

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES Monday, October 22, 2018 7:30 P.M.

Commissioners present: Ben Henderson - President
Vince Tobin – Vice-President
Scott Johnson – Treasurer
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) Mike Harris (Training Chief)
Alexa Carrasco (Admin Assistant) Kris Hughes (ST22 Volunteer Captain)
Simon VanDyk (Touchstone) Michael Willett (Touchstone)
Sara Hooper (Public)

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

Information items:

A. Fire Department Report.

Volunteers provided a total of 3,492 volunteer hours for the previous month. The Department used 66 part-time personnel and 9 full-time personnel in 12 hour staffing shifts to maintain minimum staffing levels for the District.

The ESD has created the documents for the hiring process of 9 new full-time firefighters. Projected start date for the new firefighters is March 1, 2019

The department has received \$155,071.55 from FEMA/TDEM, still waiting on TDEM for administrative cost of approximately \$7k.

B. Staff Report

During the September 28, 2018 lunch at Champion's Fire Department it was decided that Cypress Creek would host the next lunch January 15, 2019.

C. Treasurer Report.

The percentage of collections for 2017 is approximately 98.89%. \$420,000 will be transferred to cover expenses including the reimbursement to the Department for \$119,053.85. A Year-end carryover at this point is expected to total \$3,144.123.64.

D. Public Comment.

None.

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

Action items:

- I. To accept the 3rd Quarter Investment Report as submitted.
Vince Tobin moved, JoAnne Arosell seconded to approve the submitted 3rd Quarter Investment Report as presented. The motion passed 4-0.
- II. To approve the booking and payment for the room for the 2019 Cypress Creek Banquet.
JoAnne Arosell moved, Scott Johnson seconded, to approve the remaining balance payment of \$18,400 for the 2019 Cypress Creek Banquet. The motion passed 4-0
- III. To approve the audit proposal for the HCESD13 2018 Audit.
Vince Tobin moved, JoAnne Arosell seconded to approve the proposal for the 2018 audit for HCESD13. The motion passed 4-0.
- IV. To review, discuss and take action regarding leasing a vehicle to Emergency Ministries.
This matter was Tabled
- V. To review, discuss and take action for Hurricane Harvey mitigation.
A deposit was made in the amount of \$155,071.55
- VI. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
This matter was postponed to a later meeting date.
- VII. To consider payment to Cypress Creek VFD.
a. Monthly reimbursements

Vince Tobin moved, JoAnne Arosell seconded, a motion to approve reimbursement payment in the amount of \$119,053.85 to the department. The motion passed 4-0.
- VIII. To review sales tax analysis from consultant and to discuss any matters related to the imposition of a sales tax.
Richard Fletcher is in the process of gathering information regarding the sales tax for the area. An update should be available for the November meeting.
- IX. To receive a proposal from Touchstone District Services and consider entertaining into an agreement for public information services.
Simon VanDyke gave a presentation on how their services work to promote the department to the community.
JoAnne Arosell moved, Scott Johnson seconded, a motion to approve the services of Touchstone District Services to start in November. The motion passed 4-0.

- XI. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
This matter was postponed to a later meeting date.
- XII. 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 in the amount of \$2,865.30. The motion passed 4-0.
- XIII. 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.
Richard Lieder, Angela Hazlegrove, JoAnne Arosell, Scott Johnson, Ben Henderson, and Jason Blackman will be signed up for the SAFE-D Webinar Training for October 29, 2018.
- XIV. 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, JoAnne Arosell seconded, a motion to accept \$426,686.08 in expenses for October 2018 plus estimated mid-month November expenses of \$153,601.24. The motion passed 4-0.
- XV. To accept Harris County E.S.D. No. 13 Financial Statements of August 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 August 31,2018 as presented. The motion passed 4-0.
- XVI. To consider approval of the minutes from the meeting September 24, 2018.
JoAnne Arosell moved, Vince Tobin seconded, a motion to approve meeting minutes for September 24, 2018 as presented. 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.
This matter was postponed to a later meeting date.
- XVIII. To review the Meeting dates for November and December and change if necessary.
Vince Tobin moved, JoAnne Arosell seconded, a motion to keep the meeting dates of November 26 and December 20 for 2018. The motion passed 4-0.
- XIX. To review and consider continuation of employees Flexible Spending Account with TASC (Total Administrative Services Corporations) for 2019.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve continuation of Flexible Spending Account with TASC. The motion passed 4-0.

- XXI. To review the Pre and Post Sixty-five Retiree Medical Health, Prescription/Part D and Supplemental Dental/Vision Benefit options for Calendar Year 2019.
Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the continuation of Post Sixty-five benefits for the 2019 Calendar Year. The motion passed 4-0.
- XXII. To review, discuss, and take action on the new CCVFD/ESD relationship and service delivery model.
Vince Tobin moved, Scott Johnson seconded, a motion to approve the restructure of CCVFD and HCESD13 as presented. The motion passed 4-0.
- XXIII. To review, discuss, and take action to authorize staff to begin the hiring process for 9 Full Time Firefighter positions.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the process of hiring 9 Full Time Firefighters. The motion passed 4-0.
- XXIV. To review, discuss and take action on any District matters which need to be included on the November 2018 meeting agenda.
No additional action items required for the November meeting.
- 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.
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.
- XXVII. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
No closed session regarding personnel matters.
- XXVIII. To take action considered as a result of executive session.
No action was taken.

Adjourn:

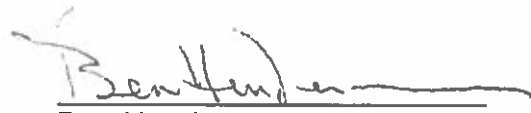
Vince Tobin moved, Scott Johnson seconded, a motion to adjourn. The motion passed 4-0.
The meeting adjourned at 9:30 p.m.

The meeting minutes were adopted on November 26th, 2018 by a vote
of 5 to 0.

Respectfully submitted,



Homer Stevens
Secretary



Ben Henderson
President