

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

## MEETING MINUTES

Monday, February 22, 2016, 7:30 P.M.

Commissioners present: Ben Henderson  
Vince Tobin  
Scott Johnson  
JoAnne Arosell

Fire Department: Richard Lieder  
Timothy Gibson  
Joey Dockins  
William McDugle

Ben Henderson called the meeting to order at 7:35 p.m. The meeting regarding election items posted for 7:30 was postponed until later in the meeting pending attorney arrival.

### Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report. Scott Johnson agreed to be on the hiring committee and the interviews.

Chief's Gibson new staff vehicle arrived and Chief Blackman is in Appleton for the final inspection for the new Engine 24.

Chief Gibson reported on the progress for hiring of the new Chief's positions. Out of the 30 applications received there were 14 of the 20 taking exams that passed and 8 interviews were held.

Vince Tobin moved, JoAnne Arosell seconded, a motion to empower the hiring process to proceed with the selection of 2 candidates and 1 alternate (Number IX Action Item). The motion passed 4-0.

B. Staff Report/January address publication/Remodel/Cost share assistance grant for workers compensation

The written report was reviewed. The office address publication appeared in *The Houston Chronicle* January 28<sup>th</sup>.

C. Treasurer Report.

Additional deposits of \$693,357 were received in January and \$1,210,169 so far in February. A transfer of \$334,000 will be made from the money market account to the checking account to cover expenses mainly to the Department for \$276,865. Carryover at year end should be \$707,187. 91.8% 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 and approve training testing software and test banks from Performance Training Systems, Inc. for \$11,179.00.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the bid for \$11,179.00. The motion passed 4-0.
- II. To review and approve District/Department Contract exhibit and consider transferring title of vehicles from Cypress Creek VFD to HCESD13. To discuss specific contract revisions to be considered.  
Postponed.
- III. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.  
Postponed.
- IV. To discuss and approve expenses and payments for Traffic Pre-emption equipment for next phase.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the \$1,911.00 invoice for payment of the coalition administrative cost share for the current year. The motion passed 4-0.
- V. To review and approve payment to Andrews Myers, P.C., for professional services through January 2016 as invoiced.  
Postponed.
- VI. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.  
Vince Tobin moved, Scott Johnson seconded, a motion to accept the \$325.50 invoice from Coveler & Katz, P.C. for payment. The motion passed 4-0.
- VII. To review and consider health insurance through TMLIEBP re-rate for 2016-2017; continue existing employer contributions; and consider changes as proposed.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve as submitted. The motion passed 4-0.
- VIII. To Execute Interlocal Agreement with TML MultiState IEBP; execute agreement for participation in TML MultiState IEBP Life and Disability Insurance Group Plan; execute COBRA continuation of Coverage Administrative Agreement; and such other documents as necessary for continuation of employee health insurance.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to continue our agreement. The motion passed 4-0.
- IX. To review and consider hiring of personnel for new District Chief's positions and proceeding with the hiring process.  
(Motion made during discussion of this during the Chief's report). Vince Tobin moved, JoAnne Arosell seconded, a motion to empower the hiring process to proceed with the selection of 2 candidates and 1 alternate. The motion passed 4-0.
- X. To consider payment to Cypress Creek VFD.
  - a. Monthly reimbursement.  
JoAnne Arosell moved, Scott Johnson seconded, a motion to accept the Department's invoice for reimbursement of \$276,865.34. The motion passed 4-0.

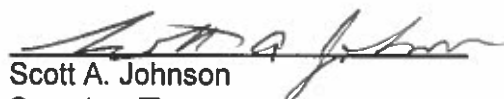
- XI. To review and approve expense reimbursements and Trainings including SAFE-D Annual Conference, SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to reimburse training expenses for the SAFE-D webcast to the Department for \$210.00 for registration and \$227.52 for food; and reimburse Sara Hoopr for mileage, tolls, and lodging for \$333.96 for a total of \$771.48. The motion passed 4-0.
- XII. To approve ACH transactions based on payroll reports for submission of district's monthly contribution payments to TCDRS.  
Vince Tobin moved JoAnne Arosell seconded, a motion to approve ACH transactions based on payroll reports for submission of district's monthly contribution payments to TCDRS. The motion passed 4-0.
- XIII. To consider approval of the List of Checks Issued which includes disbursements as approved separately; monthly loan interest; and operating expenses.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the List of Checks Issued for \$361,331.22. The motion passed 4-0.
- XIV. To accept HCESD #13 Financial Statements of January 31, 2016, as presented.  
Vince Tobin moved, Scott Johnson seconded, a motion to accept the HCESD#13 Financial Statements of January 31, 2016, as presented. The motion passed 4-0.
- XV. To consider approval of the minutes from the regular monthly meeting January 25, 2016.  
Postponed.
- XVI. To review, update, and approve personnel matters and policies which may include, benefits, hours, paid time off, and holiday pay.  
Postponed.
- 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.

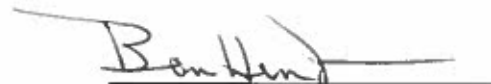
Review and take action on matters relating to calling an election to be held on May 7, 2016.  
A phone call was placed to Attorney Howard Katz at 8:50 p.m. regarding action on matters relating to calling an election to be held on May 7, 2016. No action was taken.

Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 4-0. The meeting adjourned 9:00 p.m.

Respectfully submitted,

  
Scott A. Johnson  
Secretary/Treasurer

  
Ben Henderson  
President