

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, June 27, 2016, 7:30 P.M.

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

Guest: Howard Katz, Attorney at Law

Fire Department: Richard Lieder
Timothy Gibson
Jason Blackman

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report beginning with flood recovery update and the Presidential Disaster Declaration for the 4/18/2016 flood event. The Department has submitted an application to FEMA for public assistance and if approved may receive \$7876.

Station 20 property has been returned and the remaining insurance remediation funds for the building to Prestonwood Forest UD. The UD is in the process of leasing the property to Precinct 4 and the funds will be used to purchase materials for the rebuild.

There were 69 applications received for the ESD Assistant Office Manager position. Five candidates were invited to come in for an interview and one withdrew prior to the interviews. Sara Hooper, Scott Johnson, and Richard Lieder interviewed 4 applicants last Wednesday and came away with 2 strong candidates. The interview panel along with Chief Gibson met last Thursday and a consensus was reached on the candidate to present to the ESD for final approval.

The radio project final pricing is less than originally projected and is on the agenda tonight for final approval.

The 2006 F250 was auctioned by Rene Bates and sold for \$12,593.67. After a 10% auction fee the Department received \$11,334.30 and the truck was delivered to the new owner.

The new 2016 staff vehicle was received and Chief Blackman is in the process of placing it in service.

The D22 truck while stopped at a red light was rear ended and the driver of the other vehicle was cited by HCSO. After a couple of weeks trying to file our claim with the other party's insurance company we turned the claim over to VFIS to expedite repairs to the vehicle. VFIS will pursue the claim with the other party's insurance to subrogate the costs.

E22 was hit while parked at Walmart parking lot at Grant and N. Eldridge. The truck remained in service and the damage is being repaired during preventive maintenance.

The staffing program report is attached. The new staffing model went into place April 11 and shows the number of volunteer shifts backfilled with part-time personnel is below the budgeted projection.

B. Staff Report/Submission of 2015 Audit report to Harris County

The written report was reviewed. The final audit report was forwarded to Harris County Fire Marshal's office and transmitted to Commissioners Court 6/14/16.

C. Treasurer Report.

\$13,952 more was received in May and \$16,404 so far in June. We will transfer \$389,000 from the money market to the checking account for Department expenses of \$214,806 (which includes \$35,122 for the new staff vehicle); the District's attorney fees of \$3791; HCAD quarterly assessment for \$10,775; and monthly expenses including added payroll during the floods. Carryover at this point for year end is \$855,000. We are at 98.156% of 2015 collections to date.

D. Public Comment.

None.

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

None.

Action items:

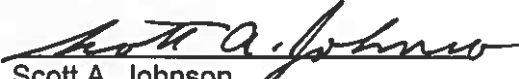
- I. To administer oaths to newly elected/re-elected District Commissioners.
Vince Tobin, JoAnne Arosell, and Homer Stevens, took their Oath of Office as read by Howard Katz along with each affiant in the presence of Sara Hooper, Notary Public.
- II. To review and approve Department purchase of 5 RIT Pack Assemblies for all 5 engines as quoted from MES for \$12,205.00.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve 5 RIT pack assemblies for all 5 engines as quoted from MES for \$12,205.00. The motion passed 5-0.
- III. To review and approve the revised expenditures for the combined fire dispatch channel.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the revised figure for the combined fire dispatch channel for \$41,481.59 pro-rata share and annual of \$7218. The motion passed 5-0.
- IV. To review and take action on Interlocal Mutual Aid Agreement with Harris County.
Vince Tobin moved, Homer Stevens seconded, a motion to take action on the Interlocal Mutual Air Agreement with Harris County. The motion passed 5-0.
- V. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement. The motion passed 5-0.
- VI. To discuss and approve expenses and payments for Traffic Pre-emption equipment for next phase.
Postponed.

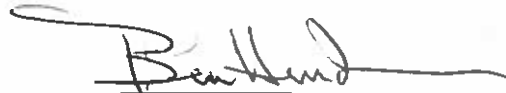
- VII. To review, discuss, and approve District/Department Contract specific revisions and consider transferring title of vehicles from Cypress Creek VFD to HCESD13.
Vince Tobin moved, Homer Stevens seconded, a motion to transfer titles to all vehicles to HCESD13 from Cypress Creek VFD. The CCVFD board voted July 20th to approve the title transfers. The motion passed 5-0.
- VIII. 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 invoice from Coveler & Katz, P.C. for payment of \$3,791.28. 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.

JoAnne Arosell moved, Scott Johnson seconded, a motion to reimbursement the fire department for \$214,806.44. 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; HCAD quarterly assessment; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the List of Checks Issued for a total of \$469,386.61. The motion passed 5-0.
- XII. To accept HCESD #13 Financial Statements of May 31, 2016, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the financial statements of May 31, 2016, as presented. The motion passed 5-0.
- XIII. To consider approval of the minutes from the monthly meeting May 23, 2016.
Homer Stevens moved, Scott Johnson seconded, a motion to approve the minutes as read. The motion passed 5-0.
- XIV. To review progress and recommendations to proceed with the hiring process for the new Office Administrative Assistant to the Office Manager.
Vince Tobin moved, Homer Stevens seconded, a motion to proceed with the hiring process for Angela Hazlegrove. The motion passed 5-0.
- XV. To review, update, and approve personnel matters and policies which may include, benefits, hours, paid time off, sick pay and holiday pay.
Postponed.
- XVI. 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.
- XVII. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable as no executive session was held.

Adjourn
The meeting was adjourned at 9:10 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President