

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

MEETING AGENDA

Monday, September 24, 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 discuss the proposed Cypress Creek VFD 2019 budget.
- II. To adopt the District 2019 budget.
- III. To adopt the District 2018 ad valorem tax rate.
- IV. To review and take action regarding the Texas County and District Retirement System (TCDRS) defined benefit plan and review of the plan contribution rate and employer match.
- V. To review and take action to update the Pledgee Agreement and Federal Reserve Bank Joint Custody Service via FedMail.
- VI. 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.
- VII. To review, discuss and take action regarding leasing a vehicle to Emergency Ministries.
- VIII. To review, discuss and take action for Hurricane Harvey mitigation.
- 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. Station 23 AC repair costs.
 - b. Advancement to Cypress Creek VFD for truck maintenance charges.
 - c. E24 repair charges from Siddons-Martin Emergency Group.
- X. To consider payment to Cypress Creek VFD:
 - a. Monthly reimbursement.

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Meeting Agenda September 24, 2018 continued

- XI. To review and take action to amend the District's engagement for legal services to include legislative activities.
- XII. To review and approve engaging a sales tax consultant and to discuss any matters related to the imposition of a sales tax.
- XIII. To receive a proposal from Touchstone District Services and consider entering into an agreement for public information services.
- XIV. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
- XV. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
- XVI. Review and approve ILA for use of Public Safety Communications System with Harris County.
- XVII. 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.
- XVIII. 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.
- XIX. To accept Harris County E.S.D. No. 13 Financial Statements of August 31, 2018 as presented.
- XX. To consider approval of the minutes from the meeting August 27, 2018.
- XXI. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
- XXII. To review, discuss, and take action on the new CCVFD/ESD relationship and service delivery model.
- XXIII. To review, discuss and take action on any District matters which need to be included on the October 2018 meeting agenda.
- XXIV. 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.
- XXV. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- XXVI. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- XXVII. To take action considered as a result of executive session.