

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13
11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING AGENDA

Thursday, December 20, 2018, 7:30 P.M.

Call to Order
Information Items:

- A. Fire Department Report
- B. Staff Report
- C. Treasurer Report
- D. Public Comment
- E. Any additional business that may come before the Board.

Action Items:

1. To review, discuss and take action to revise the District 2019 budget.
2. To review, discuss and take action on a contract with Cypress Creek Emergency Medical Services for the provision of Emergency Communication Services.
3. To review, discuss and take action on entering into an agreement with Lion Total Care.
4. To review, discuss and approve a purchase order for Bunker Gear from NAFECO.
5. To review, discuss and take action on entering into an agreement for use of the Target Solutions software.
6. To review, discuss and approve purchase order for Kenwood Johnson Radios from Northwest Communications.
7. To review, discuss and approve purchase order for a Propane training prop and propane tank from Green's BlueFlame Gas Co. Inc.
8. To review, discuss, and approve Purchase Order for annual renewal of PSTracks software.
9. To review, discuss and take action on entering into an agreement and purchase of 6 months of service from Metis Tactical for Injury Prevention Program Test.
10. To review, discuss and take action regarding matters related to the public relations of the District and receive a report from Touchstone District Services.
11. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
12. To consider payment to Cypress Creek VFD of its Monthly reimbursement.

13. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
14. To discuss and take action on matters concerning a possible Sales Tax Election.
15. To review and approve expense reimbursements and Trainings including the SAFE-D Annual Conference & webcasts, continuing college education credits and online training classes for Commissioners and Employees.
16. To pay District bills and consider approval of the List of Checks Issued which includes disbursements as approved separately; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses as well as any other checks that are presented at the meeting.
17. To review and approve the Harris County E.S.D. No. 13 Financial Statements of November 30, 2018 as presented.
18. To consider approval of the minutes from the meeting November 26, 2018.
19. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
 - a. Travel Reimbursement Policy.
 - b. Discrimination and Harassment Policy.
 - c. Updates Pay and Leave Policy for Full Time Salary Non-Exempt employees.
 - d. Administrative Communications Policy.
 - e. Tuition Reimbursement Policy.
 - f. 2019 Holiday calendar.
20. To review, discuss and take action on any District matters which need to be included on the January 2019 meeting agenda.
21. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
22. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
23. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
24. To review, discuss and take action regarding entering into a contract for the sale of the Huffmister property upon the terms presented by Brad Dill of BD Realty.

Adjourn.