

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, October 23, 2017 7:30 P.M.

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
Homer Stevens

Others: Richard Lieder
Jason Blackman
Will McDugle
Joey Dockins
Richard Ford
Ira Coveler, Coveler & Peeler P.C.
Sara Hooper
Angela Hazlegrove

Ben Henderson called the meeting to order at 7:31 p.m.

Information items:

A. Fire Department Report.

All vehicles have been checked post Harvey with no major damage found.

Station 23 restoration and renovations may finish earlier than expected, per the contractor. Expected move in date is the second week in November.

Station 21 renovation is moving into phase 2. The building time frame is on schedule. Phase II will begin November 20th with a completion date in March.

Software/server upgrades were completed this past weekend. The upgrade provides increased security.

The committee formed to review the contract between CCVFD and the ESD #13 will start meeting 2 times a month.

Chief Gibson has accepted the position of Managing Director of ESD#9 and the proposed job posting for a replacement position is included on tonight's agenda.

B. Staff Report

HCESD#13 website is near completion and ready for Commissioner review prior to going live.

TMIEBP is offering employee health insurance benefits for pre- and post- 65 retirees for the board to discuss in item XXI.

The new policy with Texas Mutual for Workers' Comp is now effective starting October 1st.

Human Resources duties will be moved from Tim Gibson's position to Angela's position. Angela will begin working on a professional development plan for receiving HR certification.

The ESD Admin luncheon was held on October 19th; both Sara and Angela attended.

C. Treasurer Report.

No taxes were received this month. The percentage of collections for 2016 remains at 98.85%. \$700,000 will be transferred tomorrow to cover expenses including the Axis Builder's invoice for Station 21 renovations \$164,714 and Station 23 renovation/restoration \$123,886; the reimbursement to the Department for \$44,106.69; \$3,413.76 in attorney fees; Houston Chronicle publication of \$2,540.69; and the new Workers' Comp policy \$51,430. Year-end carryover at this point minus the loan proceeds is \$1,215,112.67.

D. Public Comment.

None.

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

None.

Action items:

I. To review and discuss the proposed Cypress Creek VFD 2018 budget.

Postponed.

II. To review and discuss the proposed District 2018 budget.

Postponed.

III. To accept the 3rd Quarter Investment Report as submitted.

Vince Tobin moved, Homer Stevens seconded, a motion to accept the 3rd Quarter Investment Report as submitted. The motion passed 4-0.

IV. To consider and approve the audit proposal for HCESD13 2017 audit.

Homer Steven moved, Vince Tobin seconded, a motion to approve the audit proposal for HCESD13 2017 audit. The motion passed 4-0.

V. To review and discuss payments for Traffic Pre-emption services and equipment.

Discussed no longer paying for Traffic Pre-emption services and equipment. This item will be removed from the agenda.

VI. 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 and Station 23 renovation and restoration matters, payment applications and change orders.

Postpone.

VII. Review, discuss and take action with respect to any pay applications requested by Axis Builders as approved by Joiner Architects.

Vince Tobin moved, Homer Stevens seconded, a motion to accept the invoice for \$164,714.00 for Station 21 and \$123,886 for Station 23 as certified by Joiner Architects for payment to Axis Builders. The motion passed 4-0.

VIII. To review, discuss and take action for Hurricane Harvey mitigation.

Postpone.

- IX. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
- a. To review and take action adding \$866.00 for a performance bond to the previously approved \$30,228 for a new total of \$31,094 for Station 23 dorm rooms.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the addition of \$866 to the performance bond for Station 23 dorm rooms. The motion passed 4-0.
 - b. To review, discuss, and approve a contract between HCESD13 and Joiner Architects for Fire Station 23 flood repairs.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the contract between HCESD13 and Joiner Architects for Station 23 flood repairs. The motion passed 4-0.
 - c. To review, discuss, and approve proposal from AudioLink Technologies for Access and Security Camera devices at Station 21 outside of the renovation project.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the proposal from AudioLink Technologies for Access and Security Camera devices at Station 21. The motion passed 4-0.
- X. 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.
- XI. To review, discuss, and approve the HCESD13 draft website content.
Discussed website progress.
- XII. To consider payment to Cypress Creek VFD:
- a. Monthly reimbursement.
Vince Tobin moved, Homer Stevens seconded, a motion to approve payment to Cypress Creek VFD for reimbursement in the amount of \$44,106.69. The motion passed 4-0.
- XIII. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
Vince Tobin moved, Homer Stevens seconded, a motion to pay legal fees of \$3,413.76. The motion passed 4-0.
- XIV. To review and approve expense reimbursements and Trainings including SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Discussed upcoming webcast November 6th. Discussed upcoming event at Ponderosa Fire Department from Safe-D November 18th. Discussed upcoming Safe-D conference February 22nd-24th, 2018.
- XV. 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, Homer Stevens seconded, a motion to accept \$699,778.17 in expenses for October 2017. The motion passed 4-0.
- XVI. To accept HCESD #13 Financial Statements of September 30, 2017, as presented.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the 9/30/17 Statement. The motion passed 4-0.

- XVII. To consider approval of the minutes from the meetings September 25, 2017 and the October 2, 2017 special meeting.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the minutes from the September 23, 2017 and the October 2, 2017 special meeting. The motion passed 4-0.
- XVIII. To review and approve the Training Chief Job Description and discuss the hiring time line and actions required to proceed to fill the position.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the Training Chief Job Description. Interviews are scheduled to begin after the Thanksgiving Holiday. The motion passed 4-0.
- XIX. To review the holiday schedule for November and December and change meeting dates if necessary.
Vince Tobin moved, Homer Stevens seconded, a motion to have the November meeting on the regular 4th Monday of the month, November 27, 2017 and move the December meeting to Thursday December 21, 2017. The motion passed 4-0.
- XX. To review, discuss and take action regarding adoption of a commissioner fee structure pursuant to Texas Health and Safety Code §775.038(a-1).
Homer Stevens moved, Vince Tobin seconded, a motion to accept \$0 commissioner fee structure. The motion passed 4-0.
- XXI. To review the Pre and Post Sixty-five Retiree Medical Health, Prescription/Part D and Supplemental Dental/Vision Benefit options for Calendar Year 2018.
Vince Tobin moved, Scott Johnson seconded, a motion to deny the pre 65 medical benefits and accept the post 65 medical benefits for Calendar year 2018. The motion passed 4-0.
- XXII. To review and consider continuation of employees Flexible Spending Account with TASC (Total Administrative Services Corporation) for 2018 and approve administration fee for annual renewal of \$113 and monthly administration fees of \$4.52 per month per participant (Approximately \$40.14 per month) for 2018.
Vince Tobin moved, Homer Stevens seconded, a motion to continue the TASC flexible spending account and approve the \$113 annual renewal fee and \$4.52 per month per participant administration fees. The motion passed 4-0.
- XXIII. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
Postpone.
- XXIV. To adjourn to Executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Consultation with Attorney, Sec. 551.071; to deliberate about Real Property, Sec. 551.072; to deliberate regarding prospective Gifts and Donation, Sec. 551.073; 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; Deliberation about Security Devices, Sec 551.076.
Vince Tobin moved to adjourn the regular session to an executive session as authorized by Texas Government Code, Consultation with Attorney, Sec. 551-071. Ben Henderson called the executive session to order at 9:52 p.m. which lasted until 10:22 p.m. when Vince Tobin moved to adjourn the executive session and reconvene to open session.

XXV. To take action considered as a result of executive session.
No action was taken as result of the executive session.

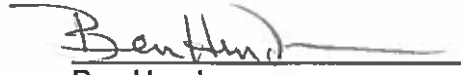
Adjourn

Vince Tobin moved, Homer Stevens seconded, a motion to adjourn the regular meeting. The motion passed 4-0. The meeting adjourned at 10:22 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President