

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES Monday, March 23, 2015

The Board of Commissioners of Harris County Emergency Services District #13 met on March 23, 2015, for a regular meeting.

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

Fire Department: Richard Lieder
Tim Gibson

Ben Henderson called the meeting to order at 7:32 p.m.

Information items:

A. Fire Department Report.

The Fire Chief noted that the Strategic Plan is an item on tonight's agenda.

B. Staff Report/2014 Audit.

The written office report was reviewed.

C. Treasurer Report.

An additional \$260,338 was received last month and \$52,000 so far this month for a 2014 collection rate of \$97.6%. A transfer of \$250,000 will be made from the money account to the checking account to cover the expenses including the Department reimbursement, workers compensation premiums, and monthly loan interest. \$4,187,197 will be left in the money market account after the transfer this month.

D. Public Comment.

None.

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

None.

Action items:

I. To review and approve purchase of bunker gear by the Department.

Scott Johnson moved, Vince Tobin seconded, a motion to authorize \$23,550.00 to purchase 10 sets of bunker gear. The motion passed 5-0.

II. To discuss and approve expenses and payments for Traffic Pre-emption equipment.

Homer Stevens moved, Vince Tobin seconded, a motion to approve \$17,950.00 for Traffic Pre-emption equipment. The motion passed 5-0.

- III. To discuss Department's strategic plan.
The Fire Chief presented his draft of the Department's Strategic plan summary which was reviewed and discussed from approximately 7:55 p.m. to 8:30 p.m.
- IV. To review and discuss the current Cypress Creek VFD 2015 budget and approve changes.
Tabled.
- V. To approve additional payment as invoiced by Texas Municipal League for workers compensation coverage October 2013-2014 as a result of the payroll audit.
Homer Stevens moved, Scott Johnson seconded, a motion to approve the payment as invoiced by TML for \$2439. The motion passed 5-0.
- VI. To review and discuss providing our facility for HCESD11 to hold their elections.
Tabled.
- VII. 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.
- VIII. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Tabled.
- IX. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Tabled.
- X. To consider payment to Cypress Creek VFD.
 - a. Monthly reimbursement.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment of the \$196,669.59 invoice for reimbursement CCVFD. The motion passed 5-0.
- XI. To review and approve expense reimbursements and Trainings including Safe-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Register all except Homer and Vince for the next webcast. Vince will review later in the week.
- XII. 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.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the List of Checks as presented for \$284,856.47. The motion passed 5-0.
- XIII. To accept HCESD #13 Financial Statements of February 28, 2015, as presented.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the document as presented. The motion passed 5-0.
- XIV. To consider approval of the minutes from the regular meeting February 23, 2015.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the minutes after correcting Vince Tobin's name which had been written incorrectly as Vince Henderson. The motion passed 5-0.

- XV. To consider an alternative meeting date for May due to the Memorial Day Holiday on May 25th.
Vince Tobin moved, Homer Stevens seconded, a motion to change the May meeting to Thursday, May 28th. The motion passed 5-0.
- XVI. 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.
- XVII. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable, no executive session was held.

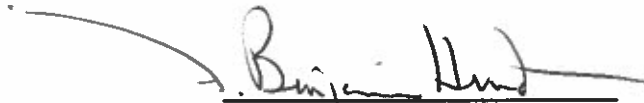
Adjourn

JoAnne Arosell moved, Vince Tobin seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 8:50 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



F. Benjamin Henderson
President