

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

**MEETING MINUTES**

**Monday, November 23, 2015, 7:30 P.M.**

Commissioners present: Vince Tobin  
Scott Johnson  
Homer Stevens

Guest: Kent Clingerman  
HC Precinct 4

Fire Department: Richard Lieder  
Timothy Gibson  
Jason Blackman

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

Information items:

A. Fire Department Report.

The combined fire dispatch agreement should be completed by the staff a Coveler & Katz shortly and the project will be moved to the 2016 budget.

The 2004 F150 was sold for the winning bid of \$6600 cash and it will be picked up by the new owner.

The air conditioning projects at Station 21 & 22 have been completed.

A draft job description for Sara's full time assistant/understudy will be presented tonight and has been added to the 2016 budget which is the only addition since the staffing plan has already been included.

B. Staff Report.

A written office report was presented.

C. Treasurer Report.

\$1,612,989 was the beginning balance in accounts after receiving \$300 in interest. \$35 in taxes has been received so far in November. A transfer of \$304,000 will be made tomorrow for expenses for mainly \$194,000 for the Department reimbursement and a \$45,000 advance; HCAD's quarterly assessment of \$10,568; attorney fees of \$600 and \$6516; and monthly interest of \$4597. 2014 collection rate to date is 99.08%.

D. Public Comment.

Kent Clingerman from Harris County Precinct 4's Community Assistance Department introduced himself and handed out maps of the precinct and discussed a few precinct issues with the Department Chiefs.

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

None.

Action items:

- I. To discuss and take action on the ratification of a continuing Contract with a private law firm for the collection of delinquent District ad valorem property taxes, and providing for the payment of 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.  
Scott Johnson moved, Homer Stevens seconded, a motion to continue the contract with Linebarger, Goggan, Blair & Sampson, LLP. The motion passed 3-0.
- II. To discuss and take action on the imposition of additional penalty on delinquent taxes for 2014 pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regarding same.  
Scott Johnson moved, Homer Stevens seconded, a motion to impose the additional penalty on delinquent taxes for 2015 pursuant to Section 33.07 of the Property Tax Code. The motion passed 3-0.
- III. To discuss and take action on the imposition of additional penalty on delinquent taxes for 2014 to defray costs of collection by the District's delinquent tax attorney, pursuant to Section 33.08 of the Property Tax Code and adoption of a Resolution regarding same.  
Homer Stevens moved, Scott Johnson seconded, a motion to impose additional penalty on delinquent taxes for 2015 to defray costs of collection by the District's delinquent tax attorney, pursuant to Section 33.08 of the Property Tax Code. The motion passed 3-0.
- IV. To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax Code and adoption of a Resolution regarding same.  
Scott Johnson moved, Homers Stevens seconded, a motion to impose early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax Code. The motion passed 3-0.
- V. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.  
Tabled.
- VI. To review and approve the Memorandum of Understanding for a common dispatch channel.  
Tabled.
- VII. To review and approve the report and submitted invoice from Sales Tax Assurance LLC for potential sales tax revenue available to the District.  
The report was received.
- VIII. To review and discuss providing our facility for HCESD11 to hold their elections.  
Tabled.
- IX. 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.  
Tabled.
- X. To review and approve the proposed Cypress Creek VFD 2016 budget.  
Tabled.

- XII. To review and approve changes to the Harris County ESD No. 13 2016 budget.  
Scott Johnson moved, Homer Stevens seconded, a motion to approve as reflected in the amended fire department budget. The motion passed 3-0.
- XIII. To review and consider approval of \$500,000 or other amount as an extra payment to reduce Station 23 loan principal and issue a check in December for the approved amount.  
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.
- XIV. 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.
- XV. To discuss and approve expenses and payments for Traffic Pre-emption equipment.  
Tabled.
- XVI. To discuss and approve expenses and payments for Traffic Pre-emption equipment.  
Scott Johnson moved, Homer Stevens seconded, a motion to approve the reimbursement to Klein Volunteer Fire Department for repairs for \$1201.00. The motion passed 3-0.
- XVII. To review and approve payment to Andrews Myers, P.C., for professional services through October 2015 as invoiced.  
Homer Stevens moved, Scott Johnson seconded, a motion to approve payment to Andrews Myers, P.C. for \$6516.00. The motion passed 3-0.
- XVIII. 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 payment to Coveler & Katz, P.C. for \$600. The motion passed 3-0.
- XIX. To consider payment to Cypress Creek VFD.  
a. Monthly reimbursement.  
b. Advance for CCVFD PO#3497 for \$45,634.00 for Security Camera Systems.  
Homer Stevens moved, Scott Johnson seconded, a motion to authorize payments for the fire department monthly reimbursement of \$194,054.99 and also the advance for CCVFD PO#3497 for \$45,634.00 for Security Camera Systems. The motion passed 3-0.
- XX. 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.
- XXI. To consider approval of the List of Checks Issued which includes disbursements as approved separately; monthly loan interest, HCAD 2016 1<sup>st</sup> Quarter Assessment; and operating expenses.  
Scott Johnson moved, Homer Stevens seconded, a motion to approve payments of \$330,440.23. The motion passed 3-0.
- XXII. To accept HCESD #13 Financial Statements of October 31, 2015, as presented.  
Scott Johnson moved, Homer Stevens seconded, a motion to accept HCESD 13's Financial Statements for period ending October 31<sup>st</sup>, 2015. The motion passed 3-0.

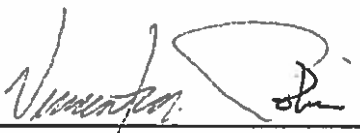
- XXIII. To consider approval of the minutes from the regular monthly meeting October 26, 2015.  
Scott Johnson moved, Homer Stevens seconded, a motion to accept the minutes from the training and regular meeting October 26, 2015. The motion passed 3-0.
- XXIV. To approve attendance at SAFE-D Annual Conference 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.  
Tabled.
- XXV. To review and consider renewing and continuing employees Flexible Spending Account with TASC (Total Administrative Services Corporation) for 2016.  
Homer Stevens moved, Scott Johnson seconded, a motion to pay \$542.92 for annual renewal and monthly fees to continue the employees Flexible Spending Account for 2016. The motion passed 3-0.
- XXVI. 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 regarding the promotion of Will McDugle. The session began at 9:15 p.m. and was adjourned to open session at 9:25 p.m.
- XXVII. To Take Action considered as a result of executive session to discuss personnel matters.  
No action was taken as a result of the executive session.

Adjourn

Homer Stevens moved, Scott Johnson seconded, a motion to adjourn. The motion passed 3-0. The meeting adjourned 9:25 p.m.

Respectfully submitted,

  
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Scott A. Johnson  
Secretary/Treasurer

  
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Vince Tobin  
Vice President