VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING MINUTES
Wednesday, June 24, 2026, 6:00 P.M.

1. **CALL TO ORDER**

A regular meeting of the Village Fire Department Fire Commission was held on Wednesday, June 24, 2026, at 901 Corbindale Road, 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 Village	Commissioner Alternate John DeWitt
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 Hedwig Village	Alternate Patrick Breckon
City of Spring Valley Village	Alternate Steve Bass
Village Fire Department	Fire Chief Brian Croft
Administrative Staff	Amy Buckert, Administrator/Finance Director (remotely)
	Katherine Stuart, Administrative Specialist
Randle Law Firm	Attorney Riley McKay

Not Present Were:

City of Hilshire Village	Commissioner Mayor Bob Buesinger, Treasurer
City of Hilshire Village	Alternate Mike Garofalo
City of Hunters Creek	Rob Adams, Vice Chair
City of Piney Point Village	Alternate Henry Kollenberg

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. **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 May 2026

B. Approval of Bills Paid – May 2026

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

Motion: Ramey
Second: Breckon

The motion passed unanimously.

5. REPORTS

A. Financial Report – May 2026 (Buckert)
B. Administrator's Report – May 2026 (Buckert)
C. Investment Report – May 2026 (Buckert)
D. VMIG Insurance Update (Stuart)
E. Fire Chief's Report – May 2026 (Croft)

The Administrator/Finance Director reported that:

- Revenue continued to track favorably
- Personnel and operating expenditures remained below budget
- Budget amendments approved during the budget process had been entered into QuickBooks Online
- Ten of the twelve required cybersecurity trainings had been completed
- No policy updates were presented for the month
- The investment report reflected a yield of approximately 2.58% for the Stellar account and approximately 3.75% for Texas CLASS

Administrative Specialist Katherine Stuart reported that the Village Mutual Insurance Group (VMIG) considered obtaining 2027 insurance proposals through two brokers with separately assigned markets to compare pricing, service, and coverage options. The proposal failed on a 3-2 vote, with Spring Valley Village and VFD supporting the effort while the remaining members voted to retain Gallagher as the sole broker.

The Board expressed concern that VMIG has used Gallagher for approximately sixteen years without a competitive review and discussed the importance of periodically testing the market to ensure the best value. Commissioners also noted that Gallagher's responsiveness increased once another broker was considered, reinforcing the value of competition.

Staff explained that Gallagher serves as the broker, while VFD staff perform much of the day-to-day administration for VMIG as per the interlocal. VFD's share of broker costs is approximately $10,000 annually.

Staff reviewed options for the future, including remaining with VMIG, exploring another insurance pool, or obtaining stand-alone coverage. The Board emphasized that its goal is not to leave VMIG, but to conduct appropriate due diligence before future renewal decisions. The Board directed Chief Croft and staff to begin discussions with participating-city leadership, confirm VMIG voting requirements, and evaluate available alternatives so future broker and coverage decisions are supported by competitive market information.

Fire Chief Brian Croft reported on community engagement, CPR/AED training, apparatus, incident activity, current events, special programs, and emergency-management readiness.

Community Engagement and CPR/AED Training

During May, the Department engaged approximately 93 community members through four scheduled public relations events and six station walk-ins. Forty-nine people were certified in CPR/AED during the month, bringing the year-to-date total to approximately 164. The Chief reported that the program was on pace to exceed the prior year's participation by early summer, with significant activity in Hilshire Village and Spring Valley Village.

Ladder 1

Ladder 1 had been delivered to Metro Fire Apparatus for final corrections and upfitting. Approximately two and a half pages of correction items had been identified during the plant inspection; some were completed at the manufacturer and the remaining items were to be addressed by Metro. The apparatus was expected to return to the station around July 17 for crew familiarization. On or about August 4, representatives from each shift will work with Metro to determine equipment placement, cabinet configuration, shelving, and interior layout before final build-out.

Response Activity and Incident Reporting

For May, the Department reported an average response time of approximately 4 minutes and 24 seconds, 33 overlapping calls, and 903 calls year-to-date. EMS calls represented approximately 51% of activity, a slight decline from prior months, while residential fire alarms increased. Most of the alarms were false or caused by faulty detectors or electrical work. Service calls included non-emergency assistance such as lift assists and downed trees.

Chief Croft described the current incident-reporting process. Reports were generally distributed every two to five days, with weekend activity grouped into the Monday report. He had changed the reporting period to a true midnight-to-midnight calendar day so each report accurately reflected a complete 24-hour period. Major incidents continue to be communicated directly and promptly to the affected city's mayor and Commissioner, with the alternate contacted when the primary Commissioner is unavailable.

The Board discussed the value of receiving incident reports more frequently. Commissioner Woodruff stated that daily information helps Commissioners understand operational tempo and respond to resident questions about activity in their cities. Other members appreciated reports that include photographs and additional context when safely available. The Board asked the Chief to provide more frequent reports through the next meeting so Commissioners could evaluate the usefulness of the increased frequency. The Chief agreed, while noting that extraordinary operational demands may occasionally delay distribution.

Upcoming Events and Community Programs

The Department was preparing for the July 4 parade and community celebration. The ladder truck and blocker truck were expected to participate, while sufficient personnel and apparatus would remain available for emergency response. Police agencies would manage intersections and assist apparatus in leaving the parade route if an emergency occurred. The event was expected to include food, children's activities, community organizations, and a large number of parade entries.

The Department continued monitoring FIFA World Cup activity for potential EMS impacts, particularly hospital off-load delays and increased system demand. No material impact had been observed at the time of the meeting. Crews would continue monitoring hospital conditions, and an additional ambulance could be placed in service if needed.

Chief Croft announced the first Spectrum Splash & Safety Day, scheduled for July 25 in partnership with Social Motion and the Dad's Club. The event was designed to provide water-safety education and swim instruction for children on the autism spectrum and their families. Approximately fifteen children and seven vendors had registered, with participation intentionally limited for the first year so the Department and its partners could evaluate the program before expanding it. The Chief recognized Deputy Fire Marshal Keith Guillory for developing the program and for broader community-outreach efforts, including a prior game-night event with participating children.

Special Response Vehicle 1 / Blocker Truck
The blocker truck had been designated Special Response Vehicle 1 and would be dispatched under that designation once placed in service. Department personnel were installing warning lights and related electrical equipment in-house, producing an estimated savings of $10,000 to $15,000. A rear crash rail had been fabricated and installed, and staff continued evaluating a removable or swing-arm extension to provide a wider visual barrier. The vehicle will carry cones and barricades, receive Department decals and NFPA-compliant high-visibility striping, and be placed in service as soon as the primary safety equipment was complete. The operational goal is to reduce unnecessary exposure of frontline fire apparatus and personnel on freeway incidents.

Emergency Management
Chief Croft and the alternate emergency-management coordinator continued developing the meeting room for use as an Emergency Operations Center. The planned layout provides areas for command, planning, and logistics and includes large maps that can be marked during an incident. Staff were working to improve backup radio communications in case cellular service or Microsoft Teams becomes unavailable.

Resource inventories had been requested from all participating cities, and each city had responded. Staff were consolidating information regarding barricades, equipment, personnel, and other resources so VFD and the cities could coordinate assignments, avoid duplicating work, and request mutual support during a disaster. The room's audio-visual system would also support twice-daily coordination meetings with the cities during an extended event. The Chief emphasized that emergency-management readiness is an ongoing process that will continue to evolve.

No action was taken.

6. **DISCUSSION OF AND POSSIBLE ACTION REGARDING RESPONSE TIME REPORTING AND NFPA STANDARD CLARIFICATION (Croft)** – The Board will discuss and consider possible action on response time reporting and NFPA standard clarification.

Chief Croft followed up on the prior month's discussion regarding response-time reporting and the use of police arrival times when evaluating NFPA objectives. He reviewed the NFPA 1710 concept of a first responder, which generally contemplates a person capable of initial patient assessment, first aid, bleeding control, CPR, and AED use.

The Chief explained that the definition can apply broadly and does not, by itself, establish that a police officer is operating as part of VFD's measured response system. Although Village police agencies carry AEDs and respond to medical incidents, VFD does not train, certify, supervise, or control those officers. The agencies also use separate computer-aided dispatch systems, making consistent integration of arrival data difficult and potentially costly. Prior reporting practices relied on manually entered police times in a separate spreadsheet, while the current report is generated directly from VFD's CAD system and therefore reflects the Department's own performance.

The Board discussed the importance of measuring the personnel and resources for which the Fire Commission is responsible. Members expressed concern that combining police and fire data could conceal a deterioration in VFD response times because an earlier police arrival could continue to make the combined number appear favorable. Commissioners also noted that no demonstrated operational problem or pattern of public complaints had been identified and that current Department response times remain strong.

The Board agreed that VFD should continue reporting its own response times. A participating city that wishes to evaluate the broader first-responder system may request VFD incident data in Excel format and combine it with its police department's data for a separate city-level analysis. Police response, mutual aid, and trained bystander assistance will continue unchanged. The Board also emphasized the importance of community CPR/AED training because immediate assistance by a nearby resident can be lifesaving.

No action was taken. VFD will continue its current response-time reporting methodology.

7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING ALLOCATION OF 2025 AMBULANCE REVENUES TO CAPITAL REPLACEMENT FUND (Buckert)** – The Board will discuss and consider possible action on allocating the audited amount of $488,884 from the Ambulance Fund Balance to the Capital Replacement Fund

The Board considered transferring the audited 2025 Ambulance Fund balance of $488,884 to the Capital Replacement Fund, consistent with the prior budget decision. Staff explained that the transfer requires Fire Commission approval.

The full audited amount was proposed for transfer. Beginning with FY 2027, the adopted methodology will allocate 80% of eligible ambulance revenues to the Capital Replacement Fund and 20% to the Emergency Replacement Fund. The Emergency Replacement Fund does not become operational until FY 2027, so no portion of the 2025 balance was proposed for that fund.

Staff also discussed an apparent decline in ambulance revenues during April and May. The Chief reported that Emergicon attributed much of the timing difference to its 30-to-60-day billing and collection cycle. Staff had confirmed that VFD reports were being submitted cleanly and had already observed some upward revision in the collection figures. The Board requested an updated ambulance revenue report at the next meeting.

There was a motion to approve allocation of $488,884 from the Ambulance Fund balance to the Capital Replacement Fund.

Motion: Ramey
Second: Cameron

The motion passed unanimously.

8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING BUDGET ADJUSTMENT OF $9,500 FROM WORKERS COMPENSATION TO PROFESSIONAL SERVICES (Buckert)** – The Board will discuss and consider possible action on moving $9,500 from Workers Compensation to Professional Services.

Buckert explained that the Department had previously increased the Workers' Compensation budget because of a substantial renewal increase. After rebidding the coverage, the Department obtained lower pricing and expected to finish approximately $40,000 below the adjusted budget. Staff requested that $9,500 of the available amount be moved to Professional Services to fund the contracted HR services previously discussed with the Board.

The transfer was an internal budget adjustment rather than an increase in total appropriations. The Board noted that the Interlocal Agreement requires Commission approval for transfers within the budget, supporting transparency and preventing unilateral reallocation by staff.

There was a motion to move $9,500 from Workers' Compensation to Professional Services for contracted HR services.

Motion: Ramey
Second: Cameron

The motion passed unanimously.

9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING INVESTMENT COMMITTEE APPOINTMENT (Buckert)** - The Board of Commissioners will discuss and take any action necessary related to Investment Committee appointments.

Josh Pratt's departure left the Investment Committee without representation from another participating city. An additional appointment is needed before the Committee's next meeting. Bunker Hill Commissioner Hunter Cameron volunteered to serve.

There was a motion a to appoint Commissioner Hunter Cameron to the Investment Committee.

Motion: Breckon
Second: Ramey

The motion passed unanimously.

10. **<u>DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS (Morris)</u>** - 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 substantive case status update was available. The Board discussed whether to pursue recovery of Department costs associated with the past financial investigation and related proceedings. Before considering civil recovery or requesting that costs be addressed in any criminal disposition, the Board requested a complete accounting of the Department's expenditures.

Staff identified approximately $14,355 paid to Schwartz & Associates and approximately $10,653 in audit costs attributable to the matter. The Board directed staff to obtain a summary of the Department Attorney's related time and fees and to return with the full cost information at the next meeting. Members also expressed the view that, if legally available, the District Attorney should be asked to consider restitution or reimbursement of Department costs in connection with any resolution of the case.

No action was taken.

11. **<u>DISCUSSION OF AND POSSIBLE ACTION REGARDING JULY BOARD MEETING (Lisenby)</u>** – The Board will discuss and consider possible action regarding the July Board meeting.

The Board considered canceling the regular meeting scheduled for July 22, 2026 because no time-sensitive business was anticipated. Chair Lisenby noted that the Interlocal Agreement requires ten meetings per year and that canceling July would be the first canceled meeting of 2026. The Board would still satisfy the annual requirement. The November meeting date, which falls near Thanksgiving, would be reviewed later in the year and could be rescheduled rather than canceled.

There was a motion to cancel the July 22, 2026 regular meeting.

Motion: Breckon
Second: Ramey

The motion passed unanimously.

12. **<u>EXECUTIVE SESSION (Lisenby)</u>** – 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. Administrator/Finance Director
   c. Administrative Specialist
   d. Fire Chief

The Board recessed into Executive Session at 7:12 pm.

13. <u>RECONVENE OPEN SESSION</u> – 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 8:03 pm.

No action was taken.

14. <u>FUTURE TOPICS</u>

- Ambulance revenue and Emergicon billing update
- VMIG governance, voting requirements, and future insurance-market options
- Updated accounting of costs related to past financial matters
- Review of more frequent incident reporting
- Ladder 1, Special Response Vehicle 1, and emergency-management updates

15. <u>NEXT MEETING DATE</u>

- July 22, 2026 - canceled
- August 26, 2026

16. <u>ADJOURNMENT</u>

The Board adjourned at 8:05 pm.