

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, September 19, 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

Information items:

A. Fire Department Report.

Radio system set up progressing.

78% officer seats, 90% driver seats, and 89% firefighter seats were filled with volunteer members.

Estimated repairs for station 24 roof are around \$90,000.

A draft for a strategic short-term and long-term plan for HCESD #13 and CCVFD was discussed.

B. Staff Report

The written report was reviewed which included discussion regarding any interest in attending the Safe-D webcast on Monday, September 26, 2016. Both Sara Hooper and Angela Hazlegrove were in attendance.

C. Treasurer Report.

We received \$7,776.07 more last month and \$4,727.68 this month and are now at 98.58% of total collections. \$341,000 will be transferred tomorrow to cover expenses including Department reimbursement of \$178,545.71. Year-end carryover at this point is \$880,179.23.

D. Public Comment.

None.

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

None.

Action items:

- I. To review and acknowledge receipt of executed Mutual Aid Agreement between Harris County Emergency Services District 13 June 27, 2016 and Harris County August 9, 2016. Vince Tobin moved, Homer Stevens seconded, a motion to acknowledge receipt of executed Mutual Aid Agreement. The motion passed 5-0.
- II. To review and approve quote to repair station 24 roof.
Postponed.
- III. To consider replacing the 1967 Kaiser Jeep personnel carrier.
JoAnne Arosell moved, Scott Johnson seconded, a motion to look for a newer personnel carrier for the estimated expense of \$7,000-\$10,000. The motion passed 5-0.
- IV. To review and discuss capital improvement plans for 2017 including construction, repair, or renovation of fire stations.
Items IV, V, VI, VII, and VIII were discussed with a presentation from the Fire Chief including a spreadsheet of income and expenses for both District and Fire Department long term capital improvements.
- V. To review and discuss the proposed Cypress Creek VFD 2017 budget.
Discussions continued for approximately an hour and half.
- VI. To review and discuss the proposed District 2017 budget.
Scott Johnson moved, Vince Tobin seconded, a motion to approve the proposed District 2017 budget as presented which includes the budget for Cypress Creek VFD. The motion passed 5-0.
- VII. To review and take action on 2016 appraisal valuations and commencement of adoption of 2016 tax rate, including review of 2015 effective tax rate calculations, and scheduling any necessary public hearings to adopt District 2016 tax rate.
Vince Tobin moved, JoAnne Arosell seconded, a motion to meet for the first hearing on October 6th at 6:30pm; the second hearing on October 10th at 6:30pm; and hold the meeting to adopt the 2016 tax rate on October 17th at 6:30pm. The motion passed 5-0.
- VIII. To propose 2016 District tax rate.
Vince Tobin moved, Scott Johnson seconded, a motion to propose a 2016 District tax rate of \$0.09173. The motion passed 5-0.
- IX. To discuss and approve expenses and payments for Traffic Pre-emption equipment for next phase.
Postponed.
- X. To discuss and consider payment for professional services from Joiner Architects related to architectural and engineering services for station renovations.
Postponed.
- XI. To consider approval for payment to Coveler & Katz, P.C. for professional services as invoiced.
Postponed.


- XII. To consider payment to Cypress Creek VFD:
a. Monthly reimbursement.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the monthly reimbursement invoice for \$178,545.71. The motion passed 5-0.
- XIII. 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.
- XIV. 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.
Home Stevens moved, JoAnne Arosell seconded, a motion to approve the list of checks issued for \$418,283.18. The motion passed 5-0.
- XV. To accept HCESD #13 Financial Statements of August 31, 2016, as presented.
Vince Tobin moved, JoAnne seconded, a motion to accept HCESD #13 financial statements of August 31, 2016. The motion passed 5-0.
- XVI. To consider approval of the minutes from the monthly meeting August 22, 2016.
Vince Tobin moved, Scott Johnson seconded, a motion to approve the minutes from August 22, 2016. The motion passed 5-0.
- XVII. To review and consider discontinuing for 2017 the District's existing 457(b) defined contribution retirement plan from John Hancock frozen January 1, 2016.
Vince Tobin moved, Scott Johnson seconded, a motion to discontinue the retirement plan from John Hancock as soon as possible. The motion passed 5-0.
- XVIII. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay and holiday pay.
Postponed.
- XIX. 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.
- XX. 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 10:13 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President