

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

TRAINING

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

SAFE-D one-hour webcast discussing state reporting requirements. Texas A&M's V.G. Young Institute of County Government has certified this training for one hour of ESD Commissioner Training Credit for registered attendees.

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

Others: Sara Hooper

MEETING MINUTES

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

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

Guest: Howard L. Katz
Coveler & Katz, P.C.

Fire Department: Richard Lieder
Timothy Gibson

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

1. Review and take action on matters relating to calling an election to be held on May 7, 2016.
 - a. Approve on Order calling for an election under Texas Health and Safety code Section 775.0345
Scott Johnson moved, Homer Stevens seconded, a motion to call an election for candidates to be held May 7, 2016, at HCESD13 Office/Cypress Creek VFD Station 22, 11900 Cypress N. Houston Rd., Cypress, TX 77429. The motion passed 5-0.
 - b. Approve an Order calling for an election under Texas Health and Safety Code Section 775.0752
Homer Stevens moved, Vince Tobin seconded, a motion to not call an election for sales tax at this time. The motion passed 5-0.
 - c. Order Approving and Appointing an Agent for the Election;
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the order appointing an Agent for the election, Sara Hooper. The motion passed 5-0.
 - d. Order Appointing an Early Voting Clerk and Deputy Early voting Clerk;
Scott Johnson moved, Homer Stevens seconded, a motion to approve the order appointing Marianna Leatherman as Early Voting Clerk. The motion passed 5-0.
 - e. Order Establishing and Designating Election Precincts and Polling Places;
Scott Johnson moved, Homer Stevens seconded, a motion to approve the order establishing and designating 1 Precinct for the election with the ESD13 office at Station 22, 11900 Cypress N. Houston Rd., as the sole election precinct polling place. The motion passed 5-0.

- f. Order Establishing and Designating Early Voting Polling Places;
Scott Johnson moved, Vince Tobin seconded, a motion for the order establishing and designating the Early Voting Place to be the same. The motion passed 5-0.
 - g. Order Adopting Form of Notice of District Election;
Postponed.
 - h. Action to approve a contract with Hart InterCivic, Inc. for election services.
Scott Johnson moved, Vince Tobin seconded, a motion to approve entering a contract for maintenance and programming with Hart InterCivic, Inc. for all relevant election services. The motion passed 5-0.
 - i. To review and take action to hold an election jointly with one or more other political subdivisions.
Vince Tobin moved, JoAnne Arosell seconded, a motion to take action to hold an election jointly with one or more other political subdivisions. The motion passed 5-0.
 - j. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.
2. To review and take action on Interlocal Agreement for storage and maintenance of election equipment.
Homer Stevens moved, Vince Tobin seconded, a motion to take action on the Interlocal Agreement for storage and maintenance of election equipment which is being moved from Klein Station 5 to a climate controlled facility. The motion passed 5-0.
3. Adjournment.
No objections being made, Ben Henderson adjourned the meeting at 8:20 p.m.

MEETING MINUTES
Monday, January 25, 2016, 7:30 P.M.

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

Guest: Howard Katz

Fire Department: Richard Lieder
Timothy Gibson

Ben Henderson called the meeting to order at 8:25 p.m.

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report with updates regarding the office remodel, personnel changes; the ESD Office Manager Assistant job description; and the revised budget with amended personnel salaries. He also performed an analysis of the effect on the budget of potential sales tax revenue reported from Sales Tax Assurance.

Tim Gibson's new staff vehicle has been received at the dealer and should be delivered soon.

The Chief would like to revisit the contract between the fire department and the ESD in the upcoming quarter.

The Fire Department Annual Awards Banquet will be held February 13th.

B. Staff Report.

A written report was reviewed.

C. Treasurer Report.

A transfer will be made for \$487,000 from the money market account to the checking account to cover ESD insurance renewals of \$39,000 and expenses mainly to the Department for \$276,000 for reimbursement and \$115,000 for the R24 lease payment. Carryover at year end should be approximately \$458,000 which includes the loan payoff.

D. Public Comment.

None.

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

None.

Action items:

- I. To review and discuss providing our facility for HCESD11 to hold their elections.
Remove from agenda.
- II. To consider donation of backup generator at 9860 Cypresswood Drive to Aldine Fire Department. This generator was previously offered to Cypress Creek EMS and they are unable to move it to their location.
Vince Tobin moved, Homer Stevens seconded, a motion to consider transferring the backup generator to HCESD24. The motion passed 5-0.
- III. To review and approve the Quarterly Investment Report for 2015 4th Quarter.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the Quarterly Investment Report as presented. The motion passed 5-0.
- IV. To review and approve District/Department Contract exhibit and consider transferring title of vehicles from Cypress Creek VFD to HCESD13.
Postponed.
- V. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.
Postponed.
- VI. To review and approve the Interlocal Agreement for a Combined Radio Channel Communications Dispatch System.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the Interlocal Agreement for a Combined Radio Channel Communications Dispatch System as presented. CCVFD is the initial manager. The motion passed 5-0.
- VII. To review approve Department purchases of nozzles, hose, and hand tools per vendor prices on submitted spreadsheet.
Homer Stevens moved, JoAnne Arosell seconded, a motion to review and approve Department purchases of nozzles, hose, and hand tools per vendor prices for \$27,020.22 as submitted on the spreadsheet. The motion passed 5-0.
- VIII. To review and approve proposal from North Point Air & Heat for new systems for offices and crew quarters at Station 22, 11900 Cypress N Houston Rd., for \$36,250.00.
Vince Tobin moved, JoAnne Arosell seconded, a motion to review and accept the proposal from North Point Air & Heat for new systems for offices and crew quarters at Station 22 for \$36,250.00 for air conditioning and heating. The motion passed 5-0.

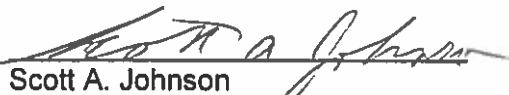
- IX. To review and approve the revised Cypress Creek VFD 2016 budget.
Postponed.
- X. To review and approve changes to the Harris County ESD No. 13 2016 budget.
Postponed.
- XI. To review, discuss, and approve preparation of the schematic design for the Master Plan for construction, repair, or renovation of fire stations within ESD 13.
Postponed.
- XII. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Postponed.
- XIII. To discuss and approve expenses and payments for Traffic Pre-emption equipment.
Postponed.
- XIV. To review and approve payment to Andrews Myers, P.C., for professional services through December 2015 as invoiced.
Vince Tobin moved, Homer Stevens seconded, a motion to accept for payment the \$201.00 invoice from Andrews Myers. The motion passed 5-0.
- XV. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Postponed.
- XVI. To approve ACH transactions based on payroll reports for submission of district's monthly contribution payments to TCDRS.
Vince Tobin moved, Homer Stevens seconded, a motion that we approve ACH transactions based on payroll reports for submission of the district's monthly contribution payments to TCDRS. The motion passed 5-0.
- XVII. To approve payment of the entire loan balance for the Station 23 loan January 26, 2016; an alternate payment date or principal amount; or the scheduled principal payment of \$192,000 due February 15th 2016.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve payment of the entire loan balance amount of \$887,317.00. The motion passed 5-0.
- XVIII. To review and approve additional payment of \$4,196.00 to TML Intergovernmental Risk Pool as a result of the payroll audit for plan year October 2014-2015.
Vince Tobin moved, Scott Johnson seconded, a motion to approve the additional payment of \$4,196.00 to TML. The motion passed 5-0.
- XIX. To review and approve coverage proposal and payment of premiums for District Insurance Policy Renewals February 7, 2016.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the coverage proposal from VFIS and payment of premiums for \$39,798.00 for District insurance policy renewals. The motion passed 5-0.

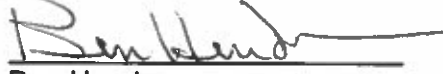
- XX. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement with includes the annual lease payment of \$46,119.14 for the 2006 Rescue truck (R-24) due 1/28/2016.
b. Advance for final lease payment on 2006 Rescue truck (R-24) due 2/28/2016
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the reimbursement invoice from CCVFD for a payment of \$276,864.40. The motion passed 5-0.
Vince Tobin moved, JoAnne Arosell seconded, a motion to advance the final lease payment for R24 to the Department for \$114,814.80. The motion passed 5-0.
- XXI. To review and approve expense reimbursements and Trainings including SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Postponed.
- XXII. To consider approval of the List of Checks Issued which includes disbursements as approved separately; monthly loan interest; and operating expenses.
Homer Stevens moved, Vince Tobin seconded, a motion to approve after review of the list of checks totaling \$511,043.05. The motion passed 5-0.
- XXIII. To accept HCESD #13 Financial Statements of December 31, 2015, as presented.
Vince Tobin moved, Scott Johnson seconded, a motion to accept HCESD 13's Financial Statements of December 31, 2015, as presented. The motion passed 5-0.
- XXIV. To consider approval of the minutes from the regular monthly meeting December 28, 2015.
JoAnne Arosell moved, Scott Johnson seconded, a motion to approve the minutes from the regular monthly meeting December 28, 2015. The motion passed 5-0.
- XXV. To review and approve updated pay scale for new hires.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the updated pay scale as presented subject to change. The motion passed 5-0.
- XXVI. To review, update, and approve personnel matters and policies which may include, benefits, hours, paid time off, and holiday pay.
Postponed.
- XXVII. 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.
- XXVIII. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable as no executive session was held.

Adjourn

Homer Stevens moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0.
The meeting adjourned 10:10 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President

ORDER FOR ELECTION TO BE HELD MAY 7, 2016 FOR THREE COMMISSIONER POSITIONS ON THE BOARD OF EMERGENCY SERVICES COMMISSIONERS OF HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13 AS PROVIDED UNDER HEALTH & SAFETY CODE, SECTION 775.0345

WHEREAS, HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13 (the "District") operates pursuant to Texas Constitution, Article III, Section 48-e, and Chapter 775, Health & Safety Code; and

WHEREAS, the District is a Harris County District and is therefore governed by an elected Board of Emergency Services Commissioners under Chapter 775, Health & Safety Code and HB 2653, 80th Regular Session, Texas Legislature (2007); and

WHEREAS, pursuant to Section 775.0345, Health & Safety Code, the District Board of Emergency Services Commissioners serve alternating four-year terms; and

WHEREAS, in this year of the District operations, pursuant to Section 775.0345, Health & Safety Code, three Commissioner positions are ending their regular terms; and

WHEREAS, the District Board of Emergency Services Commissioners finds that it is necessary to call for an election for three positions on the District Board of Emergency Services Commissioners; and

WHEREAS, Section 775.0345, Health & Safety Code, requires that such Election be held in conformity with Section 41.001, of the Texas Election Code, providing for Uniform Election Dates,

NOW, THEREFORE, IT IS HEREBY ORDERED that an Election be held in HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13 on Saturday, May 7, 2016, between the hours of 7:00 a.m. and 7:00 p.m., to elect three persons to serve as Commissioners of HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13 for the four-year terms commencing June 1, 2016.

IT IS FURTHER ORDERED that:

1. (a) The ballot for the Election shall provide for voting for none, one, two or three candidates among those candidates listed or written in by the voter (as may be allowed by law).

(b) The three candidates receiving the most number of votes shall be elected in accordance with law. Election shall be by plurality vote.

(c) In the event of a tie vote among all the candidates or among those candidates each having the third most votes, the resolution of the tie shall be resolved in accordance with Section 2.002, Election Code.

2. The Election shall be held under a Joint Election Agreement with Harris County Emergency Services District No. 11, within the designated Harris County Election Precincts wholly or partially located within the District, subject to any changes or consolidations as may be made under the authority of an Order of the Board of Emergency Services Commissioners, as set forth in Attachment 1. Regardless of residence in the County Election Precincts, only persons residing within the District boundaries may vote in this election.

3. Only persons qualified to vote within the geographic boundaries of HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13 and under the Joint Election Agreement shall be allowed to vote at the Election and each voter shall vote at the Polling Place designated by Order of the District Board of Emergency Services Commissioners.

4. The voting shall be by electronic device (Hart 6.2.1 system) as certified by Texas Secretary of State, April 30, 2009.

4a. The candidates' names shall appear on the ballot in the form as required by law. The candidates' names shall appear on the ballot in such a manner that each voter may cast no vote or may cast one vote for each of one, two or three candidates among those candidates listed or written in by the voter (as may be allowed by law).

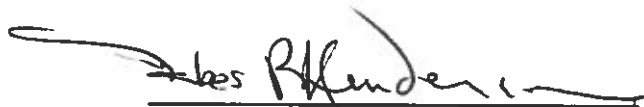
5. All candidates must file an application in accordance with the Texas Election Code (including Chapter 141, Subchapters A and B, and Chapter 144, Texas Election Code). All candidates are obligated to determine on their own whether their application is correct in form and content.

6. All applications for a place on the ballot must be filed with the District Secretary, Scott Johnson, and must be received by mail or in person by the Secretary or Secretary's designee, at Cypress Creek VFD, located at 11900 Cypress N. Houston Rd., Cypress, Texas 77429 not later than 5:00 p.m. on February 19, 2016. The procedures and time requirements for write-in candidacies are governed by Subchapter C, Chapter 146, Election Code.

7. The order of the candidates' names shall be determined by a drawing held in accordance with and under the time parameters set forth in Section 52.094, Texas Election Code. As required by law, candidates' names may only appear as an independent, without denoting any political or party affiliation. The drawing will be conducted by the District's Secretary or the Secretary's designee.

Notices of the meetings of the District Board of Emergency Services Commissioners and a copy shall be filed with the County Clerk of Harris County, Texas. After publication, the District Board of Emergency Services Commissioners shall retain a copy of the published Notice that contains the name of the newspaper in which it was published and the date of publication.

ADOPTED at Open Meeting this the 25 day of January, 2016, by a vote of 5 to 0.



President, Board of
Emergency Services Commissioners,
HARRIS COUNTY EMERGENCY
SERVICES DISTRICT NO. 13

ATTACHMENT 1

HCESD No. 13 Election

County Precincts:
125, 442, 478, 479, 481, 484, 486,
519, 548, 597, 602, 609, 688, 691,
768, 805, 823, 828, 878, 983

Polling Place

Cypress Creek VFD Station No. 22
11900 Cypress N. Houston Rd.,
Cypress, Texas 77429