

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

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

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

Fire Department: Richard Lieder
Timothy Gibson
Jason Blackman
William McDugle

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report beginning with the flood event and Chief Blackman will have more meetings with FEMA to move the process forward.

The combined dispatch project is moving forward and an invoice as previously approved has been received for the 50% down payment on tonight's agenda.

The new staff vehicle is having electrical installed and the old 2006 F250 will be placed on the auction site next week.

The staffing report is enclosed showing how the shifts have been filled with available personnel.

The Chief shared details regarding an accident involving E21.

Permanent fixes for the roof leaks at Station 24 were discussed including a summary of quotes obtained by Chief Blackman.

Discussion have been held with the fire department board regarding a Paid on Call program and the effects on the volunteer program which may lead to restructuring the relationship between CCVFD and HCESD13 and the need to have discussions over the next few months regarding the service model.

B. Staff Report

The written report was reviewed which included progress regarding the new hire, Angela Hazlegrove, who was also in attendance for this meeting.

C. Treasurer Report.

We received \$5769 more last month and \$3899 this month and are now at 98.286% of total collections. \$368,000 will be transferred tomorrow to cover expenses including Department reimbursement of \$190,000 and \$20,615 for the down payment for the common dispatch system. Year-end carryover at this point is \$872,000.

D. Public Comment.

None.

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

None.

Action items:

- I. To review and approve change orders of \$21,208.70 for the new engine ordered in April 2015 for \$704,927.00 prior to trade-in allowances and prepayment discounts.
Homer Stevens moved, Scott Johnson seconded, a motion to approve payment of \$21,208.70 for the new engine changes. The motion passed 5-0.
- II. To review and approve Harris County Mutual Aid Fire Protection & Agreement.
Homer Stevens moved, JoAnne Arosell seconded, a motion to go ahead and approve Harris County Mutual Aid Fire Protection & Agreement. The motion passed 5-0.
- III. To review and approve the purchase of bunker gear by Cypress Creek VFD per the quote from Metro Fire Apparatus Specialists, Inc. for \$48,834.00.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the purchase of bunker gear by Cypress Creek VFD per the quote from Metro Fire Apparatus Specialists, Inc. for \$48,834.00. The motion passed 5-0.
- IV. To review and approve purchase of Holmatro Equipment from Metro Fire Apparatus Specialists, Inc. for \$12,786.00 per Quote 100114-0 to Cypress Creek Fire Department.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the \$12,786.00 quote to purchase Holmatro equipment. The motion passed 5-0.
- V. To review and approve the down payment of \$20,615.77 payable to Northwest Communications, Inc. for the combined fire dispatch channel as approved last month.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the invoice and pay \$20,615.77 for the down payment. The motion passed 5-0.
- VI. To discuss and approve expenses and payments for Traffic Pre-emption equipment for next phase.
Postponed.
- VII. To accept the 2016 2nd Quarter Investment Report as presented.
Homer Stevens moved, JoAnne Arosell seconded, a motion to accept the 2nd Quarter Investment Report reporting .2% interest earned for the quarter and year to date. The motion passed 5-0.
- VIII. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the Coveler & Katz invoice for \$762.50. The motion passed 5-0.

- IX. To consider payment to Cypress Creek VFD.
a. Monthly reimbursement which includes payment for the new 2016 staff vehicle. Vince Tobin moved, Scott Johnson seconded, a motion to accept the \$190,070.34 invoice to reimburse the Department. The motion passed 5-0.
- X. 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.
- XI. 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, Homer Stevens seconded, a motion to approve the List of Checks Issued for \$449,198.63. The motion passed 5-0.
- XII. To accept HCESD #13 Financial Statements of June 30, 2016, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the financial statements as presented. The motion passed 5-0.
- XIII. To consider approval of the minutes from the monthly meeting June 27, 2016.
JoAnne Arosell moved, Scott Johnson seconded, a motion to accept the minutes from the monthly meeting June 27, 2016. . The motion passed 5-0.
- XIV. To review, update, and approve personnel matters and policies which may include, benefits, hours, paid time off, sick pay and holiday pay.
Postponed.
- 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..
Postponed.
- XVI. To Take Action considered as a result of executive session to discuss personnel matters.
No executive session was held.

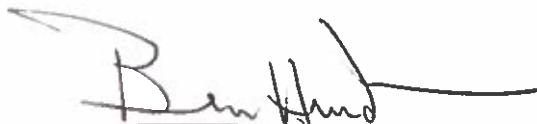
Adjourn

The meeting was adjourned at 8:59 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President