

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, January 26, 2015

The Board of Commissioners of Harris County Emergency Services District #13 met on January 26, 2015, in the command training center for a regular meeting.

Commissioners present: Ben Henderson
Scott Johnson
JoAnne Arosell

Fire Department: Richard Lieder
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 citing a total of 1308 calls for 2014.

The Fire Department Awards Banquet will be February 21st and all are invited.

The Fire Chief is now on the board, Vice President, of Emergency Ministries.

Comm 9 is up and running and Comm11 Noble Energy site should be installed in March.

The new Duty Crew staffing is working out well.

The Department's strategic plan is on the agenda for discussion.

B. Staff Report.

The office report was reviewed.

C. Treasurer Report.

Year-end carryforward was \$278,000. We've received approximately 57% of 2014 collections to date. A transfer of \$430,000 will be made this month to cover expenses including \$192,000 for principal loan payment and \$176,000 to the Department. Anticipated 2015 year-end carryover with a \$500,000 principal payment is anticipated to be \$316,000.

D. Public Comment.

None.

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

None.

Action items:

- I. To discuss Department's strategic plan.
The Fire Chief made a presentation for discussions which lasted from 8:05 to 9:05 p.m.
Tabled.
- II. To consider and approve the Quarterly Investment Report for 2014 4th Quarter.
JoAnne Arosell moved, Ben Henderson seconded, a motion to accept the Quarterly Investment Report for 2014 4th Quarter. The motion passed 3-0.
- III. To review and approve revised Exhibit to District/Department Contract.
Tabled.
- IV. To take action to retain the law firm Coveler & Katz, P.C. to serve as District counsel.
JoAnne Arosell moved, Scott Johnson seconded, a motion to retain the law firm Coveler & Katz, P.C. to continue to serve as District counsel. The motion passed 3-0.
- V. To review and take action on District 2015 Investment Policy.
Ben Henderson moved, JoAnne Arosell seconded, a motion to have Scott Johnson continue to serve as Investment Officer for the District. The motion passed 3-0.
Scott Johnson moved, JoAnne Arosell seconded, a motion to re-certify the Investment Policy as presented for the District 2015 Investment Policy. The motion passed 3-0.
- VI. To approve the scheduled principal payment of \$192,000 for Station 23 loan due February 15th 2015.
Scott Johnson moved, JoAnne Arosell seconded, a motion to pay the principal payment of \$192,000 due in February for the Station 23 loan. The motion passed 3-0.
- VII. To review and approve coverage proposal and payment of premiums for District Insurance Policy Renewals.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve coverage proposal and payment of \$38,010 for District insurance policy renewals. The motion passed 3-0.
- VIII. 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.
- IX. To review and discuss providing our facility for HCESD11 to hold their elections.
- 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 discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Tabled.
- XII. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Tabled.
- XIII. To consider approval of quote for Department purchase for Link2 Apparatus monitoring and diagnostic system and Link2 System harness for 8 apparatus.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the Department purchase of 8 diagnostic Link2 Systems for a total of \$14,416.80. The motion passed 3-0.

- XIV. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement which includes the annual lease payment of \$46,119.14 for the 2006 Rescue truck (R-24) due 1/28/2015.
b. An advance of \$15,000 for expenses for the banquet due prior to next month's meeting.

JoAnne Arosell moved, Scott Johnson seconded, a motion to approve payment of the reimbursement invoice from the Department for \$176,910.33. The motion passed 3-0.

Ben Henderson moved, Scott Johnson seconded, a motion to approve an advance of \$15,000 as invoiced by the Department for banquet expenses. The motion passed 3-0.

- XV. To review and approve expense reimbursements and Trainings including Safe-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Tabled.

- XVI. To consider approval of the List of Checks Issued which includes disbursements as approved separately; 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 as reported for \$495,344.39. The motion passed 3-0.

- XVII. To accept HCESD #13 Financial Statements of December 31, 2014, as presented.

Scott Johnson moved, JoAnne Arosell seconded, a motion to accept the Financial Statements for December 31, 2014, as presented. The motion passed 3-0.

- XVIII. To consider approval of the minutes from the webcast training December 2, 2014, and the regular monthly meeting December 22, 2014.

JoAnne Arosell moved, Scott Johnson moved, to approve the minutes as presented. The motion passed 3-0.

- XIX. 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.

No executive session was held.

- XX. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable, no executive session was held.

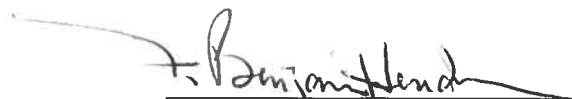
Adjourn

Ben Henderson moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 3-0. The meeting adjourned at 9:40 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



F. Benjamin Henderson
President