

**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.