

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS

October 9, 2024

THE STATE OF TEXAS §
COUNTY OF MONTGOMERY §
MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4 §

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, October 9, 2024, 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(s) Abbey and 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; Mrs. Alison Doyle; Mrs. Kelly Sipp; Ms. Emily Daley; and Mr. Colwyn Lee. District consultant in attendance were: Ms. Regina D. Adams, attorney, and Ms. Raechel Rodriguez (via videoconference), legal assistant, of Radcliffe Adams Barner PLLC (the "Attorney" or "RAB"), attorney for the District. Also in attendance was Ms. Nicole Sapp of Regions Bank.

WHEREUPON, the meeting was called to order at 11:31 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

Ms. Sapp introduced herself to the Board as the Assistant Branch Manager of a nearby Regions Bank location. Ms. Sapp went onto review the services Regions Bank could provide to the District.

DISTRICT STAFF AWARDS, RECOGNITIONS AND/OR PROMOTIONS

Chief Hosler noted that this item would be tabled until the final phase of hiring was completed.

APPROVE MINUTES

The Board considered approval of the minutes of the September 11, 2024 regular Board meeting, which were previously distributed to the Board. 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 approve the minutes of the September 11, 2024 regular Board meeting.

MINUTES AND FINANCIAL STATEMENTS OF NEEDHAM FIRE RESCUE, CO. ("NFR") BOARD OF DIRECTORS MEETING

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

REVIEW AND APPROVE THIRD AMENDMENT TO SECOND AMENDED AND RESTATED SERVICE AGREEMENT WITH NFR (THE "NFR AMENDMENT")

Mrs. Doyle then reviewed with the Board the NFR Amendment noting that one (1) section of the Second Amended and Restated Service Agreement with NFR was being amended, specifically related to the requirement for NFR to conduct audits. Mrs. Doyle stated that the NFR Amendment would require that NFR perform a financial review annually instead of audits. Mrs. Doyle stated that this amendment was due to the high expense of performing full audits. Ms. Adams reviewed the language included in the NFR Amendment.

Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to approve the NFR Amendment.

AUTHORIZE LETTER OF RECOMMENDATION TO MONTGOMERY COUNTY (THE "COUNTY") COMMISSIONER'S COURT FOR REAPPOINTMENT OF COMMISSIONERS VEIT, ABBEY AND LANDRUM

Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to authorize submission of the letters of recommendation to the County Commissioner's Court for reappointment of Commissioners Veit, Abbey and Landrum.

TREASURER'S REPORT

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

MONTHLY INVOICES AND PAYMENTS

Mrs. Doyle then presented to and reviewed with the Board monthly invoices and pending payments for approval. 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 authorize payment of the monthly invoices, including the Independent Banker's Bank loan payment for the 2020 Piece Saber-built.

AUTHORIZE ATTENDANCE AT SAFE-D ANNUAL CONFERENCE IN ROUND ROCK, TEXAS, FEBRUARY 6 – 8, 2025

Chief Hosler recommended the Commissioners attend the SAFE-D Annual Conference. Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to authorize attendance at the SAFE-D Annual Conference.

REVIEW QUARTERLY INVESTMENT REPORT

Mrs. Doyle presented to and reviewed with the Board the Quarterly Investment Report noting that the total interest earned in the third (3rd) quarter of 2024 was \$60,594.63. 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.

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 Landrum, 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 Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Tax Assessor-Collector's Report.

STATUS OF INSTALLATION OF GENERATOR AT STATION NO. 63

Chief Hosler reported that the District was still awaiting installation of the generator at Station No. 63.

REVIEW AND ACCEPT PROPOSAL FROM FIRE STATION FURNITURE ("FSF") FOR TEN (10) RECLINERS

The Board then reviewed a proposal from FSF for ten (10) recliners for a cost of \$9,060.83. Upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from FSF for ten (10) recliners for a cost of \$9,060.83.

FIRE CHIEF'S REPORT

Chief Hosler provided to the Board a copy of the most recent District newsletter. Chief Hosler then reviewed the Fire Chief's Report and the status of operations with the Board. Chief Hosler reported that, in September, the District and NFR responded to 248 service calls, 24 of which were out of District, with an average response time of 7:00 minutes.

Chief Hosler reported that he was working on language for potential bills for the upcoming 89th Texas Legislative Session and invited the Commissioners to visit the Texas State Capitol with him.

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

Chief Hosler noted that there were pending amendments to the District's Policies and Procedures manual that he would present upon completion.

REVIEW CITY OF SHENANDOAH (THE "CITY") ANNEXATION MATTERS

Ms. Adams reported that correspondence was sent to the City requesting that the City compensate the District for its pro rata share of the District's debt due to the removal of real property from the boundaries of the District, in accordance with Section 775.022, Texas Health and Safety Code.

DISTRICT PERSONNEL MATTERS

Ms. Adams noted that the Third Amended and Restated Agreement for Employment with Chief Hosler was finalized for execution.

DISTRICT REAL ESTATE MATTERS

There was nothing to report at the time.

MISCELLANEOUS

There was nothing at the time.

There being no further business to come before the Board, and upon motion by Commissioner Landrum, seconded by Commissioner Veit, after full discussion and the question being put to the Board, the Board voted unanimously to adjourn the meeting at 12:21 p.m.

PASSED, APPROVED, AND ADOPTED this 13th day of November, 2024.

Mark Abbey, Secretary
Board of Commissioners