

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13
11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING AGENDA

Monday, August 27, 2018, 7:30 P.M.

Call to Order

Information Items:

- A. Fire Department Report
- B. Staff Report/Transmittal of 2017 Audit and Treasurer's bond to Commissioners Court
- C. Treasurer Report
- D. Public Comment
- E. Any additional business that may come before the Board.

Action Items:

- I. To review and accept an updated budget for 2018.
- II. To review and discuss the proposed Cypress Creek VFD 2019 budget.
- III. To review and discuss the proposed District 2019 budget.
- IV. To review and take action on 2018 appraisal valuations and commencement of adoption of the 2018 tax rate, including review of 2018 effective tax rate calculations and tax rate scenarios.
- V. To propose the District's 2018 tax rate.
- VI. To schedule any necessary public hearings regarding the adoption of the District's 2018 tax rate.
- VII. To review and approve renewal of Texas Mutual Workers' Comp policy for October 2018-October 2019.
- VIII. To review and approve ballot selection for the Board of Trustee election for TML MultiState IEBP.
- IX. To review and take action to update and amend the District's records management procedures, including (1) appointment of records officer, (2) adoption of retention schedules and (3) requesting authorization from State Library and Archives Commission to allow for electronic storage of documents.
- X. To review, discuss and take action regarding leasing a vehicle to Emergency Ministries.
- XI. 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 payment applications.
- XII. To review, discuss and take action for Hurricane Harvey mitigation.

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- XIII. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
 - a. Advancement to Cypress Creek VFD for truck maintenance charges.
- XIV. To consider payment to Cypress Creek VFD:
 - a. Monthly reimbursement.
- XV. To review and take action to amend engagement for legal services to include legislative activities.
- XVI. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
- XVII. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
- XVIII. To review and approve expense reimbursements and Trainings including the SAFE-D Annual Conference & webcasts, continuing college education credits and online training classes for Commissioners and Employees.
- XIX. 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 as well as any other checks that are presented at the meeting.
- XX. To accept Harris County E.S.D. No. 13 Financial Statements of July 31, 2018 as presented.
- XXI. To consider approval of the minutes from the meeting July 23, 2018.
- XXII. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
- XXIII. To review, discuss, and take action on the new CCVFD/ESD relationship and service delivery model.
- XXIV. To review, discuss and take action on any District matters which need to be included on the September 2018 meeting agenda.
- XXV. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
- XXVI. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- XXVII. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- XXVIII. To take action considered as a result of executive session.