

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

July 9, 2025

THE STATE OF TEXAS

COUNTY OF MONTGOMERY

MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4

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The Board of Commissioners (the "Board" or the "Commissioners") of Montgomery County Emergency Services District No. 4 (the "District") met in regular session, open to the public, at the District's Station No. 61, 17029 Firehouse Road, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, July 9, 2025, at 11:30 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Brian Arceneaux	President
Gary Landrum	Vice President
Mark Abbey	Secretary
Raymond Veit	Treasurer
Karen Keels	Assistant Secretary/Treasurer

All members of the Board were present at the meeting, except Commissioner Keels, thus constituting a quorum. Also attending the meeting were the following District employees: Fire Chief Kevin Hosler; Chief William Dicker, Assistant Chief of Operations; Deputy Chief Terry Jones; District Chief Acel Nichols; Lieutenant Donald Moore (via videoconference); Mrs. Kelly Sipp; Ms. Emily Daley; and Mr. Colwyn Lee. District consultant in attendance was Ms. Regina D. Adams, attorney, and Ms. Raechel Rodriguez (via videoconference), paralegal, of Radcliffe Adams Barner PLLC (the "Attorney" or "RAB"), attorney for the District. Also in attendance was Ms. Katherine J. Clark, District resident.

WHEREUPON, the meeting was called to order at 11:33 a.m. and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

PUBLIC COMMENT

There was no public comment.

DISTRICT STAFF AWARDS, RECOGNITIONS AND/OR PROMOTIONS

Chief Hosler reported that two (2) District staff members were in Kerr County assisting with recovery efforts after the 4th of July flooding event.

APPROVE MINUTES

The Board considered approval of the minutes of the June 11, 2025 regular Board meeting, which were previously distributed to the Board. Upon motion by Commissioner Abbey, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the June 11, 2025 regular Board meeting.

MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING

The Board then reviewed the minutes and financial statements of prior NFR Board of Directors meetings.

TREASURER'S REPORT

Commissioner Veit next presented to and reviewed with the Board the Treasurer's Report. Upon motion by Commissioner Landrum, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Treasurer's Report.

QUARTERLY INVESTMENT REPORT

Mrs. Sipp presented to and reviewed with the Board the Quarterly Investment Report noting that the total interest earned in the previous quarter was \$47,483.56. Upon motion by Commissioner Veit, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Quarterly Investment Report.

MONTHLY INVOICES AND PAYMENTS

Mrs. Sipp then presented to and reviewed with the Board monthly invoices and pending payments for approval. Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment of the monthly invoices.

SALES AND USE TAX REPORT

Mrs. Sipp reviewed with the Board the Sales and Use Tax Report. Upon motion by Commissioner Veit, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Sales and Use Tax Report.

REVIEW AND APPROVE TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Adams presented to and reviewed with the Board the monthly Tax Assessor-Collector's Report. Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Tax Assessor-Collector's Report.

DISCUSS GENERAL LIABILITY, AUTOMOBILE, PROPERTY AND WORKERS' COMPENSATION INSURANCE RENEWAL AND AUTHORIZE DISTRICT STAFF TO OBTAIN PROPOSALS FOR SAME (EXPIRES SEPTEMBER 30, 2025) AND AUTHORIZE FACILITIES AND APPARATUS VALUATION UPDATE FOR INSURANCE COVERAGE PURPOSES

Mrs. Sipp next reminded the Board that the District's general, liability, automobile, property and workers' compensation insurance was set to expire on September 30, 2025 and requested the Board authorize District staff to obtain proposals for same. A discussion ensued

regarding Leavitt Group's, the District's broker, performance to which Mrs. Sipp expressed her satisfaction with same. Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to authorize District staff to obtain proposals for general liability, automobile, property and workers' compensation insurance and update the District facilities and apparatus valuations for insurance purposes.

DISCUSS EMPLOYEE MEDICAL AND DENTAL INSURANCE RENEWAL AND AUTHORIZE DISTRICT STAFF TO OBTAIN PROPOSALS FOR SAME (EXPIRES SEPTEMBER 30, 2025)

Mrs. Sipp next reminded the Board that the employee medical and dental insurance was set to expire on September 30, 2025 and requested the Board authorize District staff to obtain proposals for same. Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to authorize District staff to obtain proposals for employee medical and dental insurance.

Commissioner Veit exited the meeting at this time.

REVIEW PROPOSAL FOR DESIGN OF STATION NO. 64 RENOVATION AND TAKE ANY NECESSARY ACTIONS ON SAME

Chief Hosler reviewed with the Board a proposal from Martinez Architects ("MA") for the design of Station No. 64. Chief Hosler reviewed the scope of work in the proposal. Ms. Adams stated that RAB reviewed the associated agreement. Upon motion by Commissioner Landrum, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from MA and authorize execution of the agreement for same.

Commissioner Veit re-entered the meeting at this time.

REVIEW AND APPROVE DISTRICT EMERGENCY RESPONSE PLAN, AS NECESSARY

Chief Hosler stated there was no update on this matter at the time.

DISCUSS ANNUAL EMPLOYEE EVALUATION OF CHIEF KEVIN HOSLER AND RENEWAL OF CONTRACT FOR EMPLOYMENT OF FIRE CHIEF (EXPIRES SEPTEMBER 30, 2025)

Ms. Adams stated that Chief Hosler's Contract for Employment expired September 30, 2025 and reviewed the Employee Evaluation and contract renewal process. Mrs. Sipp noted that the Commissioners were provided with Employee Evaluation forms.

FIRE CHIEF'S REPORT

Chief Hosler reviewed the Fire Chief's Report and the status of operations with the Board. Chief Hosler reported that, in June, the District and NFR responded to 243 service calls, 15 of which were out of District, with an average response time of 6:04 minutes.

Chief Hosler reviewed with the Board the District's five (5) to 10 (ten) year plan. Chief Hosler also reviewed with the Board various legislative updates regarding emergency services districts.

REVIEW FLEET MATTERS

Chief Hosler updated the Board on District staff's tours of manufacturing facilities for emergency apparatus.

Chief Hosler then reviewed with the Board two (2) proposals for fire engines. Chief Hosler noted that the specific apparatus in the proposal from US Fire Pump had sold, but that US Fire Pump could build another apparatus for an additional \$35,000.00. Chief Hosler noted that the Metro Fire Apparatus Specialists, Inc. ("Metro Fire") proposal was obtained through HGACBuy, a purchasing cooperative, and was in the amount of \$788,783.00 for a Fouts Brothers FB-94 Engine with a four (4) month delivery lead time. Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from Metro Fire in the amount of \$788,783.00.

Chief Hosler then reported that the District staff vehicle that was declared as surplus property at a prior Board meeting needed to be replaced and requested authorization to obtain proposals for same. Upon motion by Commissioner Abbey, seconded by Commissioner Landrum, after full discussion and the question being put to the Board, the Board voted unanimously to authorize District staff to obtain proposals for a District staff vehicle.

Chief Hosler then requested authorization from the Board to obtain financing proposals for the purchase of emergency services vehicles. Upon motion by Commissioner Abbey, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to authorize District staff to obtain financing proposals for the purchase of emergency services vehicles.

REVIEW AND ADOPT AMENDMENTS TO THE DISTRICT'S POLICIES AND PROCEDURES MANUAL

There was nothing to discuss at the time.

DISTRICT PERSONNEL MATTERS

Chief Hosler reported that the Montgomery County Commissioners Court was appointing a new Commissioner to the Board to replace Commissioner Keels.

DISTRICT REAL ESTATE MATTERS

There was nothing to discuss at the time.

MISCELLANEOUS

There was nothing further to report.

There being no further business to come before the Board, and upon motion by Commissioner Landrum, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to adjourn the meeting at 12:46 p.m.

PASSED, APPROVED, AND ADOPTED this 13th day of August, 2025.





Secretary, Board of Commissioners