

MINUTES
VILLAGE FIRE DEPARTMENT
REGULAR BOARD OF COMMISSIONERS MEETING
WEDNESDAY, FEBURARY 28, AT 6:00 P.M.
VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD, HOUSTON, TEXAS

Commissioner Johnson called the meeting to order at 6:00 p.m. Roll was called, and a quorum was present.

1. CALL TO ORDER

Present and
Voting Were:

City of Hedwig Village	Commissioner William Johnson, Chair
City of Bunker Hill Village	Commissioner Derry Essary, Vice Chair
City of Piney Point Village	Commissioner Zebulun Nash, Treasurer
City of Hunters Creek	Commissioner Jay Carlton, Member
City of Hilshire Village	Commissioner Robert Byrne, Member

Others
Present Were:

City of Hedwig Village	Alternate Barry Putterman
City of Bunker Hill Village	Alternate Bert Rosenbaum
City of Piney Point Village	Alternate Brian Thompson
City of Spring Valley Village	Alternate Mayor Tom Ramsey
City of Hilshire Village	Alternate Ray Leiker
Village Fire Department	David Foster, Fire Chief
Village Fire Department	Marlo Longoria, Administrator
Randle Law Office LTD., L.L.P.	Grady Randle, Attorney
Public	Mayor Muecke
	Karl Schaack, P.E. RRC
	PCI Consultants

Absent
Were:

City of Spring Valley Village	Commissioner Allen Carpenter, Secretary
City of Hunters Creek Village	Alternate Frank Doyle

2. COMMENTS FROM THE PUBLIC:

None

.... **8A.** Karl Schaack, Owner and President of Price Consulting Inc., presented and discussed hard copies of which are attached hereto as Exhibit “A” Fire House Project Manual Roof Replacement and bidding specifications.

3. 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 so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

3A. Approval of Minutes

Approval of Minutes – January 2018 – Regular Board Meeting

3B. Approval of Bills Paid

Approval of Bills Paid – January 2018

Commissioner Johnson asked for a motion to approve the consent agenda. Commissioner Byrne moved, Commissioner Nash seconded to approve the items of the Consent Agenda with a change to Chief’s report on metrics travel time to turnout time on Minutes January 2018.

Commissioners Essary and Alternate Mayor Ramsey voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

4. Reports

4A. Financial Report

Commissioner Nash stated that finances are all in good shape. Finished last year YTD unaudited amount of about 40,000.00

4B. Fire Chief's Report

- Commissioner Bush, Land Commissioner visit the station
- YTD Total number of calls 360
- 179 Fire Calls
- 181 Ems Calls
- Average Dispatch time is .48 seconds
- Average turnout .37 seconds
- Average travel time 4.17 seconds
- One vacancy from resignation with closing application time one applicant applied
- Station
 - A/C replaced in Dispatch \$3,500.00
 - Heater thermostat replaced
- Certified to teach CPR
 - The first class will be held at Hunters Creek cost is about \$20.00 per person, this money will be given to the Red Cross.
- Fire Safety class will be held for residents
 - Class will include fire safety
 - How to use a fire extinguisher
 - Home safety survey/sprinkler
 - How to evacuate during fire
- Coordinate with Spring Branch ISD on communication on about drills that are completed.

4C. Chairman Report

Commissioner Johnson stated that the McGrath study is still in process, therefore no updated information.

Commissioner Johnson stated that McGrath did contact him requesting permission to contact the Mayor and Commissioner for Hunters Creek. A meeting has been set for March.

Commissioner Johnson stated the original purpose of the study was to cut down on travel time from the Fire House to the remote area of the villages. However, McGrath has requested that the entire EMS system is evaluated.

- 911 calls
- Police dispatch
- Fire dispatch

4C. Continued...

- Turnout time
- Travel time
- Time first responder is on scene
- Time when advanced life support is in scene
- Stabilization of the event
- Transport has occurred

Commissioner Johnson stated with this comprehensive review all the cities will benefit from this study not only the remote areas.

5. CONSIDERATION OF CONTRACTS/AGREEMENTS – The Board will discuss and consider possible action on the following:

5A. None

6. CONSIDERATION OF RESOLUTIONS – The Board will discuss and consider possible action on the following:

6A. None

7. CONSIDERATION OF AND ACTION ON THE FOLLOWING – The Board will discuss and consider possible action on the following:

7A. Discussion of and action on the Destruction of Records per our Records Retention Schedule
Commissioner Johnson asked for a motion to approve the destruction of records. Commissioner Nash moved, Commissioner Carlton seconded to approve the items as discussed

Commissioners Essary, Byrne and Alternate Mayor Ramsey voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

7B. Discussion of and action on approval for a donation of rescue tools to the Crowley service area Fire Protection District No.11

Commissioner Johnson asked for a motion to approve the donation if rescue tools.
Commissioner Nash moved, Commissioner Carlton seconded to approve the items as discussed

Commissioners Essary, Byrne and Alternate Mayor Ramsey voted “Aye,” “Noes” none

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS - The Board will discuss and consider possible action on the following:

8A. Roof replacement status and funding

Karl Schaack, Owner and President of Price Consulting Inc., presented and discussed hard copies of which are attached hereto as Exhibit “A” Fire House Project Manual Roof Replacement and bidding specifications.

Commissioner Johnson stated that the Fire Commission put together a bid package and follow through with the process.

Commissioner Johnson stated in coordination with Grady Randle delegating this process to Commissioner Carlton and his committee with authority to move ahead to the point where we advertise for bid and Grady has signed off.

Commissioner Carlton stated funding must be available to accept the bid. The process consists of the 90-day bids, evaluate the best value and price, and go back to the councils allowing the cities time to review the bid and provide a funding procedure.

Commissioner Johnson stated that the resolution for the 2018 budget must be a Capital Replacement project in the resolution.

Commissioner Johnson asked for a motion to approve the delegation of roof replacement process. Commissioner Byrne seconded to approve items as discussed

Commissioners Essary, Nash and Alternate Mayor Ramsey voted “Aye,” “Noes” none

MOTION CARRIED UNANIMOUSLY

8B. Discussion items/presentation of Special Reports; Update on Fire House renovation,

In the discussion of the renovation update, Commissioner Carlton presented and discussed hard copies of which are attached hereto as Exhibit “B” Fire House Renovation plan “b” by Context 3.

Commissioner Johnson asked for a motion to abandon plan “b” to move forward and concentrate on plan “a” providing a plan that will benefit the fire house present-day to 20 years plus. Commissioner Nash moved, seconded by Commissioner Byrne to approve the abandonment of plan “b” and focus primarily on the needs of the fire department.

Roll call

Hedwig: Yes
Bunker Hill: Yes
Piney Point: Yes
Spring Valley: Yes
Hunters Creek: Yes
Hilshire: Yes

A record of each person’s vote has been recorded

MOTION CARRIED UNANIMOUSLY

9. CLOSED SESSION – The Board of Commissions will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to discuss the following matters:

None

10. ACTION – CLOSED SESSION – The Board of Directors will discuss and consider any actions necessary on items discussed in Executive Session.

None

11. FUTURE ACTION ITEMS:

12. NEXT MEETING DATE:

Wednesday, March 28, 2018

13. ADJOURNMENT

Commissioner Johnson moved to adjourn at 7:52 p.m. seconded by Commissioner.

Commissioners Byrne, Carlton, Essary and Alternate Mayor Ramsey voted “Aye,” “Noes” none.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted

Commissioner William Johnson, Chair

Attest:

Commissioner Zeb Nash, Treasurer