

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

## MEETING MINUTES Monday, June 25, 2018 7:30 P.M.

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

Others: Richard Lieder  
Sara Hooper  
Angela Hazlegrove  
Jason Blackman  
Alexa Carrasco  
Mike Harris  
Ira Coveler  
Anthony Carrasco  
Jill Henez

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

### Information items:

#### A. Fire Department Report.

Volunteers provided a total of 3396 volunteer hours. We used 78 part-time and 10 full-time overtime 12 hr. staffing shifts to maintain minimum staffing levels.

Chief McDugle is working on staffing proposals to improve staffing in 2019. An idea was presented to CCVFD BOD and they were in favor. The numbers for the proposal look good after a quick budget analysis. We will have a detailed budget analysis to present to the ESD at the July or August Meeting.

Mike Harris is evaluating our training programs.

Committee members Ethan Grossman, Kevin Bain, and Lisa Denecamp are continuing to work on the new CCVFD website.

The fence shared with neighbor behind station 21 has sustained some damage and will cost around \$500 to repair.

#### B. Staff Report

The draft audit for HCESD#13 is ready and will be presented in tonight's meeting for your approval.

Due to our rate for Texas Unemployment Tax changing for 2018 there is a necessary payment to adjust for the increase. The previous rate for 2017 was .10% and our rate for 2018 is 1.80%. Paychex did not change the rate in time for the quarterly report to TWC which caused interest penalty of \$228.60. To adjust for the interest penalty Paychex is not charging us a processing fee for 2 of our payroll periods. The average Paychex processing fee is \$200.

Paychex will be submitting an adjusted tax report to TWC for Cypress Creek VFD as they had the majority of our employees marked as exempt from state tax. This adjustment will also cause an additional check to be paid for Unemployment Tax. Paychex will work to remove any fees

associated with the adjustment and late payment.

Alexa has done a great job so far. She shows good progress and work ethic.

C. Treasurer Report.

The percentage of collections for 2017 is approximately 97.93%. \$719,000 will be transferred tomorrow to cover expenses including the reimbursement to the Department for \$173,125.13 plus advance payment to Department of VFIS of Texas Auto and Package policy renewal in the amount of \$62,745.00. Year-end carryover at this point is \$3,049,077.33

D. Public Comment.

None.

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

None.

Action items:

I. To review and approve certificates of election for May 5, 2018.

Vince Tobin moved, Homer Stevens seconded, a motion to approve both of the certificates for Ben Henderson and Scott Johnson. The motion passed 5-0.

II. To administer oaths to newly elected/re-elected District Commissioners.

Angela Hazlegrove administered both oaths to the newly re-elected District Commissioners.

III. To review officer board positions and elect officers to new or current positions.

Vince Tobin moved, Homer Stevens seconded, a motion to approve Ben Henderson as President. The motion past 5-0.

Scott Johnson moved, Jo Anne Arosell seconded, a motion to approve Vince Tobin as Vice President. The motion past 5-0.

JoAnne Arosell moved, Vince Tobin seconded, a motion to approve Homer Stevens as Secretary. The motion past 5-0.

Vince Tobin moved, Jo Anne Arosell seconded, a motion to approve Scott Johnson as Treasurer. The motion past 5-0.

Scott Johnson moved, Homer Stevens seconded, a motion to approve JoAnne Arosell as Assistant Secretary/Treasurer. The motion past 5-0.

IV. To review, discuss, and take action on HCESD13 2017 Audit Report as prepared by Breedlove & Co., and authorize payment of their invoice as submitted for services.

Vince Tobin moved, Scott Johnson seconded, to make a motion to approve the 2017 audit as presented and payment of \$10,392 to Breedlove & Co. The motion past 5-0.

V. Review and discuss the District's Preliminary Report of Appraised and Taxable values for 2018 and authorized counsel to prepare and publish Effective Tax Rate Notice as soon as certified rolls are available.

Vince Tobin moved, JoAnne Arosell seconded, to accept the preliminary report and authorize counsel to prepare and publish Effective Tax Rate Notice as soon as certified rolls are available. The motion past 5-0.

- VI. To review and discuss and approve Department's purchase of gear.  
Homer Stevens moved, Vince Tobin seconded, to make a motion to approve gear purchase in the amount of \$13,479.00. The motion past 5-0.
- VII. To review, discuss and approve Department's purchase of furniture for Station 22 and Station 24.  
Vince Tobin moved, Homer Stevens seconded, a motion to approve the purchase of furniture in the amount of \$14,000.00. The motion passed 5-0.
- VIII. To review, discuss and take action regarding traffic pre-emption  
Postpone.
- IX. To review, discuss and take action regarding leasing a vehicle to Emergency Ministries.  
Postpone.
- X. 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, payment applications and change orders.  
Postpone.
- XI. To review, discuss and take action with respect to any pay application requested by Axis Builders as approved by Joiner Architects.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve and hold the check in the amount of \$84,246.00 until all releases are given. The motion passed 5-0.
- XII. To review, discuss and take action for Hurricane Harvey mitigation.  
Postpone.
- XIII. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment by the Department for maintenance on E-21 in the amount of \$12,824.60. The motion passed 5-0.
- XIV. 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 \$173,125.13. The motion passed 5-0.  
b. Advancement for VFIS of Texas Policy renewal for 2018.  
Vince Tobin moved, JoAnne Arosell seconded, motion to approve advanced payment to Cypress Creek VFD for the VFIS of Texas Policy renewal. The motion passed 5-0.
- XV. 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 invoices for May and June 2018 in the amount of \$3,499.24. The motion passed 5-0.
- XVI. To review and approve coverage proposal and payment of annual premiums for District Insurance Policy Renewals June 8, 2018.  
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve insurance renewals in the amount of \$39,594.00 to VFIS of Texas. The motion passed 5-0.

- XVII. To review and approve expense reimbursements and Trainings including the SAFE-D Annual Conference & webcasts, continuing college education credits and online training classes for Commissioners and Employees.  
Postpone
- XVIII. To pay District bills and 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 as well as any other checks that are presented at the meeting.  
Vince Tobin moved, Scott Johnson seconded, a motion to accept \$875,537.44 in expenses for June 2018 and estimated mid-month July expenses. The motion passed 5-0.
- XIX. To accept Harris County E.S.D. NO. 13 Financial Statements of May 31, 2018 as presented.  
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the 5/31/18 statements as presented. The motion passed 5-0.
- XX. To consider approval of the minutes from the meeting May 21, 2018.  
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve meeting minutes as presented. The motion passed 5-0.
- XXI. To review, discuss and take action to change Angela Hazlegrove's job title to Office Manager as of July 1, 2018  
Vince Tobin moved, Homer Stevens seconded, a motion to approve the change of job title. The motion passed 5-0.
- XXII. 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 service animal policy. The motion passed 5-0.
- XXIII. To review, discuss and take action on any District matters which need to be included on the July 2018 meeting agenda.  
Postpone
- XXIV. 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.  
The regular session adjourned to an executive session as authorized by Texas Government Code §551.071 to consult with legal counsel regarding Service Animal Policy. Ben Henderson called the executive session to order at 9:30 p.m. and reconvened into Open Session at 9:54 p.m.
- XXV. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.  
Postpone.
- XXVI. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.  
Postpone.
- XXVII. To take action considered as a result of executive session.  
No Action was take

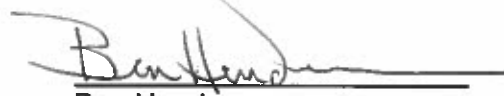
Adjourn

Vince Tobin moved, Scott Johnson seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 9:55 p.m.

Respectfully submitted,



Scott A. Johnson  
Secretary/Treasurer



Ben Henderson  
President