

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

TRAINING AGENDA

Monday, October 24, 2016 6:30 P.M.

Webcast by SAFE-D. Mixed Fleet Replacement Schedules webcast with Chief Robert Abbott, Travis County ESD No. 6.

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

Others:
Richard Lieder
Timothy Gibson
Jason Blackman
Sara Hooper
Angela Hazlegrove
Jason Corthell

There was a short discussion and break after the webcast.

MEETING MINUTES

Monday, October 24, 2016, 7:30 P.M.

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

Others: Richard Lieder Sara Hooper
Timothy Gibson Angela Hazlegrove
Jason Blackman
Jason Corthell
Joey Dockins

Ben Henderson called the meeting to order at 7:40 p.m.

Information items:

A. Fire Department Report.

Three transmit sites are up and running for the combined radio dispatch project and cutover is anticipated December 5th.

Bids to fix the Station 24 roof have been collected.

Chief Lieder attended a week long TEEF FSCEO executive development course that Chief Gibson will be attending in 2017 and Chief Blackman will be attending in 2018.

Attorney Ira Coveler is planning on attending the next ESD meeting to discuss ESD sales tax.

Department part-time positions will be moved to ESD and the budget will be revised.

Station 21 will be renovated for full time staffing prioritizing service delivery with 4 station staffing.

B. Staff Report

John Hancock distributions will be made October 31, 2016.

Mary was called out of town for her mother's illness and passing.

Sara suggested a change in the PTO policy to have PTO earned retroactively to the hire date once the 90-day probationary period has been successfully completed.

C. Treasurer Report.

We received \$4,783.55 more last month and \$6,189.46 this month and are now at 98.67% of total collections. \$370,000 will be transferred tomorrow to cover expenses including publications for the tax hearings and the meeting setting the tax rate for \$5081; workers compensation premiums for \$43,553; purchase of the new cargo truck for \$8,100; Eviews expenses for \$1,488; and Department reimbursement of \$154,077.26. Year-end carryover at this point is \$907,000.

D. Public Comment.

None.

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

None.

Action items:

- I. To consider and approve the audit proposal from Breedlove & Co., P.C. for 2016 ESD13 audit.
Scott Johnson moved, Homer Stevens seconded, a motion to approve the audit proposal from Breedlove & Co., P.C. for 2016 ESD13 audit. The motion passed 5-0.
- II. To review and approve quote to repair station 24 roof.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the use of CentiMark Roofing to repair the station 24 roof for a total of \$146,871.00 done in two parts between 2016 and 2017. The motion passed 5-0.
- III. To accept the 3rd Quarter Investment Report as submitted.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the 3rd Quarter Investment Report reporting .2% interest earned for the quarter and year to date. The motion passed 5-0.
- IV. To approve annual payment as invoice by Texas Municipal League for workers compensation coverage for premium year October 2016-2017.
Vince Tobin moved, Scott Johnson seconded, a motion to approve the annual payment of \$43,553.16 as invoiced by Texas Municipal League for workers compensation coverage premium. The motion passed 5-0.
- V. To review and discuss capital improvement plans for 2017 including construction, repair, or renovation of the fire stations.
Postponed.
- VI. To review, discuss, and approve strategic planning for Cypress Creek VFD and HCESD13.
Previously approved in the September 19, 2016 meeting. The budget will be revised for the November meeting.

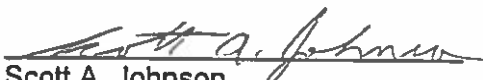
- VII. To review and approve payment to Texas Facilities Commission Surplus Property Program \$8100.00 Invoice for 2 ½ ton cargo truck to replace the personnel carrier as approved September 19, 2016.
Homer Stevens moved, Scott Johnson seconded, a motion to approve the payment of \$8100.00 to Texas Facilities Commission Surplus Property Program for the 2 ½ ton cargo truck. The motion passed 5-0.
- VIII. To review and approve changes to the Cypress Creek VFD 2017 budget.
Postponed.
- IX. To review and approve changes to the District 2017 budget.
Postponed.
- X. To review and approve payment of invoices from the Houston Chronicle for publication of the Hearings and Notice of Tax Revenue Increase.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the invoices from the Houston Chronicle for publications of the Hearings and Notice of Tax Revenue Increase in the amounts of \$2,540.69 and \$2,540.69 for a total of \$5,081.38. The motion passed 5-0.
- XI. To discuss and approve expenses and payments for Traffic Pre-Emption as invoiced from Klein Volunteer Fire Department.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the invoice for Traffic Pre-Emption from Klein VFD in the amount of \$1,487.50. The motion passed 5-0.
- XII. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Postponed.
- XIII. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Postponed.
- XIV. To consider payment to Cypress Creek VFD:
a. Monthly reimbursement.
JoAnne Arosell moved, Vince Tobin seconded, a motion to reimburse Cypress Creek VFD in the amount of \$154,077.26. The motion passed 5-0.
- XV. To review and approve expense reimbursements and Trainings including SAFE-D wecasts, continuing college education credits and online training classes for Commissioners and Employees.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the expense of \$150 for the Sales Tax Seminar for Chief Gibson and Chief Blackman and the expense of \$210 for the SAFE-D webcast on October 24, 2016 for Ben Henderson, Vince Tobin, Scott Johnson, Homer Stevens, JoAnne Arosell, and Sara Hooper. The motion passed 5-0.
- XVI. 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.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the List of Checks Issued including disbursements in the amount of \$448,442.04. The motion passed 5-0.

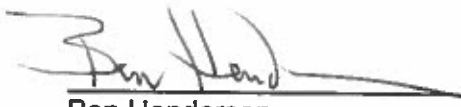
- XXVIII. To accept HCESD #13 Financial Statement of September 30, 2016, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the HCESD #13 Financial Statement of September 30, 2016. The motion passed 5-0.
- XIX. To consider approval of the minutes from the monthly meeting September 19, 2016; public hearings October 6th and October 10th; and the meeting October 17, 2016.
JoAnne Arosell moved, Homer Stevens seconded, a motion to approve the minutes from September 19th, October 6th, October 10th, and October 17th. The motion passed 5-0.
- XX. To review the holiday schedule for November and December and change scheduled meeting dates if necessary.
JoAnne Arosell moved, Vince Tobin seconded, a motion to keep the November meeting on the normal date of the 28th and move the December meeting a week early to the 19th. The motion passed 5-0.
- XXI. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay and holiday pay.
Vince Tobin moved, Homer Stevens seconded, a motion to change the PTO policy so an employee can retroactively earn PTO from their start date upon completion of their 90-day temporary employment period. The motion passed 5-0.
- XXII. 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.
Postpone.
- XXIII. To Take Action considered as a result of executive session to discuss personnel matters.
Postpone.

Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 9:04 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President