank Service Charges		1.75
08/07/2026	Expense	General Fund	12050 STUART, KATHERINE (6240) - 2		1.75
08/07/2026	Expense	General Fund	17207 Bank Service Charges		1.75
08/10/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Child Support	-2,287.43
08/10/2026	Expense	General Fund	12190 Special Employee W/H Payable	Child Support	-2,287.43
08/10/2026	Expense	General Fund	11010 GENERAL FUND (2634)	FirstNet	-400.58
08/10/2026	Expense	General Fund	17042 Mobile Device Services	FirstNet	400.58
08/10/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Starlink	-55.00
08/10/2026	Expense	General Fund	17041 Internet & TV (Comcast & Starlink)	Starlink	55.00
08/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	QuickBooks Payments	-12.56
08/11/2026	Expense	General Fund	17223 Accounting (QuickBooks)	QuickBooks Payments	12.56
08/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Tipalti	-56,500.65
08/11/2026	Expense	General Fund	Tipalti Clearing Account	Tipalti	56,500.65
08/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	ENGIE	-3,810.72
08/11/2026	Expense	General Fund	17140 Utilities	ENGIE	3,810.72
08/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-643.66
08/11/2026	Expense	General Fund	17170 Fire Training	Employee Reimbursement	500.00
08/11/2026	Expense	General Fund	17160 Fire Certification Fees	Employee Reimbursement	56.49
08/11/2026	Expense	General Fund	17160 Fire Certification Fees	Employee Reimbursement	87.17



Village Fire Department

Expense Report - Prior Month

August 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
08/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	MVWA	-227.87
08/11/2026	Expense	General Fund	17140 Utilities	MVWA	227.87
08/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-2,512.00
08/12/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-2,512.00
08/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-8,024.15
08/12/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-8,024.15
08/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Valic	-175.00
08/12/2026	Expense	General Fund	12140 Deferred Compensation	Valic	-175.00
08/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-1,000.00
08/12/2026	Expense	General Fund	12160 Firefighters Dues		-1,000.00
08/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Tipalti	-12,644.43
08/12/2026	Expense	General Fund	Tipalti Card Clearing - Village Fire Department - USD	Tipalti	-12,644.43
08/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Kotapay/Village WIRE	-
08/12/2026	Expense	General Fund	11080 Payroll Clearing	Kotapay/Village WIRE	176,772.23
08/12/2026	Expense	VMIG	99103 VMIG (7773)	Humana	-7,445.98
08/12/2026	Expense	VMIG	99510 Insurance Premium Distributed	Humana	7,445.98
08/13/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-5,989.47
08/13/2026	Expense	General Fund	11090 Cash Transfers		5,989.47
08/13/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Americhex, Inc.	-866.75
08/13/2026	Expense	General Fund	17221 HRIS (UKG Workforce Ready/Americhex)	Americhex, Inc.	866.75
08/14/2026	Expense	Capital Replacement Fund	21055 CAPITAL REPLACEMENT (2709)	Frank Comiskey Agency, Inc.	-23,968.25
08/14/2026	Expense	Capital Replacement Fund	21710 Due to/from General Fund (CRF)	Frank Comiskey Agency, Inc.	23,968.25
08/18/2026	Expense	General Fund	11010 GENERAL FUND (2634)	O'Reilly Auto Parts	-108.91
08/18/2026	Expense	General Fund	17030 Building Maintenance	O'Reilly Auto Parts	42.97
08/18/2026	Expense	General Fund	17035 Station Supplies	O'Reilly Auto Parts	65.94
08/18/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Home Depot	-718.08
08/18/2026	Expense	General Fund	11710 Due to/from Capital Replacement Fund	Home Depot	95.77
08/18/2026	Expense	General Fund	17035 Station Supplies	Home Depot	558.00
08/18/2026	Expense	General Fund	17035 Station Supplies	Home Depot	7.98
08/18/2026	Expense	General Fund	17035 Station Supplies	Home Depot	4.29
08/18/2026	Expense	General Fund	11710 Due to/from Capital Replacement Fund	Home Depot	15.93
08/18/2026	Expense	General Fund	11710 Due to/from Capital Replacement Fund	Home Depot	17.65
08/18/2026	Expense	General Fund	17035 Station Supplies	Home Depot	18.46
08/18/2026	Expense	General Fund	11010 GENERAL FUND (2634)	T-Mobile	-571.41
08/18/2026	Expense	General Fund	17042 Mobile Device Services	T-Mobile	571.41
08/18/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Texas Pride Disposal	-198.58
08/18/2026	Expense	General Fund	17140 Utilities	Texas Pride Disposal	198.58
08/18/2026	Expense	VMIG	99103 VMIG (7773)	The Hartford	-7,979.24
08/18/2026	Expense	VMIG	99510 Insurance Premium Distributed	The Hartford	7,979.24
08/20/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-
					800,000.00



Village Fire Department

Expense Report - Prior Month

August 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
08/20/2026	Expense	General Fund	11070 Texas Class - General Fund		800,000.00
08/20/2026	Expense	Ambulance Billing Fund	31010 AMBULANCE (Stellar - 2840)		-85,000.00
08/20/2026	Expense	Ambulance Billing Fund	31070 Texas Class - Ambulance		85,000.00
08/22/2026	Expense	General Fund	12030 MARSHAL, FIRE (5283) - 2	Adobe	46.53
08/22/2026	Expense	General Fund	17211 Adobe	Adobe	46.53
08/24/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Child Support	-2,287.43
08/24/2026	Expense	General Fund	12190 Special Employee W/H Payable	Child Support	-2,287.43
08/24/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Comcast	-616.22
08/24/2026	Expense	General Fund	17041 Internet & TV (Comcast & Starlink)	Comcast	616.22
08/25/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Tipalti	-
					132,055.74
08/25/2026	Expense	General Fund	Tipalti Clearing Account	Tipalti	132,055.74
08/26/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Valic	-175.00
08/26/2026	Expense	General Fund	12140 Deferred Compensation	Valic	-175.00
08/26/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-975.00
08/26/2026	Expense	General Fund	12160 Firefighters Dues		-975.00
08/26/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Kotapay/Village WIRE	-
					159,958.64
08/26/2026	Expense	General Fund	11080 Payroll Clearing	Kotapay/Village WIRE	159,958.64
08/26/2026	Expense	General Fund	12035 12035 MILLER, TIMOTHY (2075) - 2	Amazon	23.98
08/26/2026	Expense	General Fund	17035 Station Supplies	Amazon	23.98
08/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-2,512.00
08/27/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-2,512.00
08/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-7,924.15
08/27/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-7,924.15
08/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-3,833.31
08/27/2026	Expense	General Fund	16100 Meal Allowance		3,833.31
08/28/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Center Point Energy	-157.94
08/28/2026	Expense	General Fund	17140 Utilities	Center Point Energy	157.94
08/28/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-1,500.00
08/28/2026	Expense	General Fund	17309 Medical Director Services		1,500.00
08/31/2026	Expense	General Fund	11010 GENERAL FUND (2634)	8x8	-453.23
08/31/2026	Expense	General Fund	17219 Office Phones (8x8)	8x8	453.23
08/31/2026	Expense	General Fund	12050 STUART, KATHERINE (6240) - 2		1.75
08/31/2026	Expense	General Fund	17207 Bank Service Charges		1.75
08/31/2026	Expense	General Fund	12025 12025 BUCKERT, AMY (4705) - 2		15.92
08/31/2026	Expense	General Fund	17207 Bank Service Charges		15.92

Village Fire Department

Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
14000 City Assessments General Fund				
14010 Bunker Hill Village	1,341,121	2,011,682	-670,561	67.00 %
14020 Hedwig Village	1,305,829	1,958,743	-652,914	67.00 %
14030 Hilshire Village	211,759	317,634	-105,875	67.00 %
14040 Hunter's Creek Village	1,570,524	2,355,786	-785,262	67.00 %
14050 Piney Point Village	1,482,292	2,223,438	-741,146	67.00 %
14060 Spring Valley Village	1,147,012	1,720,518	-573,506	67.00 %
14070 Prior Year GF Fund Balance Contribution		477,712	-477,712	
Total 14000 City Assessments General Fund	7,058,537	11,065,513	-4,006,976	64.00 %
14200 Fuel Cost Reimbursements	41,891		41,891	
14275 Fuel Admin Fee	386		386	
14290 Workers Comp Reimbursement	5,189		5,189	
14400 Medical Standby Event Income	3,475		3,475	
14500 CPR Income	11,757		11,757	
14600 COBRA Income	7,837		7,837	
14700 Donations		50,000	-50,000	
14910 Interest Income	40,551		40,551	
14930 Miscellaneous Income	3,323		3,323	
14940 Transfer from Facility Fund	13,454		13,454	
24910 Interest Income (CRF)	78,860		78,860	
24915 Insurance Payout - Ladder Truck (CRF)	0		0	
24950 Transfer from Ambulance Fund	488,884		488,884	
34000 Emergency Medical Services Revenue (ABF)	262,301		262,301	
34910 Interest Income (ABF)	10,366		10,366	
54910 Interest/Dividend Income (FF)	172		172	
99410 Insurance Premiums Collected	1,776,022		1,776,022	
Surcharge Income	13		13	
Total Income	\$9,803,019	\$11,115,513	\$ -1,312,494	88.00 %
GROSS PROFIT	\$9,803,019	\$11,115,513	\$ -1,312,494	88.00 %
Expenses				
15000 Capital				
15015 Contingency - Physical Plant	10,815	0	10,815	
15020 Misc. Tools & Equip. - Fire	37,550	45,000	-7,450	83.00 %
15025 Misc. Tools & Equip. - EMS	105,669	90,210	15,459	117.00 %
15030 Protective & Bunker Gear	21,116	60,000	-38,884	35.00 %
15035 Apparatus Computers	717	12,000	-11,283	6.00 %
15045 SCBA		0	0	
15050 Office Computers	24	4,000	-3,976	1.00 %
15055 Radios	25,352	45,000	-19,648	56.00 %
15065 Gym Equipment		0	0	
Total 15000 Capital	201,243	256,210	-54,967	79.00 %
16000 Personnel				

Village Fire Department

Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
16001 PAYROLL				
16002 OVERTIME				
16011 Overtime - Regular	238,705	372,000	-133,295	64.00 %
16012 Overtime - Medical Standby Events	606	0	606	
16013 Overtime - Training		0	0	
16014 Overtime - CPR	4,041	0	4,041	
Total 16002 OVERTIME	243,352	372,000	-128,648	65.00 %
16010 Base Pay	3,648,118	6,028,475	-2,380,357	61.00 %
16015 Longevity Pay	15,914	25,100	-9,186	63.00 %
16016 Higher Class Pay	20,855	28,111	-7,256	74.00 %
16018 Professional Certification Pay	41,068	76,402	-35,334	54.00 %
16020 457 Plan Contribution (Nationwide)		242,492	-242,492	
16030 FICA Tax	296,454	546,666	-250,212	54.00 %
Total 16001 PAYROLL	4,265,760	7,319,246	-3,053,486	58.00 %
16003 BENEFITS				
16040 Basic Life, ADD, LTD Insurance	13,973	25,540	-11,567	55.00 %
16050 Employee Retirement (TMRS)	229,591	425,375	-195,784	54.00 %
16060 Health Insurance	565,474	1,081,050	-515,576	52.00 %
16070 Worker's Compensation Insurance	93,569	185,562	-91,993	50.00 %
16080 Cancer Screenings (HB 198)		27,000	-27,000	
16090 Unemployment Claim Payment	1,064	0	1,064	
16100 Meal Allowance	30,666	46,000	-15,334	67.00 %
Total 16003 BENEFITS	934,338	1,790,527	-856,189	52.00 %
Total 16000 Personnel	5,200,097	9,109,773	-3,909,676	57.00 %
17000 Operating				
17005 RED TRUCKS & SAVING LIVES				
17010 Ambulance Medical Supplies	33,804	70,000	-36,196	48.00 %
17020 Dues & Subscriptions	1,604	4,850	-3,246	33.00 %
17040 IP Address VPN (PS Lightwave)	8,125	13,000	-4,875	63.00 %
17041 Internet & TV (Comcast & Starlink)	5,104	10,000	-4,896	51.00 %
17042 Mobile Device Services	5,308	6,600	-1,292	80.00 %
17043 City of Houston Radio System	255	19,680	-19,425	1.00 %
17044 Communications (Motorola 47 & NICE)	44,241	45,000	-759	98.00 %
17045 Incident Records & CAD (Propheonix)	26,355	28,810	-2,455	91.00 %
17046 Training Software & Vehicle Checks (Vector Solutions)	8,758	8,600	158	102.00 %
17047 EMS Protocol App (Handtevy)	5,357	6,300	-944	85.00 %
17048 EMS Equipment Maintenance (ProCare/Stryker)	6,760	23,594	-16,834	29.00 %
17085 Fuel (for VFD vehicles - Fuelman, Gas Stations)	53	55,000	-54,947	0.00 %
17136 Vehicle Licenses & Permits	83	5,000	-4,917	2.00 %
17190 Uniforms	18,961	68,000	-49,039	28.00 %
Total 17005 RED TRUCKS & SAVING LIVES	164,769	364,434	-199,665	45.00 %
17025 FIRE STATION	28		28	

Village Fire Department

Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
17030 Building Maintenance	12,473	52,300	-39,827	24.00 %
17035 Station Supplies	12,203	18,000	-5,797	68.00 %
17086 Rent		10	-10	
17090 Property & Casualty Insurance	77,417	130,000	-52,583	60.00 %
17140 Utilities	26,872	55,000	-28,128	49.00 %
Total 17025 FIRE STATION	128,992	255,310	-126,318	51.00 %
17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE				
17070 Public Education, Relations, Promotions	3,869	5,000	-1,131	77.00 %
17072 Fire Investigations		0	0	
17073 Law Enforcement Equipment		0	0	
Total 17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE	3,869	5,000	-1,131	77.00 %
17098 MAINTENANCE				
17100 VEHICLE MAINTENANCE	0		0	
17101 Maint. - Chief's Truck	387	16,000	-15,613	2.00 %
17102 Maint. - Fire Marshal's Car	1,012	16,000	-14,988	6.00 %
17103 Maint. - Utility Truck	166	16,000	-15,834	1.00 %
17105 Maint. - Pumper (E1)	51,760	34,000	17,760	152.00 %
17107 Maint. - Ladder (L1)	6,847	34,000	-27,153	20.00 %
17108 Maint. - Ambulance (M1)	10,286	34,000	-23,714	30.00 %
17109 Maint. - Ambulance (M2)	2,200	25,000	-22,800	9.00 %
17112 Maint. - Pumper (E2)	32,514	34,000	-1,486	96.00 %
17113 Maint. - Ambulance (M3)	1,883	25,000	-23,117	8.00 %
17115 Maint. - Deputy Chief's Car (D1)	18	16,000	-15,982	0.00 %
Total 17100 VEHICLE MAINTENANCE	107,074	250,000	-142,926	43.00 %
17123 EQUIPMENT & SUPPLIES MAINTENANCE				
17099 Maintenance of Equipment	18,119	40,000	-21,881	45.00 %
17110 Maint. - Other	915	0	915	
17111 Maint. - Contracts	3,572	0	3,572	
Total 17123 EQUIPMENT & SUPPLIES MAINTENANCE	22,605	40,000	-17,395	57.00 %
17127 Knox Contract		533	-533	
17131 Bunker Gear Maintenance	11,791	28,600	-16,809	41.00 %
17133 SCBA Maintenance	5,608	15,000	-9,392	37.00 %
17135 Fuel System Maintenance		5,000	-5,000	
Total 17098 MAINTENANCE	147,079	339,133	-192,054	43.00 %
17155 TRAINING				
17160 Fire Certification Fees	1,331	6,539	-5,208	20.00 %
17170 Fire Training	3,505	29,830	-26,325	12.00 %
17171 EMS Training	3,092	18,000	-14,908	17.00 %
17173 EMS Certification Fees	5,044	6,000	-956	84.00 %
17175 Emergency Management Training (TDEM)	2,978	6,000	-3,022	50.00 %
17177 Fire Marshal Training & Certification Fees	4,916	8,600	-3,684	57.00 %
17183 Dispatch Training & Certification Fees	-824	9,000	-9,824	-9.00 %

Village Fire Department

Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
17185 Admin. Training & Certification Fees	13,300	9,500	3,800	140.00 %
17187 General Supplies for Training	1,394	0	1,394	
Total 17155 TRAINING	34,737	93,469	-58,732	37.00 %
17200 OFFICE				
17202 OFFICE SOFTWARE	8,848		8,848	
17211 Adobe	632	0	632	
17219 Office Phones (8x8)	3,615	0	3,615	
17221 HRIS (UKG Workforce Ready/Americhex)	7,377	0	7,377	
17223 Accounting (QuickBooks)	2,427	0	2,427	
17224 AP & Payment Automation (Tipalti)	869	0	869	
17225 Office Software	10,187	63,300	-53,113	16.00 %
Total 17202 OFFICE SOFTWARE	33,955	63,300	-29,345	54.00 %
17204 OFFICE SUPPLIES	18		18	
17203 Shipping	178	0	178	
17205 Office Supplies	5,288	32,900	-27,612	16.00 %
17213 Postage Meter Rental	496	0	496	
17217 VFD Branded Stationary	284	0	284	
Total 17204 OFFICE SUPPLIES	6,264	32,900	-26,636	19.00 %
17207 Bank Service Charges	246	2,000	-1,754	12.00 %
Total 17200 OFFICE	40,466	98,200	-57,734	41.00 %
17229 DISPATCH				
17230 Dispatch Alerting System (US Designs)		12,500	-12,500	
17240 Electronic Protocol Cards (Pro QA)		350	-350	
17250 Translation Service (Language Line)		100	-100	
Total 17229 DISPATCH		12,950	-12,950	
17300 PROFESSIONAL SERVICES				
17302 Legal Services	11,599	36,000	-24,401	32.00 %
17304 Accounting Services	13,160	20,000	-6,840	66.00 %
17306 IT Services	9,928	44,000	-34,072	23.00 %
17308 Health Insurance Consulting Services	10,496	13,622	-3,127	77.00 %
17309 Medical Director Services	17,396	25,000	-7,604	70.00 %
17310 Salary/Benefit Survey Services		0	0	
17311 Legal Notices & Advertising		10,000	-10,000	
17313 Other Professional and/or Miscellaneous Services	28,879	24,000	4,879	120.00 %
Total 17300 PROFESSIONAL SERVICES	91,458	172,622	-81,164	53.00 %
17400 EVENTS & OTHER				
17401 VFD Fire Commission & Meeting Expenses	2,659	7,500	-4,841	35.00 %
17403 VFD Employee Appreciation & Events	2,229	10,000	-7,771	22.00 %
17405 CPR Supplies, Cards, & Equipment	8,800	7,100	1,700	124.00 %
17407 Emergency Contingency	5,500	20,000	-14,500	28.00 %
Total 17400 EVENTS & OTHER	19,188	44,600	-25,412	43.00 %
Total 17000 Operating	630,558	1,385,718	-755,161	46.00 %

Village Fire Department

Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
17080 Gas & Oil Inventory	75,096		75,096	
19000 Assessment Reimbursements	258,545	258,545	0	100.00 %
27140 CR - Capital Expenditure (CRF)	426,323	85,000	341,323	502.00 %
27170 Truck Rental	37,920		37,920	
37160 Transfer to Capital Replacement Fund	488,884		488,884	
57150 Transfer to General Fund	13,454		13,454	
99510 Insurance Premium Distributed	1,654,007		1,654,007	
Total Expenses	\$8,986,127	\$11,095,246	\$ -2,109,119	81.00 %
NET OPERATING INCOME	\$816,891	\$20,267	\$796,625	4,031.00 %
NET INCOME	\$816,891	\$20,267	\$796,625	4,031.00 %



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: September 16, 2026

Re: August Administrator's Report

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

1. Budget Dashboard (August)

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

Category	Status	% of Budget	Notes / Driver
Revenue (assessments) 14000	✓ Green (On track)	67.0%	66.7% of Budget year
Personnel (incl. OT) 16000	✓ Green (On track)	57.0%	66.7% of Budget year
Operations 17000	✓ Green (On track)	46.0%	66.7% of Budget year

Status Legend:

GREEN = On track / within expected range

YELLOW = Watch item / trending concern

RED = Action needed / significant variance

2. Variance Explanations

- **16050** Employee Retirement (TMRS) – tracks with base pay; percentage is calculated in June after budget adoption
- **17043** City of Houston Radio System – Bill typically arrives end of September/October
- **17131 & 17133** Bunker Gear Maintenance & SCBA Maintenance – These funds typically spent EOY due to using up in stock items, managing expiration dates, etc.
- **17155** Training Category – Several large trainings scheduled for October and November (cooler weather)
- **17225 & 17306** – Accutek invoices sometimes run behind. Both July and August are currently scheduled for payment, not yet paid.
- **17403** VFD Employee Appreciation & Events – Planning for employee awards and end of year events has just begun



Village Fire Department

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

3. Items for Board Review / Action

- State-mandated AI/Cybersecurity training
 - 10 of 12 completed

4. Administrative / Policy Updates

- None this month

5. Next Steps / Upcoming Work

- Key work items anticipated before the next reporting period:
 - Update bank signature cards
 - Entering in 2027 Budget into QBO
 - Prepping for annual review of financial policies
 - Prepping for FY 26 Audit

August 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%	481,628.58	1,206.98	
General Fund (TX Class)	N/A	On Demand	3.83%	1,321,797.73	3,988.66	
General Fund (Total)	N/A	On Demand				\$1,803,426.31
Capital Fund (Stellar)	N/A	On Demand	2.58%	167,042.22	392.36	
Capital Fund (TX Class)	N/A	On Demand	3.83%	3,150,349.56	10,242.26	
Capital Fund (Total)	N/A	On Demand				\$3,317,391.78
Ambulance Fund (Stellar)	N/A	On Demand	2.58%	56,861.79	209.95	
Ambulance Fund (TX Class)	N/A	On Demand	3.83%	138,053.09	279.62	
Ambulance Fund (Total)	N/A	On Demand				194,914.88
VMIG	N/A	On Demand	0%	129,914.80	-	\$129,914.80
Totals:				\$5,445,647.77	\$16,319.83	\$5,445,647.77

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