

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, August 27, 2018 7:30 P.M.

Commissioners present: Ben Henderson - President
Vince Tobin – Vice-President
Scott Johnson – Treasurer
Homer Stevens – Secretary
JoAnne Arosell – Assistant Treasurer/ Assistant Secretary

Others: Richard Lieder (Chief) Ira Coveler (Legal Counsel)
Jason Blackman (Assistant Chief) Bill Hageman (District Chief)
Angela Hazlegrove (Office Manager) Casey Estilette (Volunteer Captain)
Mike Harris (Training Chief) Brett Jacobs (Division Chief Logistics)
Alexa Carrasco (Admin Assistant) Kris Hughes (Volunteer Captain)

Ben Henderson called the meeting to order at 7:32 p.m.

Information items:

A. Fire Department Report.

Volunteers provided a total of 3,876 volunteer hours for the previous month. The Department used 63 part-time personnel and 6 full-time personnel in 12 hour staffing shifts to maintain minimum staffing levels for the District.

Over the last month the Department has made excellent progress on the HCESD13/CCVFD restructure. The committee met in July and finalized the restructure proposal. The transition committee is planning to make a formal presentation to the ESD in September.

The Department officers have started the 2019 budget process considering the above staffing and restructuring proposals. They are currently working with staff on their areas of budgetary responsibility to prepare the budget for review and proposal. The proposed budget will support the 2019 staffing proposal previously presented to the Board.

B. Staff Report

The certified Appraisal Rolls were received Tuesday 08/21/2018.

At the end of August Alexa will have completed her probationary period.

C. Treasurer Report.

The percentage of collections for 2017 is approximately 98.69%. \$597,000 will be

transferred to cover expenses including the reimbursement to the Department for \$168,395.32. A Year-end carryover at this point is expected to total \$2,915,426.45.

D. Public Comment.
None.

E. Any additional business that may come before the Board.
None.

Action items:

I. To accept an updated budget for 2018.
No action was necessary at the time of the meeting.

II. To review and discuss the proposed Cypress Creek VFD 2019 budget.
No action was necessary at the time of the meeting.

III. To review and discuss the proposed District 2019 budget.
The budget was generally discussed but no action was taken at this time.

IV. To review and take action on the 2018 appraisal valuations and commencement of adoption of the 2018 tax rate, including review of 2018 effective tax rate calculations and tax rate scenarios.

Mr. Ira Coveler made a presentation regarding the 2018 tax values for the District based upon information received from the Harris County Appraisal District. He also presented the District's Effective Tax Rate calculation, various other tax rates as well as different tax rate scenarios with revenue projections. The Board asked questions and reviewed the information presented.

V. To propose the District's 2018 tax rate at \$0.100000.
Vince Tobin moved, Scott Johnson seconded to propose the 2018 tax rate at \$0.10000. The motion passed 5-0.

VI. To schedule any necessary public hearings regarding the adoption of the District's 2018 tax rate.

Mr. Coveler stated that since the District's 2018 Effective Tax Rate exceeds the maximum rate allowed by law, no public hearings will be necessary as part of the tax rate setting process.

VII. To review and approve renewal of Texas Mutual Workers' Comp Policy for October 2018-2019.

Vince Tobin moved, JoAnne Arosell seconded to accept and renew the Texas Mutual Insurance for October 2018-2019 in the amount of \$54,057.00. The motion passed 5-0.

VIII. To review and approve ballot selection for the Board of Trustee election for TML MultiState IEBC.

Vince Tobin moved, JoAnne Arosell seconded to abstain from voting in the TML

Multistate IEBP Board of Trustee election. The motion passed 5-0.

- IX. To review and take action to update and amend the District's records management procedures, including (1) appointment of records officer, (2) adoption of retention schedules and (3) requesting authorization from State Library and Archives Commission to allow for electronic storage of documents.

Vince Tobin moved, JoAnne Arosell seconded, a motion to approve Homer Stevens as the Records Management Officer. The motion passed 5-0.

Homer Stevens moved, JoAnne Arosell seconded, to approve the disposal of records per the retention schedule. Ms. Hazlegrove presented a schedule of documents to be destroyed pursuant to the District's records retention policy. The Board asked questions regarding the records to be destroyed and reviewed the schedule. Following a review of the records to be destroyed, the Board considered the request to destroy the files. The motion passed 5-0. The schedule of the documents destroyed is attached to these minutes.

- X. To review, discuss and take action regarding leasing a vehicle to the Emergency Ministries.

This matter was postponed to a later meeting date.

- XI. To review report from Joiner Architects related to architectural and engineering services provided to the district and consider payment applications.

Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment in the amount of \$667.00 to Joiner Architects. The motion passed 5-0.

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

No action was necessary at the time of the meeting.

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

- a. Advancement to Cypress Creek VFD for truck maintenance.

Vince Tobin moved, Homer Stevens seconded, a motion to approve advancement in the amount of \$37,172.35 for TW23 maintenance. The motion passed 5-0.

- XIV. To consider payment to Cypress Creek VFD.

- a. Monthly reimbursement.

Vince Tobin moved, JoAnne Arosell seconded, a motion to approve reimbursement payment in the amount of \$168,395.32 to the Department. The motion passed 5-0.

- XV. To review and take action to amend engagement for legal services to include legislative activities.

This matter was reviewed with Mr. Coveler in closed session.

- XVI. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the disposal of 8 couches, 1 Dell Server, and 1 Trailer. The motion passed 5-0.
- XVII. 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 Coveler & Peeler for professional services invoice for August 2018 in the amount of \$3,342.26. The motion passed 5-0.
- XVIII. 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.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment for the SAFE-D training in the amount of \$140.00. The motion passed 5-0.
- XIX. 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
Homer Stevens moved, JoAnne Arosell seconded, a motion to accept \$760,282.28 in expenses for August 2018 and estimated mid-month September expenses. The motion passed 5-0.
- XX. To accept Harris County E.S.D. No. 13 Financial Statements of July 31, 2018 as presented.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of July 31, 2018 as presented. The motion passed 5-0.
- XXI. To consider approval of the minutes from the meeting July 23, 2018.
Vince Tobin moved, Homer Stevens seconded, a motion to approve meeting minutes for July 23 as presented. 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.
No action was necessary at the time of the meeting.
- XXIII. To review, discuss, and take action on the new CCVFD/ESD relationship and service delivery model.
This matter was extensively discussed, but no action was necessary at the time of the meeting.
- XXIV. To review, discuss and take action on any District matters which need to be included on the September 2018 meeting agenda.
Add action items regarding sales tax election and engaging sales tax assurance.

XXV. 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 closed session as authorized by Texas Government Code §551.071 to consult with legal counsel regarding Legislative activities. President Ben Henderson called the closed session to order at 9:22 p.m., and reconvened into open session at 9:50 p.m.

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

No closed session regarding real estate matters.

XXVI. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

No closed session regarding personnel matters.


XXVII. To take action considered as a result of executive session.

No Action was taken.


Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 9:50 p.m.

The meeting minutes were adopted on September 24th 2018 by a vote of 5 to 0.

Respectfully submitted,



Homer Stevens
Secretary



Ben Henderson
President

