

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13
11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING MINUTES
Monday, February 26, 2018 7:30 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
Valarie January
Mark Rieth
Brett Jacobs
Will McDugle
Kevin Bain
Joey Dockins
Sara Hooper
Angela Hazlegrove

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

Information items:

A. Fire Department Report.

Current substantial completion date for the Station 21 renovation project is March 19.

Committee members, Ethan Grossman, Kevin Bain, and Lisa Denecamp, have started work on the new CCVFD website with FDI Creative.

Chief January resigned from HCESD13 Wednesday February 21, 2018. Chief Blackman has assumed the responsibilities as interim training officer.

Sunday, February 11, one of the volunteer drivers ran the LMTV into the back of E25. The LMTV is in working condition with only a headlight needing replacement. E25 is currently in the body shop for repairs. The volunteer driver was suspended from duty for 60 days.

We are working with Red Cross on a Departmental smoke detector program. The Red Cross provides smoke detectors for our department to install in our service area homes.

B. Staff Report

The new annual report to the State Comptroller mentioned on the SAFE-D website was completed and forwarded to Nicole Pierce of Coveler & Peeler for submission along with the annual debt report for 2017.

Meeya Vahsholtz with Breedlove & Co. will be coming out Wednesday morning for the on-site internal control and expense review.

The SAFE-D conference was attended by Scott Johnson, Angela Hazlegrove, and Charlie Hazlegrove on February 22nd-24th. The conference covered a variety of classes pertaining to the roll and expectations required of an ESD.

C. Treasurer Report.

The percentage of collections for 2017 is approximately 94.56%. \$636,000 will be transferred tomorrow to cover expenses including the Axis Builder's invoice for Station 21 renovations \$162,676; the reimbursement to the Department for \$147,370; \$3,935.25 in attorney fees; \$14,006 for Harris County 2nd quarterly assessment; and \$6,741.54 for Northwest Communications Station 21 remodel equipment. Year-end carryover at this point is \$3,121,255.92.

D. Public Comment.

Ira Coveler expressed his delight in seeing Scott Johnson and Angela Hazlegrove at the SAFE-D conference.

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

None.

Action items:

I. To review and take action on District 2018 Investment Policy.

Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 2018 Investment Policy as presented. The motion passed 5-0.

II. To review and enter into an Interlocal Agreement with Harris County, Texas for certain UASI EPAS equipment.

Homer Stevens moved, Vince Tobin seconded, a motion to accept entering into an Interlocal Agreement with Harris County for UASI EPAS equipment. The motion passed 5-0.

III. 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, Scott Johnson seconded, a motion to approve the second change order in the amount of \$34,677. The motion passed 5-0.

IV. Review, discuss and take action with respect to any pay applications requested by Axis Builders as approved by Joiner Architects.

JoAnne Arosell moved, Vince Tobin seconded, a motion to approve application #9 for Station 21 payment to Axis in the amount of \$162,676. The motion passed 5-0.

V. To review, discuss and take action for Hurricane Harvey mitigation.

Postpone.

VI. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.

Postpone.

- VII. To review and consider approval to purchase LMTV vehicles.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve purchase of 3 LMTV vehicles for a total of \$21,000. The motion passed 5-0.
- VIII. To review and consider approval to purchase budgeted SCBA equipment.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve purchase of SCBA equipment from Metro Fire totaling \$34,446. The motion passed 5-0.
- IX. To review and consider approval to purchase software and support from Emergency Reporting per submitted proposal.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the purchase software and support from Emergency Reporting in the amount of \$10,170.25 year one costs. The motion passed 5-0.
- X. To consider payment to Cypress Creek VFD:
a. Monthly reimbursement.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment to Cypress Creek VFD for reimbursement in the amount of \$147,370. The motion passed 5-0.
- XI. To review and consider benefits which may be available to retirees.
Postpone.
- XII. To review and consider health insurance through TMLIEBP re-rate for 2018-2019; continue existing employer contributions; and consider changes as proposed.
Vince Tobin moved, Scott Johnson seconded, a motion to accept the 2018-2019 re-rate and continue existing employer contributions. The motion passed 5-0.
- XIII. To Execute an Interlocal Agreement with TML MultiState IEBP; execute an agreement for participation in TML MultiState IEBP Life and Disability Insurance Group Plan; execute COBRA continuation of Coverage Administrative Agreement; and approve authorization for such other documents as necessary for continuation of the District's employee health insurance plan.
Vince Tobin moved, Homer Stevens seconded, a motion to renew the current interlocal agreement with TML MultiState IEBP as presented, and authorize Angela Hazlegrove or Sara Hooper to sign any incoming interlocal changes, that do not increase costs to the District, from TMLIEBP. The motion passed 5-0.
- XIV. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
Vince Tobin moved, JoAnne Arosell seconded, a motion to pay professional services invoice of \$3,935.25. The motion passed 5-0.
- XV. To review and approve expense reimbursements and Trainings including SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Postpone.
- XVI. 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 \$790,617.94 in expenses for February 2018. The motion passed 5-0.


- XVII. To review and take action to amend the District Records Management Program by certifying that we have adopted records control schedules that comply with minimum requirements established on records retention schedules issue by the Texas State Library and Archives commission for use in our records management program.
Vince Tobin moved, Homer Stevens seconds, a motion to approve amending the District's custom records management program to comply with minimum requirements on records retention schedules established by the Texas State Library and Archives. The motion passed 5-0.
- XVIII. To accept HCESD #13 Financial Statements of January 31, 2018, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 1/31/18 Statements as presented. The motion passed 5-0.
- XIX. To consider approval of the minutes from the meetings January 22, 2018.
Homer Stevens moved, JoAnne Arosell seconded, a motion to accept the minutes from both meetings held on January 22, 2018. The motion passed 5-0.
- XX. To review and discuss duties for a new District employee clerical position.
Postpone.
- 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, Scott Johnson seconded, a motion to approve the FMLA and Military policies. The motion passed 5-0.
- XXII. 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.
The regular session adjourned to an executive session as authorized by Texas Government Code, Consultation with Attorney, Sec. 551-071. Ben Henderson called the executive session to order at 9:20 p.m. and reconvened into Open Session at 11:54 p.m.
- XXIII. To take action considered as a result of executive session.
Not action was taken.

Adjourn

Scott Johnson moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 11:55 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President