

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES Monday, June 22, 2015

Commissioners present:

Vince Tobin
Scott Johnson
Homer Stevens
JoAnne Arosell

Fire Department:

Richard Lieder
Timothy Gibson
Jason Blackman

Vince Tobin called the meeting to order at 7:34 p.m.

Information items:

A. Fire Department Report.

The Fire Chief referred to his written report and mentioned an item on the agenda to donate the 40kw generator from the old station on Cypresswood to Cypress Creek EMS. The lease on this location expires in 2016 and CCEMS could use the generator at one of their stations within our district.

The cadet class ended with 7 graduates.

B. Staff Report.

The written office report was reviewed.

C. Treasurer Report.

\$16,484 has been received in June. We have received 99.325% of the 2014 collections to date. A transfer of \$280,000 will be made to cover expenses including the Department reimbursement of \$201,767, interest of \$4500, and HCAD quarterly payment of \$10,224. Carryforward at year-end is anticipated to be \$564,581.97 after including the additional principal payment of \$500,000.

D. Public Comment.

None.

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

The SAFE-D newsletter was included in the meeting packets along with copies of some of the recently passed ESD relevant legislation.

Action items:

I. To consider donation of Station 20 transfer switch and generator to Cypress Creek EMS.

The generator will be kept in our district with serving Cypress Creek EMS. Homer Stevens moved, JoAnne Arosell seconded, a motion to donate the transfer switch and 40k generator to Cypress Creek EMS. The motion passed 4-0.

II. To discuss and approve expenses and payments for Traffic Pre-emption equipment.

Tabled.

- III. To discuss Department's strategic plan.
Tabled.
- IV. To review, discuss, and approve changes to the current Cypress Creek VFD 2015 budget.
Scott Johnson moved, Homer Stevens seconded, a motion to accept the amended budget as presented. The motion passed 4-0.
- V. To review, discuss, and approve changes to the current HCESD13 2015 budget.
Scott Johnson moved, JoAnne Arosell seconded, a motion to accept as amended the 2015 District 13 budget. The motion passed 4-0.
- VI. 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.
- VII. To review and discuss providing our facility for HCESD11 to hold their elections.
Tabled.
- VIII. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Tabled.
- IX. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Tabled.
- X. To review and discuss preliminary appraisal values of the District.
The values were discussed briefly.
- XI. To consider payment to Cypress Creek VFD.
 - a. Monthly reimbursement.
Homer Stevens moved, JoAnne Arosell seconded, a motion after review to approve payment for the monthly reimbursement for \$201,766.65. The motion passed 4-0.
- XII. To review and approve expense reimbursements and Trainings including Safe-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Tabled.
- XIII. To consider approval of the List of Checks Issued which includes disbursements as approved separately; HCAD quarterly assessment; ACH withdrawals and transfers for payroll processing; monthly loan interest, and operating expenses.
Homer Stevens moved, Scott Johnson seconded, a motion to accept and approve the List of Checks Issued for \$258,426.05 plus \$23,305 for a total of \$281,731.05. The motion passed 4-0.
- XIV. To accept HCESD #13 Financial Statements of May 31, 2015, as presented.
Vince Tobin moved, Scott Johnson seconded, a motion to accept the HCESD 13 Financial Statements of May 31, 2015, as presented. The motion passed 4-0.
- XV. To consider approval of the minutes from the meeting May 28, 2015.
Tabled.

XVI. 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.

XVII. To Take Action considered as a result of executive session to discuss personnel matters.

Not applicable, no executive session was held.

Adjourn

Homer Stevens moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 4-0. The meeting adjourned at 8:02 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Vincent M. Tobin
Vice President