

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

SAFE-D TRAINING WEBCAST MINUTES

Monday, April 25, 2016 6:30 P.M.

Attorney Howard Katz discussed emerging issues that can affect Emergency Services Districts and followed the discussion with a question and answer period.

Commissioners present: Ben Henderson Others: Sara Hooper
Vince Tobin Richard Lieder
Scott Johnson Jason Blackman
Homer Stevens
JoAnne Arosell

MEETING MINUTES

Monday, April 25, 2016, 7:30 P.M.

Commissioners present: Ben Henderson Guest: Jill Henze, CPA, Breedlove & Co., P.C.
Vince Tobin
Scott Johnson
Homer Stevens
JoAnne Arosell

Fire Department: Richard Lieder
Tim Gibson
Jason Blackman

Ben Henderson called the meeting to order at 7:37 p.m.

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report and summarized April responses and issues during the highest recorded flood level in our area.

B. Staff Report/2015 Audit/Cost share assistance grant for workers compensation

The written report was reviewed.

C. Treasurer Report.

Additional deposits of \$29,856 were received in April. A transfer of \$393,000 will be made from the money market account to the checking account tomorrow to cover expenses. Carryover at year end should be \$806,902 and 97.26% of 2015 collections have been received to date.

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 2015 Audit Report as presented by Breedlove & Co., P.C. and payment of their invoice as submitted for services.
Scott Johnson moved, Vince Tobin seconded, a motion to approve the audit and pay the invoice as presented. The motion passed 5-0.
- II. Municipal Information Services fourth annual update of independent financial analysis and approval of payment per agreement dated February 28, 2011.
Postponed.
- III. To review, discuss and take action on granting exemptions for 2016.
Vince Tobin moved, Homer Stevens seconded, a motion to approve granting the exemptions and keeping them the same as 2015. The motion passed 5-0.
- IV. To accept the 1st Quarter 2016 Investment Report as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 1st Quarter Investment Report as submitted. The motion passed 5-0.
- V. To review and discuss changes to the District/Department contract Exhibit B noting whether any changes are needed.
Homer Stevens moved, Vince Tobin seconded, a motion to accept the contract Exhibit B noting applicable changes. The motion passed 5-0.
- VI. To review, discuss, and approve District/Department Contract specific revisions and consider transferring title of vehicles from Cypress Creek VFD to HCESD13.
Postponed.
- VII. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.
Postponed.
- VIII. To discuss and approve expenses and payments for Traffic Pre-emption equipment for next phase.
Postponed.
- IX. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Postponed.
- X. To consider payment to Cypress Creek VFD.
 - a. Monthly reimbursement.
Homer Stevens moved, Scott Johnson seconded, a motion to make payment to Cypress Creek VFD for \$203,506.52. 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.
Vince Tobin moved, Homers Stevens seconded, a motion to approve payments of \$210.00 for SAFE-D webcast registrations and \$173.82 for Olive Garden meal during 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; TCDRS retirement plan; and operating expenses.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment of the List of Checks Issued for \$392,678.76. The motion passed 5-0.
- XIII. To accept HCESD #13 Financial Statements of March 31, 2016, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the financial statements as presented. The motion passed 5-0.
- XIV. To consider approval of the minutes from the regular monthly meetings March 28, 2016.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the minutes as presented. The motion passed 5-0.
- XV. To review progress and recommendations to proceed with the hiring process for the new Office Administrative Assistant to the Office Manager.
Postponed.
- XVI. To review, update, and approve personnel matters and policies which may include, benefits, hours, paid time off, sick pay and holiday pay.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the Uniformed, Non-Exempt Employee Pay, Leave and Attendance Policy. The motion passed 5-0.
- XVII. 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.
No executive session was held.
- XVIII. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable as no executive session was held.

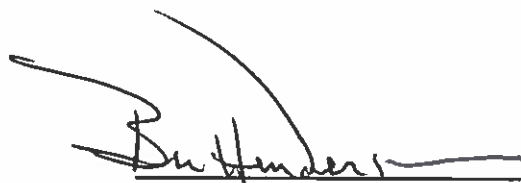
Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned 9:11 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President