

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13
11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING MINUTES

Monday, December 28, 2015, 7:30 P.M.

Commissioners present: Ben Henderson
Scott Johnson
Homer Stevens
JoAnne Arosell

Fire Department: Richard Lieder
Timothy Gibson

Ben Henderson called the meeting to order at 7:35 p.m.

Information items:

A. Fire Department Report.

The video system is 50% installed.

The fire department board reviewed and recommend unanimously that the ESD approve hiring of Chief William McDugle. He will begin by working 40 hours until the other new positions are hired and all are transitioned to 48/96 shift rotation.

Documents presented for your approval tonight include the job descriptions and hiring processes for the new ESD full-time employees. During discussions for benefits, it has been noted that the ESD health insurance has a 60-day waiting period which we would like to change but cannot until the policy renewal in June. In order to help the new hires we will be paying the Cobra coverage for 2 months until our policies cover the new employees. We will request the 60-day waiting period be changed with the June renewals.

The Chief prepared a small spreadsheet comparing possible tax rates to 2023 with and without the addition of sales tax revenue.

B. Staff Report.

A verbal was given.

C. Treasurer Report.

The district received \$240 in interest last month and began the month with \$1.2 million in the money market account. \$500,000 was transferred for the additional loan principal payment made this month. An additional transfer of \$363,000 will be made for other expenses including \$315,000 for the Department reimbursement. Carryover should be approximately \$507,392 for 2015.

D. Public Comment.

None.

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

None.

Action items:

- I. To consider continuing contract with MIS to term and receive annual updates or providing 60-days' notice to terminate contract.
Scott Johnson moved, JoAnne Arosell seconded, a motion to continue the contract with MIS. The motion passed 4-0.
- II. To approve attendance at SAFE-D Annual Conference Moody Gardens Hotel & Convention Center, Galveston, Texas, February 18-20, 2016 for Board Training as required by Section 775.0365, Health & Safety Code with possible expenses for registration prior to January 25th, \$255; hotel \$99-\$132/night for 2 nights plus meals and mileage for approximately \$600-\$700 per attendee.
Ben Henderson moved, Homer Stevens seconded, a motion to approve 3 attendees for the conference. The motion passed 4-0.
- III. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.
Postponed.
- IV. To review and approve the Memorandum of Understanding for a common dispatch channel.
Postponed.
- V. To review and approve payment of submitted invoice from Sales Tax Assurance LLC for the report submitted last month of potential sales tax revenue available to the District.
Homer Stevens moved, Scott Johnson seconded, a motion to approve payment for \$1500.00 per submitted invoice. The motion passed 4-0.
- VI. To review and discuss providing our facility for HCESD11 to hold their elections.
Postponed.
- VII. To review, discuss, and take action to amend the current budget and discuss future revenue projections, budget carryover, and take action to amend the HCESD13 2015 Budget.
No action needed, remove from agenda.
- VIII. To review and approve the revised Cypress Creek VFD 2016 budget.
Tabled.
- IX. To review and approve changes to the Harris County ESD No. 13 2016 budget.
Postponed, no changes.
- 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.
Postponed.
- XI. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Postponed.

- XII. To discuss and approve expenses and payments for Traffic Pre-emption equipment.
Postponed.
- XIII. To review and approve payment to Andrews Myers, P.C., for professional services through November 2015 as invoiced.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve payment to Andrews Myers, P.C., for professional services for \$582.30. The motion passed 4-0.
- XIV. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Homer Stevens moved, Scott Johnson seconded, a motion to approve \$500,000 extra payment to reduce the Station 23 loan principal and issue a check in December for that amount. The motion passed 3-0.
- XV. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement.
Homer Stevens moved, JoAnne Arosell seconded, a motion after review of expenses to consider payment of the total amount invoiced for \$315,297.58. The motion passed 4-0.
- 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.
Postponed.
- XVII. To consider approval of the List of Checks Issued which includes disbursements as approved separately; monthly loan interest; and operating expenses.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve payment of expenses of \$889,349.58. The motion passed 4-0.
- XVIII. To accept HCESD #13 Financial Statements of November 30, 2015, as presented.
Scott Johnson moved, JoAnne Arosell seconded, a motion to accept HCESD 13's Financial Statements for period ending November 30th, 2015. The motion passed 4-0.
- XIX. To consider approval of the minutes from the regular monthly meeting November 23, 2015.
Homer Stevens moved, Scott Johnson seconded, a motion to approve the minutes as presented. The motion passed 4-0.
- XX. To review and consider changing the District's existing 457(b) defined contribution retirement plan from John Hancock to a 401(a) Texas County and District Retirement System (TCDRS), a defined benefit plan, and approving the new plan contribution limit of 7% for employees with an employer dollar for dollar match of \$2.00 for every employee dollar contributed. Execute agreements necessary to implement the new plan.
JoAnne Arosell moved, Scott Johnson seconded, a motion to approve the TCDRS plan as presented. The motion passed 4-0.
- XXI. Review and approve actions regarding the continuation, freezing, or termination of the existing 457(b) plan.
Scott Johnson moved, Homer Stevens seconded, a motion to freeze the existing plan and authorize staff to sign the necessary documents to amend the plan. The motion passed 4-0.

- XXII. To consider and take action on directly hiring William McDugle for the position of full-time District Chief in accordance with 2016 staffing budget and plans.
Scott Johnson moved, Homer Stevens seconded, a motion to hire William McDugle as full-time District Chief at the Step 2 pay scale for \$71,050 as base pay plus certification pay. The motion passed 4-0
- XXIII. To review and approve job descriptions for new positions as budgeted for 2016. Discuss time line for new hires, hiring processes, and approve job postings.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve job descriptions for these positions to be amended as needed. The motion passed 4-0.
- XXIV. To review, update, and approve personnel matters and policies which may include, benefits, hours, paid time off, and holiday pay.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the holiday schedule as presented. The motion passed 4-0.
- XXV. 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.
An executive session was held to discuss employee pay and benefits. The session began at 10:15 p.m. and was adjourned to open session at 10:50 p.m.
- XXVI. To Take Action considered as a result of executive session to discuss personnel matters.
Ben Henderson moved, Scott Johnson seconded, a motion to approve bonuses to be funded as soon as possible for current employees for a total of \$3500 allocated as follows: Richard Lieder \$1250; Tim Gibson \$750; Jason Blackman \$750; Sara Hooper \$500; and Mary Leatherman \$250. The motion passed 4-0.

Ben Henderson moved, Scott Johnson seconded, a motion to approve new pay scales to be effective beginning with the next pay day as follows: Richard Lieder \$128,000/Annual; Tim Gibson \$92,400/Annual; Jason Blackman \$92,400/Annual; Sara Hooper \$65,000/Annual; Mary Leatherman \$17.50/hour. The motion passed 4-0.

Adjourn

JoAnne Arosell moved, Ben Henderson seconded, a motion to adjourn. The motion passed 4-0. The meeting adjourned 11:00 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President