

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, March 28, 2016, 7:30 P.M.

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

Fire Department: Richard Lieder
Tim Gibson
Jason Blackman

Ben Henderson called the meeting to order at 7:29 p.m.

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report. The District Chiefs are working a 40-hour week until they start their 48/96 rotation April 1st when 3 stations will be manned 24 hours each day.

The renovations have been completed at Station 22/HQ.

Tim Gibson has been working on policies and procedures updates for tonight's meeting.

Chief Gibson staff vehicle has been placed in service.

New Engine 24 has been received and is in progress. E25 will going to Siddons Martin for the trade in.

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

The written report was reviewed.

C. Treasurer Report.

Additional deposits of \$213,084 were received in February and \$99,562 so far in March. A transfer of \$290,000 will be made from the money market account to the checking account to cover expenses mainly to the Department for reimbursement of 223,760; legal fees of \$1110; and HCAD for \$10,887. Carryover at year end should be \$7,021,211 and 96.8% 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 discuss providing our facility for HCESD11 to hold their elections.
HCESD11 will be having elections.
- II. To review and approve the purchase of 2016 F150 Crew cab per quote attached for \$35,122.00 from Silsbee Ford per contract pricing.
Vince Tobin moved, Scott Johnson seconded, a motion to accept and approve the purchase of 2016 F150 Crew cab per quote attached for \$35,122.00 from Silsbee Ford per contract pricing. The motion passed 5-0.
- III. 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.
- IV. To review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement.
Postponed.
- V. To discuss and approve expenses and payments for Traffic Pre-emption equipment for next phase.
Postponed.
- VI. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Postponed.
- VII. To consider payment to Cypress Creek VFD.
 - a. Monthly reimbursement.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the invoice for \$223,760.28 from Cypress Creek Fire Department for \$223,760.28 for payment. The motion passed 5-0.
- VIII. 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.
Homers Stevens moved, Vince Tobin seconded, a motion to approve payment for \$102.60 to Scott Johnson for reimbursement of mileage and \$113.85 to Sara Hooper for lodging. The motion passed 5-0.
- IX. 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.
JoAnne Arosell moved, Vince Tobin seconded, a motion to approve payment of the List of Checks Issued for \$323,014.53. The motion passed 5-0.
- X. To accept HCESD #13 Financial Statements of February 29, 2016, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the List of Checks Issued for \$361,331.22. The motion passed 5-0.
- XI. To consider approval of the minutes from the regular monthly meetings January 25th and February 22nd, 2016; and the special meeting February 29, 2016.
JoAnne Arosell moved, Vince Tobin seconded, a motion to approve the minutes as presented. The motion passed 5-0.

- XII. To review progress and recommendations to proceed with the hiring process for the new Office Administrative Assistant to the Office Manager.
Postponed.
- XIII. To review, update, and approve personnel matters and policies which may include, benefits, hours, paid time off, sick pay and holiday pay.
Postponed.
- XIV. 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.
- XV. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable as no executive session was held.

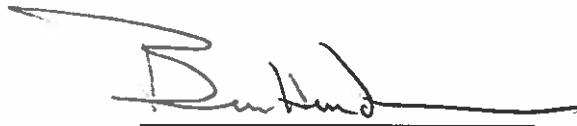
Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned 8:20 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President