

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

MEETING MINUTES
Monday, March 27, 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 Ira Coveler
Will McDugle Brad Dill

Ben Henderson called the Election meeting to order at 7:29 p.m. which lasted for approximately 6 minutes.

Ben Henderson called the regular meeting to order at 7:36 p.m.

Information items:

A. Fire Department Report.

The combined radio dispatch project went live Wednesday March 14, 2017 at noon.

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 complete.

E23 Hose is now loaded in the new configuration suggested by the Hose Committee as a real-world test.

A committee is currently performing a comprehensive review of the bunker gear that we purchase.

Chief Corthell was involved in a serious MVI on Thursday 3/23 while on duty. Chief Corthell was transported to Cy-Fair hospital and then released. We suspect that the D20 truck is totaled.

CCVFD By-Laws are in the process of being revised and modernized with the Board of Directors.

B. Staff Report

2016 audit onsite testing is complete. Fire department audit is complete and moving through the approval process at Breedlove. The ESD audit maybe be delayed due to additional information required this year for the TCDRS retirement plan.

C. Treasurer Report.

The percentage of collections for 2016 is approximately 96.88%. \$383,000 will be transferred tomorrow to cover expenses including legal fees; public notice in the Houston Chronicle; a station 21 sewer tie in fee; and a reimbursement to the Department for expenses of \$112,678.69. Year-end carryover at this point is \$1,193,174.89.

D. Public Comment.

None.

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

None.

Action items:

- I. 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.
Homer Stevens moved, Vince Tobin seconded, a motion to approve a payment of \$2,500 to Lakewood Utility District for tap fee plan review. The motion passed 5-0.
- II. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
Postpone.
- III. 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.
Vince Tobin moved, JoAnne Arosell seconded, a motion to engage BD Realty Advisors, LLC for 6% fee-based contract for the exclusive listing agreement as presented. The contract ends in December or with written notice. The motion passed 5-0.
- IV. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the payment to Coveler & Peeler in the amount of \$3,536.21 noting the name change effective March 1 from Coveler & Katz, P.C. The motion passed 5-0.
- V. To consider payment to Cypress Creek VFD:
 - a. Monthly reimbursement.
Homer Steven moved, JoAnn Arosell seconded, a motion to reimburse Cypress Creek VFD in the amount of \$112,678.69. The motion passed 5-0.
- VI. 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.
- VII. To review and consider health insurance through TMLIEBP re-rate for 2017-2018; continue existing employer contributions; and consider changes as proposed.
Vince Tobin moved, Homer Stevens seconded, a motion to select Option 2 rates for 2017-2018. The motion passed 5-0.

- VIII. 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..
Ben Henderson moved, JoAnne Arosell seconded, a motion to authorize Sara to handle documents as necessary for continuation of health insurance plan. The motion passed 5-0.
- IX. 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 as presented for \$520,371.30. The motion passed 5-0.
- X. To accept HCESD #13 Financial Statements of February 28, 2017, as presented.
Vince Tobin moved, Scott Johnson seconded, a motion to accept the HCESD #13 Financial Statements as presented. The motion passed 5-0.
- XI. To consider approval of the minutes from the monthly meeting February 27, 2017.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the minutes from the monthly meeting February 27, 2017. The motion passed 5-0.
- XII. 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.
The meeting was adjourned to executive session at 8:49 p.m. to confer with the District's attorney and deliberate about Real Property as permitted by the Texas Government Code, Open Meetings Act. The session was attended by the District Commissioners, Ira Coveler, Richard Lieder, Tim Gibson, Jason Blackman, and Sara Hooper. No action was considered during the executive session which was adjourned at 9:44 p.m.

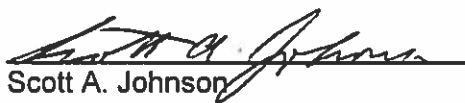
The regular session was opened at 9:44 p.m.

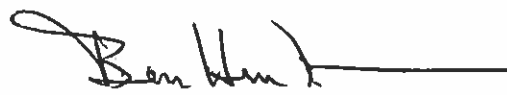
- XIII. To Take Action considered as a result of executive session.
Vince Tobin moved, Scott Johnson seconded, a motion to accept pricing of property per proposal presented by BD Realty Advisors in executive session. The motion passed 5-0.
- Vince Tobin moved, JoAnne Arosell seconded, a motion authorizing Thomas Land Surveying to do the survey at a cost not to exceed \$2,000.00. The motion passed 5-0. Ira Coveler will ask Brad Dill of BD Realty Advisors to contact Thomas Survey.

Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 9:48 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President