

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES Monday, May 23, 2016, 7:30 P.M.

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

Guest: Ron Welch, MIS

Fire Department: Richard Lieder
Jason Blackman
Bill Hageman

Ben Henderson called the meeting to order at 7:29 p.m. and introduced Ron Welch, Proprietor, Municipal Information Services. Ron proceeded to review specific details of his bound report per Item II on the agenda.

Information items:

A. Fire Department Report.

The Fire Chief reviewed his written report beginning with flood recovery update on property and vehicles. The 9860 Cypresswood property was to be returned to Prestonwood Forest UD at the end of the lease and the building will have all equipment removed by May 27th. The utilities will be terminated by May 31st. The building has been gutted and the interior remediated from water damage and mold. VFIS has sent us a check for restoration of the building and the balance remaining after deducting our expenses will be forwarded to Prestonwood Forest UD to rebuild as suitable for future use. A separate claim has been filed for the portable equipment housed in that location. The PR trailer has been donated to HCESD24/Aldine Fire Dept. The vehicles will be run through maintenance and have any issues resolved. If the Presidential Disaster Declaration is updated to include Public Assistance we will go through the process to file a claim.

We received 69 applications for the Assistant Office Manager position and anticipate having interviews in June.

The new Engine 24 was placed in service April 26th and is performing well.

Progress is being made on the combined radio dispatch project with final work on the HGAC pricing and resolution of some issues at the Spring Tower site.

The old 2006 F250 is being stripped of electronics and graphics and will be offered for sale in a couple of weeks.

B. Staff Report/2015 Audit/

The written report was reviewed. The final audit report is on the agenda for your acceptance.

C. Treasurer Report.

Additional deposits of \$20,668 were received in May. We are now at 97.75% of 2015 collections to date. A transfer of \$425,000 will be made from the money market account to the checking account to cover expenses. Carryover at year end is now \$772,408.79.

D. Public Comment.

None.

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

None.

Action items:

- I. To accept the final 2015 HCESD13 Audit Report as prepared by Breedlove & Co., P.C. per draft approved at last month's meeting.
Scott Johnson moved, Vince Tobin seconded, a motion to accept the final audit report as submitted. The motion passed 5-0.
- II. Municipal Information Services fifth annual update of independent financial analysis and approval of payment per agreement dated February 28, 2011.
JoAnne Arosell moved, Homer Stevens seconded, a motion to pay the \$3550 for the updated report. The motion passed 5-0.
- III. To review, discuss, and approve District/Department Contract specific revisions and consider transferring title of vehicles from Cypress Creek VFD to HCESD13.
Postponed.
- IV. To review and take action on Interlocal Mutual Aid Agreement with Harris County.
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 discuss and approve expenses and payments for Traffic Pre-emption equipment for next phase.
Postponed.
- VII. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Postponed.
- VIII. To consider payment to Cypress Creek VFD.
 - a. Monthly reimbursement.
 - b. Advance funds for Department Annual Insurance Premiums for policies renewing in June.Homer Stevens moved, JoAnne Arosell seconded, a motion to approve \$195,470.41 for the monthly reimbursement and the advance for the annual insurance premiums for \$72,501.00. The motion passed 5-0.

- IX. 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.
- X. 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 accept the List of Checks Issued for payments of \$500,608.05. The motion passed 5-0.
- XI. To accept HCESD #13 Financial Statements of April 30, 2016, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the financial statements of April 30, 2016, as presented. The motion passed 5-0.
- XII. To consider approval of the minutes from the Safe-D webcast and monthly meeting April 25, 2016.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the minutes of the Safe-D webcast and monthly meeting April 25, 2016, as presented. The motion passed 5-0.
- XIII. To review progress and recommendations to proceed with the hiring process for the new Office Administrative Assistant to the Office Manager.
Postponed.
- 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.
No executive session was held.
- XVI. To Take Action considered as a result of executive session to discuss personnel matters.
Not applicable as no executive session was held.

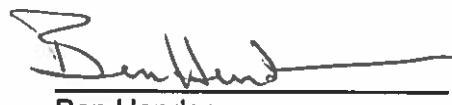
Adjourn

Vince Tobin moved, Homer Stevens seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned 8:35 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President