

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

TRAINING MINUTES

Monday, October 26, 2015, 6:30 P.M.

Webcast by SAFE-D,
Texas State Association of Fire and Emergency Districts.

LAST MONDAY WEBCAST OCT. 26: BACK TO BASICS

SAFE-D's Clay Avery went through a draft presentation on the basic information about ESDs, as it would be presented to a non-ESD audience. SAFE-D has applied to Texas A&M's V.G. Young Institute of County Government to certify this training for one hour of ESD Commissioner Training Credit for registered attendees.

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
JoAnne Arosell

Fire Department: Richard Lieder
Timothy Gibson
Jason Blackman

Others: Sara Hooper

MEETING MINUTES

Monday, October 26, 2015, 7:30 P.M.

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
JoAnne Arosell

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 project and budgeted funds will be moved to 2016 considering the slow progress of the agreement.

The 2004 F150 is currently listed for sale with a minimum bid of \$5,000 due by October 30th.

The video surveillance equipment evaluation has been completed and there is an agenda item tonight for approval of the purchases for the stations.

To ensure an effective succession plan a full-time understudy/Assistant for Sara Hooper will be added to next year's budget and presented at the November meeting.

The Fire Chief reviewed statistics regarding volunteer staffing and presented the survey requested from volunteers. Charles Gates is the Department's new recruiting coordinator and is working to increase the number of volunteers.

B. Staff Report.

A written office report was presented.

C. Treasurer Report.

\$290,000 will be transferred to the checking account tomorrow for expenses. We have received \$3,975 in tax receipts so far this month. A carryover of \$531,878 is anticipated at year end after making the additional \$500,000 principal payment.

D. Public Comment.

None.

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

None.

Action items:

- I. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.
Postponed.
- II. To review and approve the Memorandum of Understanding for a common dispatch channel.
Postponed.
- III. To review and approve purchase of the camera surveillance systems for stations at a proposed cost of \$45,634.00.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve purchase of the camera surveillance systems for stations at a proposed cost of \$45,634.00 for 4 stations. The motion passed 4-0.
- IV. To review and approve the report and submitted invoice from Sales Tax Assurance LLC for potential sales tax revenue available to the District.
Tabled.
- V. To consider and approve the audit proposal from Breedlove & Co., P.C. for 2015 ESD13 audit.
Vince Tobin moved, Scott Johnson seconded, a motion to accept the audit proposal from Breedlove & Co., P.C. for 2015 ESD13 audit. The motion passed 4-0.
- VI. To accept the 3rd Quarter Investment Report as submitted.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 3rd Quarter ESD13 Investment Report as submitted. The motion passed 4-0.
- VII. To review District/Department contract property exhibit for necessary changes.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept Exhibit B for the District/Department contract property exhibit. The motion passed 4-0.

- VIII. To approve annual payment as invoiced by Texas Municipal League for workers compensation coverage per proposal approved last month for premium year October 2015-2016.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the bill from Texas Municipal League Intergovernmental Risk Pool for premium year October 2015-2016 for \$35,393.68. The motion passed 4-0.
- IX. To review and discuss providing our facility for HCESD11 to hold their elections.
Postponed.
- X. To review and take action on revisions to the current HCESD13 2015 budget.
Postponed.
- XI. To review and approve the proposed Cypress Creek VFD 2016 budget.
Postponed.
- XII. To review and approve changes to the Harris County ESD No. 13 2016 budget.
Postponed.
- XIII. 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.
- XIV. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Postponed.
- XV. To discuss and approve expenses and payments for Traffic Pre-emption equipment.
Postponed.
- XVI. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Postponed.
- XVII. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the \$207,853.52 invoice for monthly reimbursement. The motion passed 4-0.
- XVIII. To review and approve expense reimbursements and Trainings including Safe-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
JoAnne Arosell moved, Vince Tobin seconded, a motion to approve the reimbursement for registrations of \$210.00 and for food for \$124.38 for a total of \$334.38 for Safe-D webcast expenses 10/26/2015 charged to the Department credit card. The motion passed 4-0.
- XIX. To review and approve payment of invoices from the Houston Chronicle for publication of the Notice of Tax Revenue Increase.
Vince Tobin moved, Scott Johnson seconded, a motion to pay \$2,321.52 for the legal publication of the Notice of Tax Revenue Increase. The motion passed 4-0.

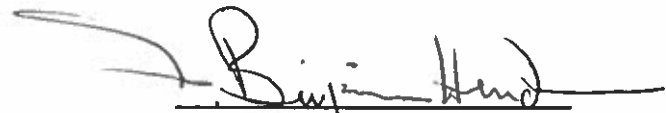
- XX. To consider approval of the List of Checks Issued which includes disbursements as approved separately; monthly loan interest, and operating expenses.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the List of Checks issued for \$314,203.84. The motion passed 4-0.
- XXI. To accept HCESD #13 Financial Statements of September 30, 2015, as presented.
Vince Tobin moved, Scott Johnson seconded, a motion to accept HCESD #13 Financial Statements of September 30, 2015, as presented. The motion passed 4-0.
- XXII. To consider approval of the minutes from the regular monthly meeting September 28, 2015.
JoAnne Arosell moved, Vince Tobin seconded, a motion to accept the minutes. The motion passed 4-0.
- XXIII. To review the holiday schedule for November and December and change scheduled meeting dates if necessary.
The meetings for both November and December will be held on the regular meeting dates, the 4th Monday of each month, which are November 23rd and December 28th.
- XXIV. 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.
- XXV. 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 4-0. The meeting adjourned 9:00 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


F. Benjamin Henderson
President