

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.

March

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
JoAnne Arosell

Others: Richard Lieder Bill Hageman
Jason Blackman Sara Hooper
Ira Coveler, Coveler & Peeler P.C. Angela Hazlegrove

Ben Henderson called the meeting to order at 7:36 p.m.

Information items:

A. Fire Department Report.

FEMA is requesting additional information or clarification regarding our Harvey recovery efforts.

A prospective buyer for the Huffmeister property drove onto the property and the vehicle caught fire. To prevent potential environmental contamination issues Chief Blackman worked with the vehicle owner's insurance company to remediate. The cleanup contractor removed the contaminated soil.

Station 21 renovation is nearing completion. We will begin occupying the second phase of the station the week of March 26, 2018. The contractor still has minimal work that should not affect us being in the station.

We expect E25 to be out of the body shop mid-April. E25 will then go to the maintenance shop for preventative maintenance before returning to service.

B. Staff Report

Breedlove Co. has completed the audit for the Cypress Creek Volunteer Fire department. The VFD board has seen and approved the audit during their officer meeting Monday March 19, 2018.

Tuesday March 20, 2018 Trustmark returned the signed copy recognizing our Investment Policy.

The job posting for the Clerical Assistant position has been updated and is ready for posting. The most ideal timeline of events for the hiring of our new Clerical Assistant would be to post the position, once approved, until April 20, 2018. Review the applications April 23rd thru April 27th. Interview selected candidates May 8th thru May 11th.

C. Treasurer Report.

The percentage of collections for 2017 is approximately 95.92%. \$548,000 will be transferred tomorrow to cover expenses including the Axis Builder's invoice for Station 21 renovations \$43,388; the reimbursement to the Department for \$158,285.74; \$4,251.60 in attorney fees; \$30,290 for Ventilation fans at Station 22; and \$6,564.90 for Construction administration from

Joiner Architects. Year-end carryover at this point is \$2,925,429.53.

D. Public Comment.

None.

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

None.

Action items:

- I. Designate person(s) to receive email notification for Securities Holding Reports through Fedmail associated with our current Pledgee Agreement on file with the Federal Reserve; and/or any additional matters regarding the agreements for collateral for pledged securities.
Vince Tobin moved, JoAnne Arosell seconded, a motion to authorize the update of notification for Fedmail to Scott, Ben, Angela, and Sara as presented. The motion passed 4-0.
- II. To review and consider approval to purchase budgeted boat and equipment.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the bid of \$19,577.98 for an Achilles rescue boat. The motion passed 4-0.
- III. Discuss and review traffic pre-emption.
Postpone.
- IV. To accept the Cypress Creek Volunteer Fire Department audit report.
Postpone.
- V. 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 payment of \$6,564.90 to Joiner Architects. The motion passed 4-0.

Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the \$1,919 change order for the Station 21 renovations. The motion passed 4-0.
- VI. 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 payment of \$43,388 to Axis Builders. The motion passed 4-0.
- VII. To review, discuss and take action for Hurricane Harvey mitigation.
Postpone.
- VIII. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
Postpone.

- IX. 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 \$158,285.74. The motion passed 4-0.
- X. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
Scott Johnson moved, JoAnne Arosell seconded, a motion to pay professional services invoice of \$4,251.60. The motion passed 4-0.
- XI. To review and approve expense reimbursements and Trainings including SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve reimbursement of \$210 for Safe-D webcast, \$350.10 to Scott Johnson for Safe-D conference, \$457.61 to Angela Hazlegrove for Safe-D conference, and \$295 to Charlie Hazlegrove for Safe-D conference. The motion passed 4-0.
- XII. 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 \$715,248.07 in expenses for March 2018. The motion passed 4-0.
- XIII. To accept HCESD #13 Financial Statements of February 28, 2018, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 2/28/18 Statements as presented. The motion passed 4-0.
- XIV. To consider approval of the minutes from the meetings February 26, 2018 and March 5, 2018.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the minutes from both meetings held on February 26, 2018 and March 5, 2018. The motion passed 4-0.
- XV. To review and discuss duties for a new District employee clerical position.
Vince Tobin moved, JoAnne Arosell seconded, a motion to authorize the hiring process with a change on the posting to show salary range. The motion passed 4-0.
- XVI. To review and consider benefits which may be available to retirees and approve retiree benefits policy.
Vince Tobin moved, Scott Johnson seconded, a motion to approve the Retiree Benefits Policy for HCESD13 employees. The motion passed 4-0.
- XVII. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
Postpone.
- XVIII. 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 9:40 p.m. and reconvened into Open Session at 10:36 p.m.

- XIX. To take action considered as a result of executive session.
No action was taken.

Adjourn

Ben Henderson adjourned the meeting at 10:37 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President