

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, June 26, 2017 7:35 P.M.

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

Others: Richard Lieder Ira Coveler, Coveler & Peeler P.C.
Timothy Gibson Drake Cameron
Jason Blackman Ann Pavalock
Angela Hazlegrove
Sara Hooper

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

Information items:

A. Fire Department Report.

Volunteer shifts are down due to filling the full-time shifts left open from illnesses, paternity leave, ext.

Replacement staff vehicle is still being worked on.

Recruiting numbers have increased due to the recruiting committee's efforts.

Tuesday night trainings will no longer occur due to regular on shift training. To insure all firefighters are remaining properly trained there will be a quarterly drill held on A, B, and C shift.

B. Staff Report

The auditor has prepared the final audit report.

The July meeting will be held on the 24th, which is the 4th Monday of the month.

The office will be closed July 4th for the holiday.

C. Treasurer Report.

The percentage of collections for 2016 is approximately 98.41%. \$500,000 will be transferred tomorrow to cover expenses including the 2016 audit; HCAD quarterly assessment; Station 21 renovation; legal expenses; and a reimbursement to the Department for expenses of \$150,935. Year-end carryover at this point is \$1,368,628.25.

D. Public Comment.

Drake Cameron expressed the need for the ESD to have a website.

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

None.

Action items:

- I. To review, discuss, and take action on HCESD13 2016 Audit Report as prepared by Breedlove & Co., P.C. and authorize payment of their invoice as submitted for services.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the audit report as prepared. The motion passed 5-0. Vince Tobin moved, Scott Johnson seconded, a motion to approve the payment of the Breedlove & Co., P.C. invoice in the amount of \$8,823.79.
- II. To review, discuss and take action on capital improvement plans for 2017.
Postpone.
- III. To receive a report from Joiner Architects related to architectural and engineering services provided to the District and to review, discuss and take action on Station 21 renovation matters related, payment applications and change orders.
Vince Tobin moved, Homer Stevens seconded, a motion to approve payment of \$4,375.00 to Joiner Architects for services provided. The motion passed 5-0.
- IV. To review, discuss and take action on entering into a construction contract with Axis Builders LLC for the Station 21 renovation project.
Postpone signing contract with the builder until July 10 meeting to discuss and take action on financing proposals.
- V. To review and discuss the request for loan solicitation proposals due Thursday, July 6, 2017 to finance the costs of the Station 21 renovation project.
Postpone until July 10 meeting to be held at 5:00pm.
- VI. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire station 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 approve proposal for \$19,531.84 for Cypress Creek VFD Annual Awards Banquet facility February 2018.
Homer Stevens moved, Scott Johnson seconded, a motion to approve the amount of \$19,531.84 for the Cypress Creek VFD Annual Awards Banquet. The motion passed 5-0.
- IX. To consider payment to Cypress Creek VFD:
 - a. Monthly reimbursement.
Vince Tobin moved, Scott Johnson seconded, a motion to approve payment to Cypress Creek VFD monthly reimbursement in the amount of \$150,935.46. The motion passed 5-0.
- X. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
Homer Stevens moved, Scott Johnson seconded, a motion to approve the payment to Coveler & Peeler in the amount of \$11,425.38. 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.
Postpone.
- XII. To pay District bills and consider approval of the List of Checks Issued which includes disbursements as approved separately; election expenses; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses as well as any other checks that are presented at the meeting.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the list of checks issued. The motion passed 5-0.
- XIII. To accept HCESD #13 Financial Statements of May 31, 2017 as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the HCESD #13 Financial Statements of May 31, 2017 as presented. The motion passed 5-0.
- XIV. To consider approval of the minutes from the monthly meeting May 22, 2017.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the minutes from the monthly meeting May 22, 2017. The motion passed 5-0.
- XV. 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.
- XVI. To take action considered as a result of executive session.
Postpone.

Adjourn

Vince Tobin moved, Scott Johnson seconded, a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 8:38 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President