

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING MINUTES Thursday, August 27, 2015

Commissioners present: Ben Henderson
Scott Johnson
JoAnne Arosell

Fire Department: Richard Lieder
Timothy Gibson
Jason Blackman

Ben Henderson called the meeting to order at 7:40 p.m.

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report beginning with an update for the combined dispatch system. An MOU is under review by Ira Coveler with Coveler & Katz which may be ready for next month's meeting.

Several properties were described at length for location of a new fire station and they will continue to be researched for suitability.

The Department will be obtaining quotes for a new camera surveillance system for the stations.

The new staff vehicle is in service and the old one, 2002 F150, was sold for a bid of \$3,789.78.

Tim Gibson will be remaining with ESD13 as Assistant Chief of Training and Personnel Development. He will be taking on the role of Head of Human Resources for ESD13 and CCVFD. The Department would like to restore to the budget the additional staff vehicle, originally budgeted and deleted, as a vehicle for Chief Gibson.

B. Staff Report.

The written office report was reviewed.

C. Treasurer Report.

No additional deposits were received in July, but we have received \$6,300 so far in August. A transfer of \$316,000 will be made tomorrow for expenses. Anticipated year-end carryover is \$558,759.48. We have received 98.926% of 2014 collections to date.

D. Public Comment.

None.

E. Any additional business that may come before the Board.

None.

Action items:

- I. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.
Tabled.

Item IX was moved up on the agenda for discussion prior to budget discussions.

- II. To review and discuss the proposed Cypress Creek VFD 2016 budget.
Tabled.
- III. To review and discuss the proposed District 2016 budget.
Tabled. The Fire Chief will confer with a consultant regarding possible sales tax revenue and an item will be placed on the agenda next month for discussion.
- IV. To review and take action on 2015 appraisal valuations and commencement of adoption of 2015 tax rate, including review of 2015 effective tax rate calculations, and scheduling any necessary public hearings to adopt District 2015 tax rate.
See Item V.
- V. To propose 2015 District tax rate.
Scott Johnson moved, JoAnne Arosell seconded, a motion to propose a 2015 District Tax rate of the "maximum tax rate allowable before roll back", stated on the draft calculation as \$0.088270/\$100. The motion passed 3-0.
- VI. Review and approve expenditures of \$45,242.73 for the combined fire dispatch for each partner originally budgeted at \$55,000.00 each.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve expenditures of \$45,242.73 for Northwest Communications Estimate #14114 for the combined fire dispatch. The motion passed 3-0.
- VII. Review and approve Department purchase of 12 computers for \$37,309.44.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve Department purchase of 12 apparatus computers for \$37,309.44. The motion passed 3-0.
- VIII. To discuss and approve expenses and payments for Traffic Pre-emption equipment.
JoAnne Arosell moved, Scott Johnson seconded, a motion to pay the bill for \$684.00 to Klein Fire Department. The motion passed 3-0.
- IX. To discuss Department's strategic plan.
The Fire Chief made a presentation regarding long term planning for the ESD and Department which included additional staff personnel and asset additions, as well as budgeting and income requirements, which lasted until approximately 10:00 p.m. No action was taken and the Item was tabled prior to returning to Item II on the agenda.
- X. To review, discuss, and approve preparation of the schematic design for the Master Plan for construction, repair, or renovation of fire stations within ESD 13.
Tabled.
- XI. To review and discuss providing our facility for HCESD11 to hold their elections.
Tabled.
- XII. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Tabled.

- XIII. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve payment to Coveler & Katz, P.C. for \$275.00 for professional services as invoiced. The motion passed 3-0.
- XIV. To review and approve engagement of an attorney to address issues specifically regarding employment matters and execute engagement agreement.
Tabled.
- XV. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement.
JoAnne Arosell moved, Scott Johnson seconded, a motion to pay the fire department \$237,144.55. The motion passed 3-0.
- XVI. To review and approve expense reimbursements and Trainings including Safe-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the expense and reimburse the Department for \$173.59 for food during the Safe-D webcast training 7/27/2015 charged to the Department credit card. The motion passed 3-0.
- XVII. To consider approval of the List of Checks Issued which includes disbursements as approved separately; HCAD quarterly assessment; ACH withdrawals and transfers for payroll processing; monthly loan interest and operating expenses.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the List of Checks issued for Harris County ESD13 for \$316,633.49. The motion passed 3-0.
- XVIII. To accept HCESD #13 Financial Statements of July 31, 2015, as presented.
Scott Johnson moved, JoAnne Arosell seconded, a motion to accept the HCESD#13 Financial Statements of July 31, 2015, as presented. The motion passed 3-0.
- XIX. To consider approval of the minutes from the meeting of May 28, 2015, and July 27, 2015.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the minutes from the meetings of May 28, 2015 and July 27, 2015. The motion passed 3-0.
- XX. Executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee as permitted by the Texas Government Code, Open Meetings Act, Sec. 551.074.
Tabled. No executive session was held.
- XXI. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable, no executive session was held.

Adjourn

Scott Johnson moved, JoAnne Arosell seconded, a motion to adjourn the meeting. The meeting was adjourned at 10:51 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


F. Benjamin Henderson
President