

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

## MEETING MINUTES

Monday, December 21, 2017 7:30 P.M.

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

Others: Richard Lieder  
Jason Blackman  
Ira Coveler, Coveler & Peeler P.C.  
Jason January  
Brad Dill  
Sara Hooper  
Angela Hazlegrove

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

### Information items:

#### A. Fire Department Report.

Chief Blackman submitted the final FEMA reimbursement paperwork on 12/12/2017. If FEMA approves the entire request we will receive \$165,000.

Station 21 Phase 1 is complete. Phase 2 will start Friday 12/22/2017. Current substantial completion date for entire project is mid-February 2018.

Fire department website will be rebuilt starting 1<sup>st</sup> quarter of 2018.

The interview panel for the Training Chief interviews had a unanimous decision to offer the position to Jason January. As authorized by HCESD13 the offer was made and accepted for Mr. January to start January 1, 2018.

#### B. Staff Report

2018 Election Notices were posted on our bulletin board regarding the deadline to file for an application for a place on the ballot.

Safe-D is working with Texas Division of Emergency Management to collect reports. Email addresses are now required on the report by Safe-D.

There has been one more call regarding the exemptions change and no comments regarding changes to the talking points from last month.

The ESD website is live and no email inquiries have been received through the [info@hcesd13.org](mailto:info@hcesd13.org).

Sara Hooper will be taking PTO time for the first week in January.

C. Treasurer Report.

The percentage of collections for 2016 is approximately 98.2% and 11.79% for 2017. \$547,000 will be transferred tomorrow to cover expenses including the Axis Builder's invoice for Station 21 renovations \$119,880 and Station 23 renovation/restoration \$14,423 & \$13,371; the reimbursement to the Department for \$102,476.25; \$4,647.80 in attorney fees; and \$1,783.50 for Traffic Preemption. Year-end carryover at this point minus the loan proceeds of \$1,060,000 is \$1,298,448.79.

D. Public Comment.

None.

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

None.

Action items:

- I. To discuss and approve DBA Cypress Creek Fire Department for Harris County ESD #13.  
Vince Tobin moved, JoAnne seconded, a motion to approve filing the document for a DBA Cypress Creek Fire Department for Harris County ESD #13 The motion passed 5-0.
- II. To review and approve purchase of Station 21 gym equipment per proposal from Fitness Unlimited as budgeted for 2018.  
Vince Tobin moved, Scott Johnson seconded, a motion to approve the order for gym equipment in the amount of \$16,341.96. The motion passed 5-0.
- III. To review and approve purchase of software and support from Emergency Reporting per submitted proposal.  
Vince Tobin moved, Homer Stevens seconded, a motion to approve the purchase of software and support in the amount of \$5,918.25 initial cost and \$2,865.60 annually recurring cost. The motion passed 5-0.
- IV. 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.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the payment to Joiner Architects in the amount of \$4,017. The motion passed 5-0.
- V. Review, discuss and take action with respect to any pay applications requested by Axis Builders as approved by Joiner Architects.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve application #3 for Station 23 payment to Axis in the amount of \$14,423. The motion passed 5-0.  
  
Vince Tobin moved, Homer Stevens seconded, a motion to approve application #7 for Station 21 payment to Axis in the amount of \$119,880. The motion passed 5-0.  
  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve application #4 for Station 23 payment to Axis pending Joiner Architect approval in the amount of \$13,371. The motion passed 5-0.
- VI. To review, discuss and take action for Hurricane Harvey mitigation.  
Postpone.

- VII. To review and approve purchase of furniture for Station 21 from Fire Station Furniture.com for \$8,398.19 included in 2018 budget.

Vince Tobin moved, Homer Stevens seconded, a motion to approve the order of furniture for Station 21 in the amount of \$8,398.19. The motion passed 5-0.

- VIII. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.

Postpone.

- IX. To review and take action on the report received from Brad Dill of BD Realty Advisors regarding the Huffeister Road property and take action as needed pursuant to Tex. Health & Safety Code, Chapter 775 and Tex. Local Government Code, chapter 272.

This item was discussed at the beginning of the meeting approximately 7:31p.m. – 7:45p.m. to allow Mr. Dill to present his reports.

Homer Stevens moved, Scott Johnson seconded, a motion to continue the agreement with Brad Dill of BD Realty Advisors for another year. The motion passed 5-0.

- X. To consider payment to Cypress Creek VFD:

- a. Monthly reimbursement.

Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment to Cypress Creek VFD for reimbursement in the amount of \$102,476.25. The motion passed 5-0.,

- XI. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.

Homer Stevens moved, JoAnne Arosell seconded, a motion to pay professional services invoice of \$4,647.80. 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.

Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the payment of \$35 for Sara Hooper and \$35 for Scott Johnson to watch a Safe-D webcast and a reimbursement of \$116.47 to Angela Hazlegrove for the purchase of Jason's Deli for the November 27<sup>th</sup> Safe-D webcast for a total of \$186.47. The motion passed 5-0.

- XIII. 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 \$696,871.11 in expenses for December 2017. The motion passed 5-0.

- XIV. To accept HCESD #13 Financial Statements of November 30, 2017, as presented.

Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 11/30/17 Statement. The motion passed 5-0.

- XV. To consider approval of the minutes from the meetings November 27, 2017.

Homer Stevens moved, Vince Tobin seconded, a motion to accept the minutes from the November 27, 2017. The motion passed 5-0.

- XVI. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.

Scott Johnson moved, Vince Tobin seconded, a motion to approve policy revision #2 subject to final review of council. The motion passed 5-0.

Vince Tobin moved, Scott Johnson seconded, a motion to approve the marked Holidays for 2018 and move the May meeting to the 21<sup>st</sup> and the December meeting to the 20<sup>th</sup>. The motion passed 5-0.

- XVII. 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.

JoAnne Arosell 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 9:09 p.m. which lasted until 9:45 p.m.

- XVIII. To take action considered as a result of executive session.

Vince Tobin moved, Homer Stevens seconded, a motion to approve salaries discussed in executive session for 2018. The motion passed 5-0.

Adjourn

JoAnne Arosell moved, Scott Johnson seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 9:47 p.m.

Respectfully submitted,



Scott A. Johnson  
Secretary/Treasurer



Ben Henderson  
President