

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

## MEETING MINUTES

Monday, January 22, 2018 7:45 P.M.

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

Others: Richard Lieder  
Jason Blackman  
Ira Coveler, Coveler & Peeler P.C.  
Jason January  
Brett Jacobs  
Sara Hooper  
Angela Hazlegrove

Ben Henderson called the meeting to order at 7:39 p.m.

### Information items:

#### A. Fire Department Report.

Response data for 2017 is complete. The department's average response time is 2:27 and average first engine to arrive on scene time is 7:01.

Some of the Hurricane Harvey FEMA recovery reimbursement have been approved. The department is corresponding with FEMA to have the remaining amount of the reimbursement approved.

Station 21 phase 1 of the rebuild is complete. Phase 2 started on 12/22/17. The projected finish is the end of February 2018.

The fire department will begin remaking the website with a committee consisting of Ethan Grossman, Kevin Bain, and Lisa Denecamp.

#### B. Staff Report

Application packets to be on the ballot and relevant candidate information for the May election were received.

The annual report to SAFE-D was submitted on 12/27/2017.

Joiner released the Station 23 application #4 for payment and Axis received it on 1/18/18.

The SAFE-D Annual Conference is February 22-24<sup>th</sup>. Angela Hazlegrove and Scott Johnson will be in attendance.

#### C. Treasurer Report.

The percentage of collections for 2017 is approximately 59.65%. \$600,000 will be transferred tomorrow to cover expenses including the Axis Builder's invoice for Station 21 renovations \$110,217; the reimbursement to the Department for \$173,404.86; \$2,928.35 in attorney fees; \$1,100 for SAFE-D membership renewal; and \$1,340.10 for Lowe's common area maintenance. Year-end carryover at this point is \$2,988,956.82.

D. Public Comment.

None.

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

None.

Action items:

- I. To review and take action to retain the law firm Coveler & Peeler, P.C. to serve as District counsel.  
Vince Tobin moved, Homer Stevens seconded, a motion to retain Coveler & Peeler, P.C. to serve as District counsel. The motion passed 5-0.
- II. To review and take action on District 2018 Investment Policy.  
Postpone.
- III. To review and approve the Quarterly Investment Report for 2017 4<sup>th</sup> Quarter.  
Vince Tobin moved, Homer Stevens seconded, a motion to approve the 2017 4<sup>th</sup> quarter investment report. The motion passed 5-0.
- IV. To receive a report from Joiner Architects related to architectural and engineering services provided to the District and to review, discuss and take action on Station 21 renovation matters and Station 23 renovation and restoration matters, payment applications and change orders.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve change orders presented by Joiner. The motion passed 5-0.
- V. Review, discuss and take action with respect to any pay applications requested by Axis Builders as approved by Joiner Architects.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve application #8 for Station 21 payment to Axis in the amount of \$110,217. The motion passed 5-0.
- VI. To review, discuss and take action for Hurricane Harvey mitigation.  
Postpone.
- VII. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.  
Postpone.
- VIII. To review and take action on the report received from Brad Dill of BD Realty Advisors regarding the Huffmeister Road property and take action as needed pursuant to Tex. Health & Safety Code, Chapter 775 and Tex. Local Government Code, chapter 272.  
Postpone.

- IX. To review and approve purchase of bunker gear.  
Homer Stevens moved, Scott Johnson seconded, a motion to approve the purchase of bunker gear in the amount of \$52,747.20 from NAFECO. The motion passed 5-0.
- X. To consider payment to Cypress Creek VFD:  
a. Monthly reimbursement.  
Vince Tobin moved, Homer Stevens seconded, a motion to approve payment to Cypress Creek VFD for reimbursement in the amount of \$173,404.86. The motion passed 5-0.,
- XI. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.  
Homer Stevens moved, JoAnne Arosell seconded, a motion to pay professional services invoice of \$2,928.35. The motion passed 5-0.
- XII. To review and approve expense reimbursements and Trainings including SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.  
JoAnne Arosell moved, Vince Tobin seconded, a motion to approve reimbursements of \$372.07 to Angela Hazlegrove for purchases from Pappasitos and Kroger, and her 4<sup>th</sup> quarter mileage. The motion passed 5-0.
- XIII. To pay District bills and consider approval of the List of Checks Issued which includes disbursements as approved separately; election expenses; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses as well as any other checks that are presented at the meeting.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept \$755,078.51 in expenses for January 2018. The motion passed 5-0.
- XIV. To accept HCESD #13 Financial Statements of December 31, 2017, as presented.  
Vince Tobin moved, Scott Johnson seconded, a motion to accept the 12/31/17 Statements as presented. The motion passed 5-0.
- XV. To consider approval of the minutes from the meetings December 21, 2017.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the minutes from the December 21, 2017. The motion passed 5-0.
- XVI. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.  
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve policy revision #3 for Uniformed, Non-Exempt Pay, Leave, and Attendance. The motion passed 5-0.
- XVII. To adjourn to Executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Consultation with Attorney, Sec. 551.071; to deliberate about Real Property, Sec. 551.072; to deliberate regarding prospective Gifts and Donation, Sec. 551.073; 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; Deliberation about Security Devices, Sec 551.076.  
Postpone.
- XVIII. To take action considered as a result of executive session.  
Not applicable since no executive session was held.

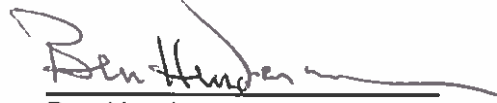
Adjourn

Vince Tobin moved, JoAnne seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 8:47 p.m.

Respectfully submitted,



Scott A. Johnson  
Secretary/Treasurer



Ben Henderson  
President