

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES Thursday, May 28, 2015

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
Homer Stevens
JoAnne Arosell

Fire Department: Richard Lieder
Timothy Gibson
Jason Blackman

Ben Henderson called the meeting to order at 7:35 p.m.

Information items:

A. Fire Department Report.

The Fire Chief reviewed the pending installation of equipment next week on the Noble Energy site; the new staffing schedule; update of Station 22 improvements; ordering the new beds; organizational changes; and budget changes to be presented later.

B. Staff Report/2014 Audit.

The written office report was reviewed.

C. Treasurer Report.

A transfer is being made for \$546,000 which includes the Department insurance renewals for \$70,000, the final tower truck lease payment for \$172,000, and a reimbursement of \$258,000 to the Department. After \$21,146 in deposits so far for May, we've received 98.99% of collections and anticipate a year-end carryover of \$210,500 after making an additional principal payment of \$500,000.

D. Public Comment.

None.

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

None.

Action items:

I. To accept the final audit report as prepared by Breedlove & Co., P.C. per draft approved at last month's meeting.

Scott Johnson moved, Homer Stevens seconded, a motion to accept the audit as prepared. The motion passed 5-0.

II. To review and take action on granting exemptions for 2015.

Vince Tobin moved, JoAnne Arosell seconded, a motion to continue with exemptions as in 2014 (i.e. No Homestead; \$156,240 Over 65; and \$156,240 Disability). The motion passed 5-0.

- III. To discuss and approve expenses and payments for Traffic Pre-emption equipment.
Tabled.
- IV. To discuss Department's strategic plan.
Tabled.
- V. To review and discuss the current Cypress Creek VFD 2015 budget and approve changes.
The Fire Chief made a screen presentation of the budget spreadsheet and discussed changes in Department capital and staffing line items. Tabled for next month.
- 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 consider payment to Cypress Creek VFD.
a. Monthly reimbursement.
b. Advance funds for Department Annual Insurance Premiums for policies renewing in June.
c. Advance funds of \$172,059.23 for the final TW23 truck lease payment due June 26, 2015.
Homer Stevens moved, Scott Johnson seconded, a motion to approve payment for the monthly reimbursement for \$258,231.21; advance for insurance premiums for \$70,000; and the advance of \$172,059.23 for the Tower lease payment. The motion passed 5-0.
- XI. To review and approve expense reimbursements and Trainings including Safe-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
JoAnne Arosell moved, Vince Tobin seconded, a motion to reimburse Sara Hooper for \$58.61 for food during the 4/27 Safe-D webcast. The motion passed 5-0.
- XII. 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.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 5/28 List of Checks Issued for \$569,241.38. The motion passed 5-0.
- XIII. To accept HCESD #13 Financial Statements of April 30, 2015, as presented.
JoAnne Arosell moved, Vince Tobin seconded, a motion to accept HCESD#13 Financial Statements of April 30, 2015, as presented. The motion passed 5-0.
- XIV. To consider approval of the minutes from the Safe-D webcast and the regular meeting April 27, 2015.
JoAnne Arosell moved, Scott Johnson seconded, a motion to accept the minutes as presented. The motion passed 5-0.

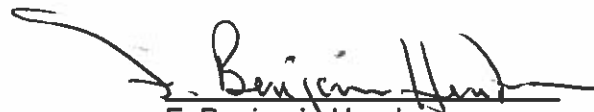
- XV. Executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee as permitted by the Texas Government Code, Open Meetings Act, Sec. 551.074
Tabled. No executive session was held.
- XVI. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable, no executive session was held.

Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 8:53 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


F. Benjamin Henderson
President

**ORDER OF THE BOARD OF EMERGENCY SERVICES COMMISSIONERS
OF HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13
GRANTING EXEMPTIONS FOR 2015**

IN OPEN MEETING on May 28, 2015 of the Board of Emergency Services Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**, with Commissioners present:

Ben Henderson Vince Tobin Scott Johnson
 Homer Stevens JoAnne Arosell

The following MOTION was considered, and after discussion was adopted and approved by a vote of 5 in favor and 0 against:

WHEREAS, pursuant to Chapter 775 of the Health and Safety Code and pursuant to the Texas Tax Code, the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13** is authorized to grant exemptions relative to the District's property tax levy; and

WHEREAS, the District intends to collect taxes for the 2015 property tax year, NOW, THEREFORE BE IT RESOLVED and ORDERED that the following exemptions are granted for 2015:

Homestead	<u> -0- </u>
Over 65	<u> 156,240 </u>
Disability	<u> 156,240 </u>

SIGNED THIS 28TH DAY OF May, 2015.



**HARRIS COUNTY EMERGENCY
SERVICES DISTRICT NO. 13**

By: Ben Henderson
Printed Name: Ben Henderson
Title: President

ATTESTED TO:

By: Scott Johnson
Printed Name: Scott Johnson
Title: Secretary/Treasurer