

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

Monday, February 23, 2015, 6:30 p.m.
SAFE-D Last Monday Webcast

The Board of Commissioners of Harris County Emergency Services District #13 met in the command training center for a Safe-D webcast.

"How An ESD Works"

SAFE-D and Attorney Kelli Carlton (The Carlton Law Firm, PLLC) presented a reprise of this highly popular session from SAFE-D's Annual Conference. The V.G. Young Institute, Texas A&M AgriLife Extension Service, has certified this webcast for one hour of ESD Commissioner Training Credit.

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
Homer Stevens
JoAnne Arosell

Others: Sara Hooper

The webcast lasted approximately an hour and was followed by the regular meeting.

MEETING MINUTES

Monday, February 23, 2015

The Board of Commissioners of Harris County Emergency Services District #13 met on February 23, 2015, in the command training center for a regular meeting.

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
Homer Stevens
JoAnne Arosell

Fire Department: Richard Lieder
Tim Gibson
Jason Blackman

Ben Henderson called the meeting to order at 7:38 p.m.

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report starting with the execution of the contract with Noble Energy for the new tower site.

Pre-planning has been reassigned to Chief McDugle and he is working with Felix Smith and Mike Jochims. They have completed 74 TAPPS since January and input 51 into the system.

The Department is using a new app for cadets for call notification. Instead of being issued radios or pagers, they have an app, eDispatches, on their phone. Jason Blackman is working through guidelines for this application.

The Department scheduled to teach 2 Blue Card classes in February and another in March.

The Cadet class began February 19th with 12 students and will be the only cadet class in 2015. Beginning this year only one cadet class will be held each year.

The strategic plan has been distributed to members and copied for the Commissioners for discussion during the action items.

B. Staff Report/2014 Audit/January address publication/Cost share assistance grant for workers compensation.

The office report was reviewed. The invoice from the Chronicle for the address publication is included in the List of Checks Issued. The Department received a grant from Texas Forest Service for \$13,664.

C. Treasurer Report.

An additional \$464,720 was received last month and \$1,276,666 this month. A transfer of \$211,000 will be made tomorrow leaving \$4,124,054 in the money market account. We have received 91.6% of 2014 tax revenue to date.

D. Public Comment.

None. Ben Henderson said an item will be placed on next month's agenda to consider establishing a time frame for individuals wishing to make public comments.

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

None.

Action items:

I. To review and approve purchase of GearGrid mobile lockers and SCBA bottle storage units for \$17,604.00.

Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the \$17,604 GearGrid quote for the Department's purchase of mobile lockers and SCBA bottle storage. The motion passed 5-0.

II. To review and approve Department purchase of Zoll AEDs including batteries and CPR electrodes for \$10,963.20.

Vince Tobin moved, Homer Stevens seconded, a motion to approve the \$10,963.20 proposal for the Department purchase of Zoll AEDs and batteries. The motion passed 5-0.

III. To approve Department purchase of staff vehicle as budgeted.

Homer Stevens moved, Scott Johnson seconded, a motion to approve the Department purchase of the staff vehicle as budgeted in the amount of \$34,917.00. The motion passed 5-0.

IV. To discuss Department's strategic plan.

Tabled.

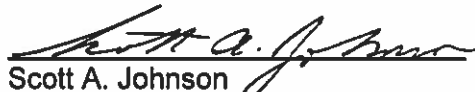
- V. To review and discuss the current Cypress Creek VFD 2015 budget and approve changes.
Tabled.
- VI. To acknowledge certification of receipt and review of investment policy by Financial Institution.
Vince Tobin moved, JoAnne Arosell seconded, a motion to acknowledge certification of receipt and review of the investment policy by the Financial Institution for Harris County Emergency Services District No. 13. The motion passed 5-0.
- VII. To approve additional payment as invoiced by Texas Municipal League for workers compensation coverage October 2013-2014 as a result of the payroll audit.
Tabled.
- VIII. To review and discuss providing our facility for HCESD11 to hold their elections.
Tabled.
- IX. 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.
- X. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Tabled.
- XI. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Tabled.
- XII. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the \$153,345.75 invoice for reimbursement of the fire department. The motion passed 5-0.
- XIII. To review and approve expense reimbursements and Trainings including Safe-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the \$210 registration fee for the Safe-D webcast registration and the \$125 for Jason's Deli for expenses for tonight's training. The motion passed 5-0.
- XIV. To review options for employee continuation of health insurance and approve coverage proposal as presented for coverage beginning June 1, 2015.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve options for employee continuation of health insurance and approve coverage proposal as presented for coverage beginning June 1, 2015 and also (Item XV) to continue employer contributions to health care insurance as is and stay the same as previously allowed. The motion passed 5-0.
- XV. To review continuation of employer contributions to health care insurance or approve changes as proposed.
Approved with no changes. See Item XIV.

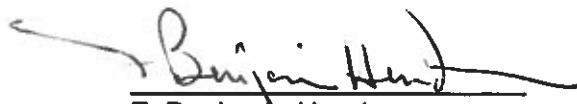
- XVI. To Execute Interlocal Agreement with TML MultiState IEBP; execute agreement for participation in TML MultiState IEBP Life and Disability Insurance Group Plan; execute COBRA continuation of Coverage Administrative Agreement; and such other documents as necessary for employee health insurance.
Vince Tobin moved, Homer Stevens seconded, a motion to Execute Interlocal Agreement with TML MultiState IEBP; execute agreement for participation in TML MultiState IEBP Life and Disability Insurance Group Plan; execute COBRA continuation of Coverage Administrative Agreement; and such other documents as necessary for employee health insurance. The motion passed 5-0.
- 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.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the \$233,700.63 List of Checks Issued for February 2015. The motion passed 5-0.
- XVIII. To accept HCESD #13 Financial Statements of January 31, 2015, as presented.
Vince Tobin moved, Homer Stevens seconded, a motion to accept HCESD#13 Financial Statements of January 31, 2015, as presented. The motion passed 5-0.
- XIX. To consider approval of the minutes from the regular meeting January 26, 2015.
JoAnne Arosell moved, Scott Johnson seconded, to accept the minutes from the regular meeting January 26, 2015. The motion passed 5-0.
- 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

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 8:40 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


F. Benjamin Henderson
President