

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES Monday, September 24, 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) Will McDugle (District Chief)
Angela Hazlegrove (Office Manager)
Alexa Carrasco (Admin Assistant)

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

Information items:

A. Fire Department Report.

Volunteers provided a total of 3,528 volunteer hours for the previous month. The Department used 63 part-time personnel and 9 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 CCVFD BOD officially approved the restructure proposal at their August 20th meeting. The department has completed the announcement video for the restructure proposal. Below is the proposed release and meeting schedule:

Tuesday September 25, release video to the department

Wednesday September 26, release written summary of plan to the department

Wednesday October 3, 7pm-8pm question and answer session at station 24

Saturday October 6, 10am-11am question and answer session at station 24

The department sent 6 more personnel to complete Swift Water Rescue Training I & II.

B. Staff Report

All license plates for the 3 LMTVs and 2 trailers have been received.

Administrative staff will be attending the monthly meeting for the administration luncheon hosted by Champions Fire Department.

- C. Treasurer Report.
The percentage of collections for 2017 is approximately 98.85%. \$505,000 will be transferred to cover expenses including the reimbursement to the Department for \$140,284.45. A Year-end carryover at this point is expected to total \$2,885,328.41.
- D. Public Comment.
None.
- E. Any additional business that may come before the Board.
None.

Action items:

- I. To review and discuss the proposed Cypress Creek VFD 2019 budget.
Vince Tobin moved, JoAnne Arosell seconded to approve the proposed Cypress Creek VFD 2019 budget as presented. The motion passed 5-0.
- II. To adopt the District 2019 budget.
Vince Tobin moved, Homer Stevens seconded to adopt the District 2019 budget as presented. The motion passed 5-0
- III. To adopt the District 2018 ad valorem tax rate.
Vince Tobin moved, JoAnne Arosell seconded to adopt the District's 2018 ad valorem tax rate at \$0.10/\$100. The motion passed 5-0.
- IV. To review and take action regarding the Texas County and District Retirement System (TCDRS) defined benefit plan and review of the plan contribution rate and employer match.
Vince Tobin moved, Homer Stevens seconded to continue with 2:1 match with 7% employee contribution. The motion passed 5-0.
- V. To review and take action to update the Pledgee Agreement and Federal Reserve Bank Joint Custody Service via FedMail.
Homer Stevens moved, Vince Tobin seconded to approve the updated Pledgee Agreement and Federal Reserve Bank Joint Custody Service. The motion passed 5-0.
- VI. 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 documents.
This matter was postponed to a later meeting date.
- VII. To review, discuss and take action regarding leasing a vehicle to Emergency Ministries.
This matter was postponed to a later meeting date.

- VIII. To review, discuss and take action for Hurricane Harvey mitigation.
This matter was postponed to a later meeting date.
- IX. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
- a. Station 23 AC repairs cost
Homer Stevens moved, JoAnne Arosell seconded to approve payment of \$32,657.00 for AC repairs. The motion passed 5-0.
- b. Advancement to Cypress Creek VFD for truck maintenance.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve advancement in the amount of \$21,297.76 for E25 maintenance. The motion passed 5-0.
- c. E24 repair charges from Siddons-Martin Emergency Group.
Vince Tobin moved, Homer Stevens seconded a motion to approve E24 repair charges of \$12,898.01. 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 reimbursement payment in the amount of \$140,284.45 to the Department. The motion passed 5-0.
- XI. To review and take action to amend the District's engagement for legal services to include legislative activities.
Mr. Ira Coveler recommend 2 Commissioners and the Fire Chief to attend a presentation on October 26th. Vince Tobin and Scott Johnson volunteered to attend.
- XII. To review and approve engaging a sales tax consultant and to discuss any matters related to the imposition of a sales tax.
Vince Tobin moved, Homer Steven second, a motion to engage in a new sales tax analysis. The motion passed 5-0.
- XIII. To receive a proposal from Touchstone District Services and consider entertaining into an agreement for public information services.
Mr. Ira Coveler suggested inviting Touchstone District Services to the next monthly meeting to present what they could do for the District.
- XIV. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the disposal of 3 File Cabinets and 4 Printers. 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 Coveler & Peeler for professional services invoice for August 2018 in the amount of \$4,463.84. The motion passed 5-0.
- XVI. Review and approve ILA for use of Public Safety Communications System with Harris County.
Vince Tobin moved, Homer Stevens seconded, a motion to authorize the execution of the ILA with Harris County. 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.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve reimbursement for Alexa's quarterly mileage. The motion passed 5-0.

Vince Tobin moved, JoAnne Arosell seconded, a motion to approve reimbursement for Angela's quarterly mileage and parking. The motion passed 5-0.


Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment to SAFE-D for the August 27th webcast. The motion passed 5-0.
- 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, Homer Stevens seconded, a motion to accept \$504,839.62 in expenses for September 2018 plus estimated mid-month October expenses of \$158,836.14. The motion passed 5-0.
- XIX. To accept Harris County E.S.D. No. 13 Financial Statements of July 31, 2018 as presented.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of August 31, 2018 as presented. The motion passed 5-0.
- XX. To consider approval of the minutes from the meeting August 27, 2018.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve meeting minutes for August 27 as presented. The motion passed 5-0.
- 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, Homer Stevens seconded, a motion to approve the non-uniform administrative office staff dress code policy. The motion passed 5-0.

- XXII. To review, discuss, and take action on the new CCVFD/ESD relationship and service delivery model.
Chief Lieder recommended releasing the video this week with 2 Q&A sessions the following week. Final approval of the relationship will be brought up during the October meeting.
- XXIII. To review, discuss and take action on any District matters which need to be included on the October 2018 meeting agenda.
No additional action items required for the October meeting.
- 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.
No closed session regarding legal matters.
- 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.
- XXV. 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, Homer Stevens seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 9:44 p.m.

The meeting minutes were adopted on October 22nd 2018 by a vote of 4 to 0.

Respectfully submitted,



Homer Stevens
Secretary



Ben Henderson
President

**RESOLUTION ADOPTING THE 2018 AD VALOREM TAX RATES FOR
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**

On September 24, 2018, the governing body for Harris County Emergency Services District No. 13 adopted the following tax rates for the 2018 Levy on Values:

Maintenance and Operation Rate (General Fund)	\$0.10/\$100
Interest and Sinking Rate (Debt Service Fund)	\$0.00/\$100
Total of Adopted Tax Rates	\$0.10/\$100


THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

The following members voting for, against and present but not voting are as follows below.


	PRESENT	ABSENT	FOR	AGAINST	ABSTAIN
F. BEN HENDERSON	✓	_____	✓	_____	_____
VINCENT TOBIN	✓	_____	✓	_____	_____
SCOTT JOHNSON	✓	_____	✓	_____	_____
HOMER STEVENS II	✓	_____	✓	_____	_____
JOANNE AROSELL	✓	_____	✓	_____	_____

PASSED AND APPROVED this the 24th day of September, 2018.

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

By: 
 F. Ben Henderson
 President

Attest:

By: 
 Homer Stevens II
 Secretary