

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

MEETING AGENDA

Monday, January 28, 2019, 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:

- 1. To review, discuss and take action regarding matters related to the public relations of the District and receive a report from Touchstone District Services.
- 2. To review, discuss and take action regarding the Purchase Order for Station 22 Access Control Additions from AudioLink Technologies.
- 3. To review, discuss and take action on a Purchase Order from Northwest Communications for 15 Fire Mics.
- 4. To review, discuss and take action regarding entering an Agreement with P, M, & R Specialists of Texas, LLC for our initial and annual physicals.
- 5. To review, discuss and take action on entering a Subscription Agreement with Cloud Dock Solutions, LLC dba First In Software.
- 6. To review and take action on District 2019 Investment Policy.
- 7. To review and approve the Quarterly Investment Report for the 2018 4th Quarter.
- 8. To review and take action on file destruction list in accordance with the District's Records management procedures.
- 9. To review, discuss and approve upcoming Purchase Orders.
- 10. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
- 11. To review, discuss and take action on Agreement with Trustmark Bank for District credit cards.
- 12. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
 - a. File Cabinet.
- 13. To discuss and take action on matters concerning a possible Sales

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13
Meeting Agenda January 28, 2019 continued

Tax Election.

14. To review and approve expense reimbursements and Training including the SAFE-D Annual Conference & webcasts, continuing college education credits and online training classes for Commissioners and Employees.
15. 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.
16. To review and approve the Harris County E.S.D. No. 13 Financial Statements of December 31, 2018, as presented.
17. To consider approval of the minutes from the meeting December 20, 2018.
18. To discuss and take action on approving the candidate list for the open Firefighter position.
19. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
 - a. Volunteer Handbook
 - b. Part-Time Hire Procedure Policy
20. To review, discuss and take action on any District matters which need to be included on the February 2019 meeting agenda.
21. To review, discuss and take action regarding the sale of the Huffmister property presented by Brad Dill of BD Realty.
22. To review, discuss and take action regarding contracting with BD Realty for services related to locating property for new Fire Station.
23. 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.
24. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
25. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

Adjourn.