

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

MEETING MINUTES
Monday, February 27, 2017 7:30 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 Ira Coveler
Joey Dockins Will McDugle
Kris Hughes Jason Corthell
David Roark

The workshop for the Safe-D webcast presentation on taxation for Emergency Services Districts lasted for approximately 1 hour prior to the Election meeting.

Ben Henderson called the Election meeting to order at 7:42 p.m. which lasted for approximately 30 minutes.

Vince Tobin moved, Homer Stevens seconded a motion to adjourn. The motion passed 5-0.

Ben Henderson called the regular meeting to order at 8:10 p.m.

Information items:

A. Fire Department Report.

The combined radio dispatch project is scheduled to go live Wednesday March 14, 2017.

We are currently below the budgeted number of hours for part-time staffing to augment volunteer's nights and weekends.

Station 24 training tower roof repairs are nearly finished.

We will be reducing operating costs by discontinuing the maid service for station cleaning. The crews will be able to keep the stations clean due to the 24/7 staffing. This will save \$15,340 annually.

Nancy Wilson has been appointed the new chairperson for the Recruiting Committee.

B. Staff Report

New salary categories have been added to the financial statements to better track full-time firefighters, District Chiefs, and part-time firefighter hours compared to the budget.

The vehicle transfers to HCESD 13 is complete and all trucks have new plates, registration stickers, and titles. The cost was only \$136.50, down from the original estimated expense of \$955.50.

A lunch was held by ESD Administrators at Ponderosa VFD, Friday January 27th. The plan is to meet for lunch every other month with different departments hosting.

Sara Hooper was out the morning of February 8th for Jury Duty.

The classified ad for the ESD "Location of Administrative Office" appeared in the Houston Chronicle January 18th.

The new ESD Health Insurance policy will be effective June 1st.

Angela Hazlegrove will work to become a public notary.

C. Treasurer Report.

The percentage of collections for 2017 is approximately 95.24%. \$504,000 will be transferred tomorrow to cover expenses including \$11,808 for the quarterly assessment from HCAD; \$23,100 for the balance of the Station 24 training tower roof repair; and reimbursement to the department for \$196,895.54. Year-end carryover at this point is \$1,116,095.86.

D. Public Comment.

None.

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

None.

Action items:

- I. To review and ratify a correction by Harris County to page 1 of the Interlocal agreement approved by the District on December 19, 2016, changing "electronic personal accountability system (EPAS)" to "interoperable radio and communications equipment".
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the change as presented. The motion passed 5-0.
- II. 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.
- III. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire station or equipment..
Postpone.
- IV. To review and take action regarding retaining a real estate broker to list the Huffmeister Road property and take action as needed pursuant to Tex. Health & Safety Code, Chapter 775 and Tex. Local Government Code, Chapter 272.
Postponed.

- V. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Homer Steven moved, Scott Johnson seconded, a motion to approve payments to Coveler & Katz in the amount of \$6,639.55. The motion passed 5-0.
- VI. To review, discuss and approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code 775.251 and to consider donating tools and other similar items to Texas Forestry Service Helping Hands Program.
Homer Stevens moved, Vince Tobin seconded, a motion to donate tools and other similar items to Texas Forestry Service Helping Hands Program. The motion passed 5-0.
- VII. To consider payment to Cypress Creek VFD:
a. Monthly reimbursement.
Vince Tobin moved, JoAnne Arosell seconded, a motion to reimburse Cypress Creek VFD in the amount of \$196,895.54. The motion passed 5-0.
- VIII. To review and approve expense reimbursements and Trainings including SAFE-D wecasts, continuing college education credits and online training classes for Commissioners and employees.
Vince Tobin moved, Scott Johnson seconded, a motion to approve today's SAFE-D webcast registrations of \$210.00 along with the \$147.77 for food. The motion passed 5-0.
- IX. To review and consider health insurance through TMLIEBP re-rate for 2017-2018; continue existing employer contributions; and consider changes as proposed.
Postpone.
- X. To Execute an Interlocal Agreement with TML MultiState IEBP; execute an agreement for participation in TML MultiState IEBP Life and Disability Insurance Group Plan; execute COBRA continuation of Coverage Administrative Agreement; and such other documents as necessary for continuation of the District's employee health insurance plan.
Postpone.
- XI. To pay District bills and consider approval of the List of Checks Issued which includes disbursements as approved separately; HCAD quarterly assessment; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses.
Vince Tobin moved, Homer Steven seconded, a motion to approve the List of Checks as presented. The motion passed 5-0.
- XII. To accept HCESD #13 Financial Statements of January 31, 2017, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the HCESD #13 Financial Statements as presented. The motion passed 5-0.
- XIII. To consider approval of the minutes from the monthly meeting January 23, 2017.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the minutes from the monthly meeting January 23, 2017. The motion passed 5-0.
- XIV. 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.

XV. To Take Action considered as a result of executive session to discuss personnel matters.
Postponed.

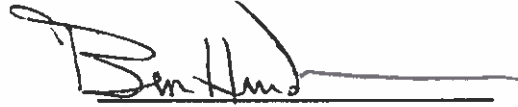
Adjourn

Vince Tobin moved, Homer Stevens seconded, a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 9:32 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President