

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

MEETING AGENDA

Monday, November 26, 2018, 7:30 P.M.

Call to Order
Information Items:

- A. Fire Department Report
- B. Staff Report
- C. Treasurer Report
- D. Public Comment
- E. Any additional business that may come before the Board.

Action Items:

- I. To discuss and take action on the ratification of a continuing Contract with a private law firm for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.
- II. To discuss and take action on the imposition of additional penalty on delinquent taxes for 2017 pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regarding same.
- III. To discuss and take action on the imposition of additional penalty on delinquent taxes for 2017 to defray costs of collection by the District's delinquent tax attorney, pursuant to Section 33.08 of the Property Tax Code and adoption of a Resolution regarding same.
- IV. To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax Code and adoption of a Resolution regarding same.
- V. To review and revise the District 2019 budget.
- VI. To review and take action on disposal of District records in accordance with records management procedures' retention schedule.
- VII. To review, discuss and take action on obtaining credit cards for HCESD#13.
- VIII. To review, discuss and take action on obtaining 4 bank accounts through Trustmark for Station Recruiting & Retention.
- IX. To review, discuss and take action for Hurricane Harvey mitigation.
- X. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
 - a. Siddons-Martin invoice for E23 maintenance.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13
Meeting Agenda November 26, 2018 continued

- XI. To consider payment to Cypress Creek VFD:
 - a. Monthly reimbursement.

- XII. To review sales tax analysis from consultant and to discuss any matters related to the imposition of a sales tax.

- XIII. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
 - a. Kitchen pans & cookware from Station 23.
 - b. Office Chairs.

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

- XV. 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.

- XVI. 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.

- XVII. To accept Harris County E.S.D. No. 13 Financial Statements of October 31, 2018 as presented.

- XVIII. To consider approval of the minutes from the meeting October 22, 2018.

- XIX. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
 - a. Full-Time suppression pay chart updates for 2019.
 - b. Full-Time Office pay updates for 2019.
 - c. Hourly pay chart updates for 2019.
 - d. Travel Reimbursement Policy.
 - e. Discrimination and Harassment Policy.
 - f. Updates Pay and Leave Policy for Full Time Salary Non Exempt employees.

- XX. To review, discuss and take action on any District matters which need to be included on the December 2018 meeting agenda.

- XXI. 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.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13

Meeting Agenda November 26, 2018 continued

XXII. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

XXIII. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

XXIV. To take action considered as a result of executive session.

Adjourn.