

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, April 24, 2017 7:35 P.M.

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

Others: Richard Lieder Sara Hooper
Timothy Gibson Angela Hazlegrove
Jason Blackman Brad Dill
Casey Estilette Bill Hageman
Ron Welch

Ben Henderson called the Election meeting to order at 7:30 p.m.

Vince Tobin moved, Homer Stevens seconded, a motion to have Sara E. Hooper, Steven T. Hooper, Kelly R. Johnson and Ronnie R. Allen be appointed as the Election Day judges for the May 6, 2017 election or such other persons as Sara E. Hooper, the Presiding election judge, shall appoint to serve as Election Day judges. The motion passed 5-0.

Homer Stevens moved, Scott Johnson seconded, a motion that the canvass of the election called for May 6, 2017 be held on May 11, 2017 at 5:00 p.m. The motion passed 5-0.

Ben Henderson called the regular meeting to order at 7:39 p.m.

Information items:

A. Fire Department Report.

Cadet graduation will be held on May 13, 2017 at Station 24.

B. Staff Report

Early voting began this morning, April 24, 2017.

Breedlove completed the fire department audit and they have submitted the tax return online. Jill believes she will have what is needed for the ESD audit by July 1st and it will not be necessary to submit a rough draft of the ESD audit with a final later.

Sara Hooper will be out of town May 13th through the 28th and will miss the May meeting on the 22nd. She will return to the office Tuesday, May 30th, after Memorial day on the 29th.

C. Treasurer Report.

The percentage of collections for 2016 is approximately 97.65%. \$500,000 will be transferred tomorrow to cover expenses including election services and supplies; newspaper notices; the annual MIS review; a reimbursement to the Department for expenses of \$166,323.28; and the replacement first responder vehicle for \$31,326. Year-end carryover at this point is \$1,433,562.58.

D. Public Comment.

None.

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

None.

Action items:

- I. Municipal Information Services annual update of independent financial analysis and approval of payment per agreement dated February 28, 2011.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve a payment of \$3,550 for the Municipal Information Services annual update of independent financial analysis. The motion passed 5-0.
- II. To review, discuss and consider approval of HCESD13 2016 Audit Report as presented by Breedlove & Co., P.C. and payment of their invoice as submitted for services.
Postpone.
- III. To accept the 1st Quarter 2017 Investment Report as presented..
Vince Tobin moved, Homer Stevens seconded, a motion to accept the 1st Quarter 2017 Investment Report as presented. The motion passed 5-0.
- IV. To review and discuss changes to the District/Department contract Exhibit B noting changes.
- V. To review, discuss and take action on capital improvement plans for 2017 including construction, repair, or renovation of Station 21 and payment for professional services from Joiner Architects related to architectural and engineering services provided to the District.
Postpone.
- VI. To review, discuss and take action regarding any needed repairs improvements related to the operation of the District fire stations or equipment.
Postpone.
- VII. To review and take action on the report received from Brad Dill of BD Realty Advisors regarding the Huffmeister Road property and take action as needed pursuant to Tex. Health & Safety Code, Chapter 775 and Tex. Local Government Code, Chapter 272.
Postpone.
- VIII. To review and execute an Interlocal Agreement with the County of Dallas pursuant of Chapter 791, Texas Government Code, for 2017 first responder staff vehicle and approve purchase order for an estimated contract price of \$31,326.00. This new vehicle will replace the 2012 F150 Vin#1FTFW1ET4CKD58826 totaled by our insurance carrier.
Homer Stevens moved, Scott Johnson seconded, a motion to execute an Interlocal Agreement with the County of Dallas for 2017 first responder staff vehicle and approve purchase order for an estimated contract price of \$31,326.00. The motion passed 5-0.
- IX. To review and approve an additional amount for equipment and outfitting for the new 2017 first responder staff vehicle not to exceed \$20,000.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve an additional amount for equipment and outfitting the new 2017 first responder staff vehicle not to exceed \$20,000. The motion passed 5-0.

- X. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the payment to Coveler & Peeler for professional services in the amount of \$9,509.52. The motion passed 5-0.
- XI. To consider payment to Cypress Creek VFD:
a. Monthly reimbursement.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve payment to Cypress Creek VFD monthly reimbursement in the amount of \$166,323.28. The motion passed 5-0.
- XII. To review and approve expense reimbursements and Trainings including SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Postpone.
- XIII. To pay District bills and consider approval of the List of Checks Issued which includes disbursements as approved separately; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the list of checks issued. The motion passed 5-0.
- XIV. To accept HCESD #13 Financial Statements of March 31, 2017 as presented.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the HCESD #13 Financial Statements of March 31, 2017 as presented. The motion passed 5-0.
- XV. To consider approval of the minutes from the monthly meeting March 27, 2017.
JoAnne Arosell moved, Vince Tobin seconded, a motion to approve the minutes from the monthly meeting March 27, 2017. The motion passed 5-0.
- XVI. To adjourn to Executive session at any time during the course of this meeting to discuss any of the matters listed with Attorney, Sec. 551.071; to deliberate about Real Gifts and Donation, Sec. 551.073; to deliberate the discipline, or dismissal of a public officer or employee as permitted by the Texas Government Code, Open Meetings Act, Sec. 551.074; Deliberation about Security Devices, Sec. 551.076.
Postpone.
- XVII. To take action considered as result of executive session.
Postpone.

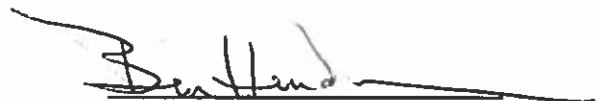
Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 9:12 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President