

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

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

MEETING MINUTES

Monday, December 20, 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) Jason Corthell (District Chief)
Angela Hazlegrove (Office Manager) Mike Harris (Training Chief)
Alexa Carrasco (Admin Assistant) Simon VanDyk (Touchstone)
Michael Willet (Touchstone) Brad Dill (BD Realty)

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

Information items:

A. Fire Department Report.

Volunteers provided a total of 3,420 volunteer hours for the previous month. The Department used 66 part-time personnel and 18 full-time personnel in 12-hour staffing shifts to maintain minimum staffing levels for the District.

The ESD received 42 applications for the 9 full time firefighter positions. We sent testing invitations to 40 applicants. Two of the invited candidates declined. We are anticipating 38 applicants. Written test is January 9, 2019

Response reports from Emergency Reporting are attached and average response time for September through November was 6.22.

The new Cypress Creek Fire Department web site is on line at www.cypresscreekfire.com

B. Staff Report

The ESD station accounts for recruiting and retention have been opened.

The 2 Amegy Bank accounts in the VFD name are now closed. One account had a zero balance; the other accounts had a \$6,271.24 balance. The balance in the Amegy VFD account was transferred into the Trustmark ESD Checking account.

The applications for the Trustmark Bank ESD credit card accounts are currently in underwriting.

January 15, 2019 the administrative lunch will be at station 22. The discussion topic will be the importance of Social Media in the fire service.

We have received many toys dropped off for donation. Next, we would like to sign up with a toy donation organization.

C. Treasurer Report.

The percentage of collections for 2018 is approximately 6.68%. \$330,000 will be transferred to cover expenses including the reimbursement to the Department for \$105,989.34. A Year-end carryover at this point is expected to total \$3,169,310.72.

D. Public Comment.

None.

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

None.

Action items:

1. To review, discuss and take action to revise the District 2019 budget.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the revised District 2019 budget as presented. The motion passed 5-0.
2. To review, discuss and take action on a contract with Cypress Creek Emergency Medical Services for the provision of Emergency Communication Services.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the contract as presented with Cypress Creek Emergency Medical Services for Emergency Communication Services. The motion passed 5-0.
3. To review, discuss and take action on entering into an agreement with Lion Total Care.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the agreement with Lion Total Care as presented. The motion passed 5-0.
4. To review, discuss and approve a purchase order for Bunker Gear from NAFECO.
Homer Stevens moved, Vince Tobin seconded, a motion to approve the purchase order of Bunker Gear from NAFECO in the amount of \$42,716.80. The motion passed 5-0.
5. To review, discuss and take action on entering into an agreement for us of the Target Solutions software.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the agreement with Target Solutions software in the amount of \$15,095.00. The motion passed 5-0.

6. To review, discuss and approve purchase order for Kenwood Johnson Radios from Northwest Communications.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the purchase order of Kenwood Johnson Radios from Northwest Communications in the amount of \$43,631.60. The motion passed 5-0.
7. To review, discuss and approve purchase order for a Propane training prop and propane tank from Green's BlueFlame Gas Co. Inc.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the purchase order of a propane training prop from Lion in the amount of \$29,286.00 and a propane tank from Green's BlueFlame Gas in the amount of \$3,272.44. The motion passed 5-0.
8. To review, discuss and approve Purchase Order for annual renewal of PSTrax Software.
JoAnne Arosell moved, Homer Stevens seconded, a motion to approve the purchase order of the annual software with PSTrax in the amount of \$5,677.00.
The motion passed 5-0.
9. To review, discuss and take action on entering into an agreement and purchase 6 months of service from Metis Tactical for Injury Prevention Program Test.
JoAnne Arosell moved, Vince Tobin seconded, a motion to enter into an agreement and purchase of 6 months' worth of services from Metis Tactical in the amount of \$8,250.00. The motion passed 5-0.
10. To review, discuss and take action regarding matters related to the public relations of the District and receive a report from Touchstone District Services.
New patch ideas were presented at the meeting for selection and approval, aiming to have a decision by January 2019.
11. To review, discuss and take action regarding any needed repairs or improvements related to the operations of the District fire stations or equipment.
Vince Tobin moved, Homer Stevens seconded, a motion to approve the purchase order of a NetCloud Essentials for a Mobile router in the amount of \$805.99.
The motion passed 5-0.
12. To consider payment to Cypress Creek VFD of its Monthly reimbursements.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve reimbursement payment in the amount of \$105,989.34 to the department. The motion passed 5-0.
13. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety code §775.251.
Postpone
14. To discuss and take action on matters concerning a possible Sales Tax Election.
Postpone.

15. 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, Homer Stevens seconded, a motion to approve payment for the SAFE-D webcasts in the amount of \$525.00. The motion passed 5-0.

16. 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 \$436,938.81 in expenses for December 2018 plus estimated mid-month January 2019 expenses of \$164,181.17. The motion passed 5-0.

17. To accept Harris County E.S.D. No. 13 Financial Statements of November 30, 2018 as presented.

Vince Tobin moved, Homer Stevens seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of November 30, 2018 as presented. The motion passed 5-0.

18. To consider approval of the minutes from the meeting November 26, 2018.

Homer Stevens moved, JoAnne Arosell seconded, a motion to approve meeting minutes for November 26, 2018 as presented. The motion passed 5-0.

19. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.

- a. Travel Reimbursement Policy
- b. Discrimination and Harassment Policy
- c. Update Pay and Leave Policy for Full Time Salary Non-Exempt employees
- d. Administrative Communication Policy
- e. Tuition Reimbursement Policy
- f. 2019 Holiday Calendar

Vince Tobin moved, Homer Stevens seconded, a motion to approve policies as presented. The motion passed 5-0.

Vince Tobin moved, JoAnne Arosell seconded, a motion to amend the approved policies to add New Year's Eve night shift to the list of approved holidays for holiday pay. The motion passed 5-0.

Discussion was held regarding the Holiday calendar. 2019 May meeting will tentatively be held on the 23rd and the 2019 December meeting will tentatively be held on the 23rd.

Ben Henderson moved, Vince Tobin seconded, a motion to change the Office Manager position to Salary Exempt status and the Administrative Assistant position to Salary Non-Exempt.

20. To review, discuss and take action on any District matters which need to be included on the January 2019 meeting agenda.

Add an action item to engage Brad Dill to search for property.

21. 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.

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

Vince Tobin moved, JoAnne Arosell seconded, to adjourn the regular session to an executive session as authorized by Government Code Section 551.072 to discuss real estate matters. Ben Henderson called the executive session to order at 9:26 p.m.

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

After discussing real estate matters executive session topic was changed to personnel matters as authorized by Government Code 551.074. Executive session was adjourned to regular session at 10:05 p.m.

24. To review, discuss and take action regarding entering into a contract for the sale of the Huffmister property upon the terms presented by Brad Dill of BD Realty.

Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the offer given for the Huffmister property and extend the contract with Brad Dill of BD Realty. The motion passed 5-0.

Adjourn:

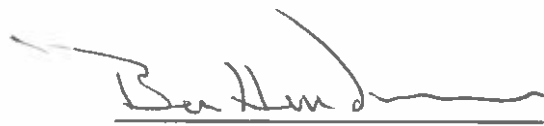
Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting adjourned at 10:12 p.m.

The meeting minutes were adopted on January 28th, 2019 by a vote of 4 to 0.

Respectfully submitted,



Homer Stevens
Secretary



Ben Henderson
President