

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

Monday, April 27, 2015, 6:30 p.m.
SAFE-D Last Monday Webcast
Webcast Training For ESD Commissioners
FireWatch

The Board of Commissioners of Harris County Emergency Services District #13 met in the Station 22 dayroom for a Safe-D webcast.

SAFE-D and Alfred Stanley of FireWatch Texas presented a webcast at 6:30 p.m. regarding FireWatch which uses state-of-the-art software and computer equipment to scan the horizon and identify wildfires, speeding response. Used in nine countries, the FireWatch system is making its way into the U.S.

SAFE-D has applied to Texas A&M's V.G. Young Institute of County Government for certification of one hour of ESD Commissioner Training Credit in connection with this webcast for registered attendees.

Commissioners present: Ben Henderson
Scott Johnson
Homer Stevens
JoAnne Arosell

Others: Sara Hooper

The webcast lasted approximately an hour and was followed by the regular meeting.

MEETING MINUTES

Monday, April 27, 2015

Commissioners present:
Ben Henderson
Scott Johnson
Homer Stevens
JoAnne Arosell

Guests:
Jill Henze, Breedlove & Co., P.C.
Ron Welch, Municipal Information Services

Department:
Richard Lieder
Timothy Gibson

Information items:

A. Fire Department Report.

The Fire Chief reviewed the Fire dispatch system; the TAPP program; staffing and response crews and discussed the HVAC system at Station 22; purchase of the new pumper; a possible change in the Fire Marshal's position; and the upcoming BBQ Cook off.

B. Staff Report/2014 Audit.

The written office report was reviewed.

C. Treasurer Report.

This month began with a \$4,201,781 balance in the money market account and additional deposits of \$47,182 have been received in April. A transfer of \$465,000 will be made to the checking account to cover expenses which include the Department's reimbursement of expenses, the Tower 23 lease payment, the FIRE Plan contribution, and an increase in Department operating funds of \$75,000. The \$414,793 for the new pumper can be wired directly from the ESD money market account. The year-end balance, after an additional \$500,000 principal payment, is anticipated to be \$433,664 at this point.

D. Public Comment.

None.

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

None.

Action items:

- I. To review, discuss, and consider approval of HCESD13 2014 Audit Report as presented by Breedlove & Co., P.C. and payment of their invoice as submitted for services.
Jill Henze reviewed the audit report for approximately 15 minutes.
JoAnne Arosell moved, Scott Johnson seconded, a motion accept the audit as presented by Jill Henze of Breedlove & Co. The motion passed 4-0.
Homer Stevens moved, JoAnne Arosell seconded, a motion to make a payment of their invoice for the audit as presented. The motion passed 4-0.
- II. Municipal Information Services third annual update of independent financial analysis and approval of payment per agreement dated February 28, 2011.
Ron Welch presented is bound report Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the payment of \$3550 for the annual update as presented by Ron Welch. The motion passed 4-0.
- III. To review and take action on granting exemptions for 2015.
Tabled.
- IV. To accept the 1st Quarter 2015 Investment Report as presented.
Homer Stevens moved, JoAnne Arosell seconded, a motion to accept the 1st Quarter Investment Report as submitted. The motion passed 4-0.
- V. To review and discuss changes to the District/Department contract Exhibit B noting whether any changes are needed.
Tabled.
- VI. To review and approve a permanent increase of \$75,000 in the monthly operating fund for Cypress Creek VFD from the current \$150,000 to \$225,000 and advance a payment \$75,000 for the increase.
JoAnne Arosell moved, Homer Stevens seconded, a motion to approve the \$75,000 increase and advance the payment to the Fire Department. The motion passed 4-0.
- VII. To discuss establishing time limits for public comments and new agenda wording/procedures to reflect changes.
Homer Stevens moved, JoAnne Arosell seconded, a motion to establish a time limit of 3 minutes for comments not related to an agenda item and grant an additional 2 minutes for a total of 5 minutes for comments on an identified item on the agenda. The motion passed 4-0.

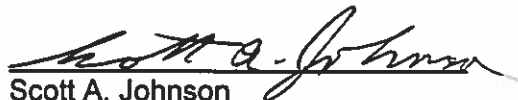
- VIII. To discuss and approve expenses and payments for Traffic Pre-emption equipment.
JoAnne Arosell moved, Homer Stevens seconded, a motion to pay the invoice to Klein Volunteer Fire Department for \$1,600.00 for repairs. The motion passed 4-0.
- IX. To discuss Department's strategic plan.
Tabled.
- X. To approve the purchase of a Pierce Velocity PUC Pumper by Cypress Creek VFD as proposed from Siddons-Martin Emergency Group with pricing based on HGAC FS12-13 contract pricing for a final sales price after trade-in of 2 units for \$414,793.00 which is due within 14 days of the order to take advantage of prepayment discounts.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve purchase of the Pierce Pumper for \$414,793. (Funds will be wired directly from the ESD money market account to Siddons-Martin). The motion passed 4-0.
- XI. To review and approve Department purchase of ductless air conditioning per proposal from North Point Air & Heat.
JoAnne Arosell moved, Homer Stevens seconded, a motion to approve the purchase per proposal. The motion passed 4-0.
- XII. To review and discuss the current Cypress Creek VFD 2015 budget and approve changes.
Tabled.
- XIII. To review, discuss, and approve preparation of the schematic design for the Master Plan for construction, repair, or renovation of fire stations within ESD 13.
Tabled.
- XIV. To review and discuss providing our facility for HCESD11 to hold their elections.
Tabled.
- XV. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Tabled.
- XVI. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Tabled.
- XVII. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement.
b. Advance funds of \$97,990.31 for the annual TW23 truck lease payment due May 26, 2015.
c. Advance the 2015 F.I.R.E. Plan contribution of \$27,500.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve payment of the monthly reimbursement for \$203,258.44; advance funds of \$97,990.31 for the lease payment; and advance the F.I.R.E. Plan contribution of \$27,500.00. The motion passed 4-0.
- XVIII. 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 \$210.00 for the webcast registrations. The motion passed 4-0.

- XIX. To consider approval of the List of Checks Issued which includes disbursements as approved separately; ACH withdrawals and transfers for payroll processing; monthly loan interest, and operating expenses.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the List of Checks total for \$486,470.46. The motion passed 4-0.
- XX. To accept HCESD #13 Financial Statements of March 31, 2015, as presented.
Scott Johnson moved, Homer Stevens seconded, a motion to accept the Financial Statements as presented. The motion passed 4-0.
- XXI. To consider approval of the minutes from the regular meeting March 23, 2015 and the Safe-D webcast March 30, 2015.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the minutes of March 23rd as read. The motion passed 4-0.
JoAnne Arosell moved, Ben Henderson seconded, a motion to approve the minutes of the March 30, 2015 webcast as presented. The motion passed 4-0.
- XXII. To announce the alternative meeting date for May due to the Memorial Day Holiday the 4th Monday of the month. The meeting will be held Thursday, May 28th, at 7:30 p.m.
The May meeting will be held Thursday, May 28th, at 7:30 p.m.
- XXIII. Executive session 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
Tabled. No executive session was held.
- XXIV. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable, no executive session was held.

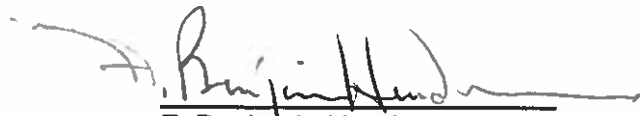
Adjourn

JoAnne Arosell moved, Scott Johnson seconded, a motion to adjourn. The motion passed 4-0. The meeting adjourned at 9:16 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



F. Benjamin Henderson
President