

CITY COUNCIL MEETING APRIL 10, 2023

MINUTES OF THE PLUM GROVE CITY COUNCIL REGULAR OPEN MEETING HELD ON THE 10th DAY OF APRIL 2023, AT THE PLUM GROVE CITY HALL, 9485 PLUM GROVE RD, CLEVELAND, TEXAS 77327, IN THE CITY OF PLUM GROVE, COUNTY OF LIBERTY, STATE OF TEXAS AT 7:00 PM.

The Council met in a REGULAR session with the following council members present.

*** CM denotes Council Member***

AM denotes Audience Member

1. Call Meeting to Order at 7:03 P.M.
2. Roll Call

Present-

Mary Arrendell-Mayor

Diana Chunn-Mayor Pro-Tem

Deborah Bell-CP1

Froilan Ortiz-CP3

Israel Lopez-CP4

Melissa Pouncey-Secretary/Disaster Relief

Brandon Frazier-Police Chief/Fire Chief

Frank Longoria-Police Sgt

James Autrey-Emergency Management

Jillian Frazier-Court Administrator

Absent-

Ralph Salinas

3. Pledge of Allegiance lead by Mayor Mary Arrendell
4. Invocation lead by AM Mike Pierce
5. **Public Comments**

Jan Bledsoe Delaval-Taylor-Has some serious questions about the budget. You cannot legally amend a budget and pass an ordinance without an audit. I have sent Missy (City Secretary) two very reputable people who can perform the audit. Secretary Pouncey explained only a CPA can perform an audit for a city and you have to by law amend the budget. Jan Bledsoe Delaval-Taylor explained the one lady works for the IRS. Court Clerk Frazier explained the amendments are mostly on the court side of this. The court switched some court nights up and the court clerk's salary was different from the original budget. CM Chunn explained we are not changing the original budget you just move funds around that was allotted for line items on a budget. The city legally has to amend the budget.

Sharron Reed-Where are the audits and why is nothing being done about the audits?

6. Motion to Approve February 13, 2023, Meeting Minutes made by CM Chunn, 2nd by CM Ortiz, passed unopposed.

7. Motion to Approve February 2023 Financial Report made by CM Chunn, 2nd by CM Lopez, passed unopposed.
8. Motion to approve March 2023 Financial Report made by CM Chunn, 2nd by CM Ortiz, passed unopposed.
9. Discussion on Emergency Management Report by James Autrey the river is up, and hurricane season is quickly approaching. We need a media outlet to post updates and need to be able to post updates on websites. CM Chunn explained we can post updates to the city website and the Plum Grove Page on Facebook with Ralph Salinas. Secretary Pounce explained Ralph's page is not city business or run by the city. CM Chunn explained he (Ralph) can share the posting from the website to that Facebook page.
10. Motion to approve James Autrey to attend the Texas Department of Emergency Management (TDEM) Conference in Fort Worth Texas \$300.00 for tuition made by CM Chunn, 2nd by CM Bell, passed unopposed.
11. Motion to approve an amount for Travel, Lodging and Meals for the TDEM conference for \$1600.00 made by CM Ortiz, 2nd by CM Lopez, passed unopposed. The Plum Grove Fire Department is funding the fuel for the trip.
12. Motion to approve the purchasing of (2) moveable barriers made by CM Chunn, 2nd by CM Lopez, passed unopposed.
13. Motion to purchase signs for road closure at the wash out (2) signs at \$75.00 a piece, made by CM Chunn, 2nd by CM Bell, passed unopposed.
14. Motion to accept bid to place road signs inside city limits of Plum Grove for \$30.00 a sign at 10 signs, total \$300.00 made by CM Chunn, 2nd by CM Lopez, passed unopposed.
15. Plum Grove Fire Department Report Included
16. Motion to allow usage of the city hall for EMT class made by CM Chunn, 2nd by CM Bell, passed unopposed.
17. Plum Grove Police Department Report Included.
18. Plum Grove Court Report Included.
19. Motion to table the city secretary to sign TABC beer/wine license for the C-store at 7940 Plum Grove Road Owner wants the license changed from off premises consumption to on premises consumption until all permits and inspections are passed made by CM Chunn, 2nd by CM Bell, passed unopposed.
20. CM Lopez recused himself from the table and sat in the audience due to family conflict. A Motion to allow the food establishment at 8015 Plum Grove Road to move forward with turning in plans to city to send to Bureau Veritas made by CM Chunn, 2nd by CM Ortiz, passed unopposed. CM Lopez returned to the table after all motions were made.
21. Discussion to pay Lloyd Gosselink \$5,000.00 for the remainder of the fiscal year.
22. Motion to table Budget Amendment 2022-2023 by CM Chunn, 2nd by CM Ortiz, passed unopposed.

23. No discussion to pass Ordinance 0410-2023 for Budget Amendments
24. Discussion on GLO and AG Grant Updates the City was awarded \$1,000,000.00 for Glo grant that will be utilized to clean out Orange Branch.
25. No updates at this time.
26. CM Chunn announced that CISD purchased land on FM 1010 by Bella Vista to start construction of a new High School.
27. Motion to Adjourn @ 8:20 P.M. made by CM Chunn, 2nd by CM Bell, passed unopposed.



Plum Grove Volunteer Fire Department

FIRE STATION 87
7733 FM 1010 ROAD
Cleveland, Texas 77327

PHONE (281) 689-8775
FAX (281) 689-9775

MONTHLY REPORT

From: Chief B. Frazier

Date: April 10, 2023

Re: Monthly Report

Over **2,833 hours** logged by members at the fire station in February 2023.

Over **3,025 hours** logged by members at the fire station in March 2023.

84 Calls for Service in February 2023.

102 Calls for Service in March 2023.

- **General**

- Department is hosting an EMT Basic class in house starting in April.
- Allegiance EMS came to the Chiefs Meeting about fixing the FTO contracts in the county. Pending feedback.
- The County is attempting to come together to create box cards for the first time.
- Working with county on implementing the 700/800 system in all the fire departments in the county.
- We have had one member (Bree) pass NREMT, and one member (James) pass TCFP.

- **Grant**

- AFG Grant for a new Tanker/Tender submitted, unknown timeline.
- DAC Project Reimbursement on Rescue Boat, pending reimbursement.
- Radio Grant-Radios received and being sent to programming.
- Emergency Repair Grant for Tanker submitted.

- **Fleet**

- Tanker 871 is out of service. Pending repairs.
- Brush 871 is being evaluated for air brakes repairs.
- Squad 872 is being evaluated for an alternator and battery replacement.
- Squad 871 replacement build has begun.

Brandon A. Frazier, B.S.

Fire Chief

PLUM GROVE VOLUNTEER FIRE DEPARTMENT, INC

PLUM GROVE VFD

02/01/2023 - 02/28/2023 (28 Days)

Breakdown by Incident Category

Incident Category	# Incidents	% of Total
Medical	42	50%
Fire	17	20.23%
Canceled	11	13.09%
Accident	10	11.9%
Controlled Burn	2	2.38%
Alarm	1	1.19%
Public Service	1	1.19%
Total	84	100%

Detailed Breakdown by Incident Type

Incident Type	# Incidents	% of Total
Authorized controlled burning	2	2.38%
Brush or brush-and-grass mixture fire	6	7.14%
Building fire	3	3.57%
Dispatched & canceled en route	4	4.76%
Dispatched & canceled prior to checking en route	5	5.95%
False alarm or false call, other	1	1.19%
Fire in motor home, camper, recreational vehicle	1	1.19%
Grass fire	2	2.38%
Medical assist, assist EMS crew	42	50%
Motor vehicle accident with injuries	4	4.76%
Motor vehicle accident with no injuries	6	7.14%
No incident found on arrival at dispatch address	2	2.38%
Passenger vehicle fire	1	1.19%
Self-propelled motor home or recreational vehicle	1	1.19%
Service Call, other	1	1.19%
Trash or rubbish fire, contained	3	3.57%
Total	84	100%

PLUM GROVE VFD: PLUM GROVE VFD

03/01/2023 - 03/31/2023 (31 Days)

Breakdown by Incident Category

Incident Category	# Incidents	% of Total
Medical	41	40.19%
Fire	22	21.56%
Accident	16	15.68%
Canceled	9	8.82%
Alarm	5	4.9%
Public Service	3	2.94%
Bomb/Arson Threat	2	1.96%
HazMat	2	1.96%
Unauthorized burning	1	0.98%
Utility Problem	1	0.98%
Total	102	100%

Detailed Breakdown by Incident Type

Incident Type	# Incidents	% of Total
Aircraft standby	3	2.94%
Alarm system activation, no fire - unintentional	1	0.98%
Attempted burning, illegal action, other	2	1.96%
Brush or brush-and-grass mixture fire	3	2.94%
Building fire	6	5.88%
Camper or recreational vehicle (RV) fire	1	0.98%
CO detector activation due to malfunction	1	0.98%
Dispatched & canceled en route	6	5.88%
Dispatched & canceled prior to checking en route	1	0.98%
Emergency medical service incident, other	1	0.98%
EMS call, party transported by non-fire agency	1	0.98%
False alarm or false call, other	1	0.98%
Forest, woods or wildland fire	2	1.96%
Gas leak (natural gas or LPG)	2	1.96%

Incident Type	# Incidents	% of Total
Grass fire	7	6.86%
Medical assist, assist EMS crew	38	37.25%
Motor vehicle accident with injuries	7	6.86%
Motor vehicle accident with no injuries	6	5.88%
No incident found on arrival at dispatch address	2	1.96%
Outside rubbish, trash or waste fire	1	0.98%
Passenger vehicle fire	1	0.98%
Power line down	1	0.98%
Rescue, EMS incident, other	1	0.98%
Service Call, other	3	2.94%
Smoke detector activation, no fire - unintentional	1	0.98%
Trash or rubbish fire, contained	1	0.98%
Unauthorized burning	1	0.98%
Vicinity alarm (incident in other location)	1	0.98%
Total	102	100%





PLUM GROVE Police Department

CITY OF PLUM GROVE
9485 Plum Gove Road
Cleveland, Texas 77327
PHONE (281) 659-4300

ACTIVITY REPORT

From: Chief B. Frazier
To: The City Council & Mayor, Plum Grove
Re: Monthly Updates and Activities
Date: April 10, 2023

Please accept the following updates and information regarding the Plum Grove Municipal Police Department:

Fleet:

- Chevy Tahoe (PD105)
 - oil change was completed.
 - Headlight replacement.
 - Batteries replaced.
 - Coolant and Hoses replaced.
 - Tires will be due for change this month.
- Dodge Charger (PD104)
 - replacement doors and fender are in and being painted. Decals have been ordered and are pending installation. Expected to be in service in less than a week.
 - Has a tire that will need to be replaced with a slow leak.

Reporting:

- Racial Profiling submitted ahead of schedule to the state.
- Chief Frazier attended CopSync NIBRS reporting training. Reporting account being created for the department.

General:

- PD Cellphone up and running. Non-emergency calls can now be relayed to officers in the field.
- New Badges have arrived and have been issued to the officers.
- Chief Frazier Attended Texas Police Chiefs Association 64th Annual Conference and Training.
- Continuing to work on updated Police Department Policies based on Recognized Status Program.
- Updated Radio Inventory submitted to the county. Working with Fire Marshal and County Judge regarding a possible handheld radio donation to the department linked to a grant.
- Mandatory Training Compliance Review in progress.



Brandon A. Frazier, B.S.

Chief of Police
PLUM GROVE POLICE DEPARTMENT



City of Plum Grove Municipal Court

PO Box 1358, Splendora, TX 77372
Phone: (281) 659-4300

April 2023 Update

Failure to Appear/Warrants

-Multiple Failure to Appear after two Show-Cause letters were mailed. We have set up the FTA/Warrant procedures with Judge Steely.

Comptroller Update

- Total amount sent to Comptrollers on 03/17/2023 \$93,348.65.
- Total amount sent to Comptrollers on 04/2023 \$14,002.51.

Citation Audit

-Thirty citations were missing. Chief Frazier was made aware of the missing citations and was able to get the Court a copy of all missing citations. These citations were then entered into NetData and processed accordingly. Fourteen of the citations were dismissed based on being voided by the officer or processed under a different citation number. Sixteen citations were rescheduled and letters mailed to the address on file.

Deposit Audit

-Deposit audit was complete and it was found \$6,064.97 was to be deposited but cannot be found in the SouthSide Bank deposits. Complete audit findings attached.

Jillian Frazier
Court Administrator



City of Plum Grove Municipal Court

Re: Plum Grove Municipal Court Deposit Audit

April 6, 2023

December 2021	Court Clerk hired by City of Plum Grove for Plum Grove Municipal Court.
January 2022	Deputy Court Clerk hired by City of Plum Grove for Plum Grove Municipal Court.
Beginning of April 2022	Court Clerk and Deputy Court Clerk no longer employed by City of Plum Grove.
Beginning of April 2022	City of Plum Grove employees temporarily took over Plum Grove Municipal Court.
Middle of April 2022	Jillian Frazier hired as office staff.
Beginning of May 2022	Jillian Frazier appointed as Court Administrator.
Middle of May 2022	Court Administrator, City Secretary, and Mayor trained on NetData.
End of May 2022	All citations since Plum Grove Police Department started issuing citations entered manually into NetData.
Middle of July 2022	NetData went live pulling citations daily from CopSync.
Beginning of March 2023	Court Administrator completed the Citation Audit.
Beginning of April 2023	Court Administrator completed the Deposit Audit for Plum Grove Municipal Court, findings listed below.

Plum Grove Municipal Court Deposit Audit Findings:

- ❖ NetData was not being utilized by Court Clerk and Deputy Court Clerk even though the system was funded and available. Daily cash logs listing paid citations and deposit slips into the SouthSide Bank Court account, were not being kept for financial tracking.
- ❖ Upon City of Plum Grove employees taking over Plum Grove Municipal Court there was no knowledge of NetData, the system was not used at that time. Council Member Diana Chunn implemented daily cash logs listing paid citations and policies to keep deposit slips until bank reconciliation at the end of the month.

Plum Grove Municipal Court

Physical:
9485 Plum Grove Rd.
Cleveland, TX 77327

Phone: (281) 659-4300 Option 2

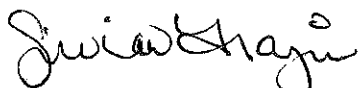
Mailing:
PO Box 1358
Splendora, TX 77372

- ❖ All citations prior to July 2022, when NetData went live and pulled down CopSync citations, were manually entered by Court Administrator, City Secretary, and Mayor.
 - During this time any citations that had any receipts attached to them were listed as PAID in NetData. Any citations that were still “open” in NetData were sent reset letters to the defendants. Some defendants did come in with copies of their receipts showing the citations were actually paid partially or in full. Those receipts were copied, citation cases were listed as PAID in NetData, cases were closed (if applicable), and moved to the closed case file cabinet.

- ❖ Court Administrator was able to compare all deposits made into SouthSide Bank Court account to all payments entered into NetData. A reconciliation of the two different systems showed a discrepancy of \$6,064.97 in funds listed as collected in NetData but no matching deposits into SouthSide Bank Court account were found. This discrepancy seems to be prior to when the current Court Administrator was appointed and daily deposits from NetData being completed.
 - It is to be noted that all SouthSide Bank accounts were reconciled April 2022 and no funds were deposited into incorrect accounts.
 - The reconciliation was completed by working from the most recent deposits of March 2023 and comparing the accounts working in ascending order to December 2021.

What Plum Grove Municipal Court is doing moving forward to prevent any further discrepancies.

- ❖ Court Administrator utilizes NetData’s daily deposit logs to compare payments made via NetData and actual cash on hand prior to bank deposits being made.
- ❖ Monthly reconciliations are done by the City Secretary and verified by the Court Administrator prior to financial reports being submitted to the City of Plum Grove City Council.
- ❖ Checks and Balances are in place to prevent any further discrepancies of missing funds.



Presented by Jillian Frazier
Court Administrator

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