

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES Monday, May 21, 2018 7:30 P.M.

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

Others: Richard Lieder
Sara Hooper
Angela Hazlegrove
Joey Dockins
Will McDugle
Ron Welch
Alexa Carrasco
Casey Estilette

Ben Henderson called the meeting to order at 7:30 p.m.

Information items:

A. Fire Department Report.

The station 21 gym is fully equipped and the Fitness 19 membership was canceled effective April 30, 2018.

E25 is back from the body shop and in service. E21 is the first vehicle to start our annual apparatus preventative maintenance cycle.

An internal audit of our Verizon data account revealed several unused numbers. Cancelling those numbers saves the department \$300 per month.

The three LMTV high water vehicles purchased have completed their maintenance checks. Currently the first LMTV purchased is being outfitted with communications and lighting equipment as a test prior to outfitting the remaining three LMTVs.

B. Staff Report

The interview committee for the clerical assistant position conducted interviews on May 9th and 10th. The selected candidate is Alexa Carrasco with a start date of June 1, 2018.

The audit for HCESD#13 is not ready as of May 21, 2018. Breedlove is currently waiting on the report from TCDRS.

TML workers' comp audit for October 2016-2017 policy year was conducted. The adjustment payment is listed in the HCESD#13 check list.

An updated contract with Municipal Information Services is included in the meeting packet for review.

C. Treasurer Report.

The percentage of collections for 2017 is approximately 99.39%. \$550,000 will be transferred tomorrow to cover expenses including the reimbursement to the Department for \$186,514.39 and \$29,597 advancement to the Department for VFIS Accident and Sickness Policy renewal;

\$18,976 balance from TML workers' comp audit; \$3,550 for Municipal Information Services for annual update. Year-end carryover at this point is \$3,195,636.73.

D. Public Comment.

None.

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

None.

Action items:

- I. To accept Municipal Information Services annual update of independent financial analysis and approve five-year agreement a proposed.
Vince Tobin moved, Homer Stevens seconded, a motion accept the 5-year agreement as presented. The motion passed 5-0.
- II. To review, discuss, and take action on granting exemptions for 2018.
Vince Tobin moved, JoAnne Arosell seconded, a motion to grant the same exemptions for 2018 as 2017. The Order is attached and made part of these minutes. The motion passed 5-0.
- III. To review, discuss and take action regarding water rescue equipment purchase changes.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the previously approved purchase from Dooley Tackaberry to Shoreline Supply for the remaining equipment in the amount of \$15,850.00. The motion passed 5-0.
- IV. To review, discuss, and approve changes to Pledgee Agreement Form and Federal Reserve Bank Joint Custody Service via FedMail. The current Agreement requires instructions for each withdrawal and Trustmark Bank is requesting Standing approval.
Tabled.
- V. To review, discuss and take action regarding traffic pre-emption.
Postpone.
- VI. To discuss and review leasing vehicle to Emergency Ministries.
Postpone.
- VII. 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 accept the Joiner adjustment statement as presented. The motion passed 5-0.
- VIII. Review, discuss and take action with respect to any pay applications requested by Axis Builders as approved by Joiner Architects.
Postpone.
- IX. To review, discuss and take action for Hurricane Harvey mitigation.
Postpone.

- X. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
Postpone.
- XI. To consider payment to Cypress Creek VFD:
a. Monthly reimbursement.
Homer Stevens moved, Vince Tobin seconded, a motion to approve payment to Cypress Creek VFD for reimbursement in the amount of \$186,514.39. The motion passed 5-0.
- XII. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
Postpone.
- XIII. To review and approve additional payment of \$18,976.00 to TML Intergovernmental Risk Pool as a result of the payroll audit for the plan year October 2016-2017.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the invoice for TML in the amount of \$18,976. The motion passed 5-0.
- XIV. To review and approve coverage proposal and payment of annual premiums for District Insurance Policy Renewals June 8, 2018.
Postpone.
- 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 \$704,389.89 in expenses for May 2018. The motion passed 5-0.
- XVII. To accept HCESD #13 Financial Statements of April 30, 2018, as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 4/30/18 Statements as presented. The motion passed 5-0.
- XVIII. To consider approval of the minutes from the meetings April 23, 2018.
JoAnne Arosell moved, Vince Tobin seconded, a motion to accept the minutes as presented. The motion passed 5-0.
- XIX. To discuss and ratify hiring of the new District clerical position employee.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the interview committee's selection of Alexa Carrasco as the new clerical assistant. The motion passed 5-0.
- XX. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
Postpone.
- XXI. To review, discuss and take action on any District matters which need to be included on the April 2018 meeting agenda.
Postpone.

XXII. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
Postpone.

XXIII. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
Postpone.

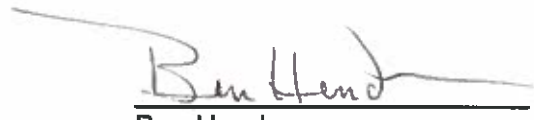
XXIV. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
The regular session adjourned to an executive session as authorized by Texas Government Code, discussing personnel matters, Sec. 551.074. Ben Henderson called the executive session to order at 9:10 p.m. and reconvened into Open Session at 10:12 p.m.

XXV. To take action considered as a result of executive session.
Vince Tobin moved, Homer Stevens seconded, a motion to offer a pay increase effective June 1, 2018 to Angela Hazlegrove for the Non-Exempt position per the consensus reached for the increase in executive session. The motion passed 5-0.

Adjourn
Ben Henderson adjourned the meeting at 10:21 p.m.

Respectfully submitted,


Scott A. Johnson
Secretary/Treasurer


Ben Henderson
President

**ORDER OF THE BOARD OF EMERGENCY SERVICES COMMISSIONERS
OF HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13
GRANTING EXEMPTIONS FOR 2018**

IN OPEN MEETING on May 21, 2018, of the Board of Emergency Services Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**, with Commissioners present:

Ben Henderson Vince Tobin Scott Johnson
 Homer Stevens JoAnne Arosell

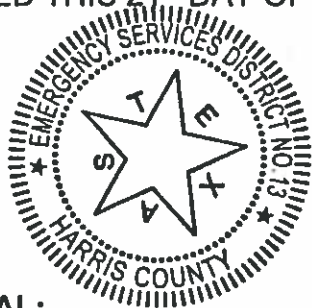
The following MOTION was considered, and after discussion was adopted and approved by a vote of 5 in favor and 0 against:

WHEREAS, pursuant to Chapter 775 of the Health and Safety Code and pursuant to the Texas Tax Code, the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13** is authorized to grant exemptions relative to the District's property tax levy; and

WHEREAS, the District intends to collect taxes for the 2018 property tax year,
NOW, THEREFORE BE IT RESOLVED and ORDERED that the following exemptions are granted for 2018:

Homestead	<u>0</u>
Over 65	<u>100,000</u>
Disability	<u>100,000</u>

SIGNED THIS 21st DAY OF MAY, 2018.



**HARRIS COUNTY EMERGENCY
SERVICES DISTRICT NO. 13**

By: Ben Henderson
Ben Henderson, President

ATTEST/SEAL:

By: Scott Johnson
Scott Johnson, Secretary