

MINUTES

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 24

Aldine Fire & Rescue

20440 Imperial Valley Drive

Houston, TX. 77073

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The Harris County Emergency Services District No.24 met in regular session open to the public, at Aldine Fire & Rescue Station 31 on Wednesday, June 20, 2019 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:26 am and all of said persons were present: Commissioner Loretta ROBINSON, Commissioner Lee SPILMAN, Commissioner Eva GARCIA and Commissioner Maria GOMEZ.

Also, present was Fire Chief Dave PARKER, Aamanda CARRIER Office Manager, Michelle GUERRERO Executive Assistant, Francheska SANTIAGO Community Liaison, John ZAPIEN, Ismael PRADO, Slate HILL, Johnny DIXON, Isaac RAMIREZ, Matt COLWELL, Dante ORTIZ, Raymond DEANDA, Jesus SOTELO, Michael SNEATH, Rick REEG with Aldine Fire & Rescue, Jon WATSON and Candance VIRGADAMO with Brooks and Watson Company and Adam TABAK district counsel with Coveler and Peeler.

4.TO APPROVE THE MINUTES OF PRIOR MEETINGS:

Motion by Commissioner GARCIA, seconded by GOMEZ and approved with a vote 5 to 0 to approve the minutes of prior meetings.

Commissioner LOYD opened item # 6

6. TO REVIEW AND APPROVE THE DISTRICT'S 2018 AUDIT:

Auditor presents 2018 audit for review and approval. (see attachments)

Motion by Commissioner GARCIA, seconded by GOMEZ and approved with a vote 5 to 0 to approve the District's 2018 Audit.

Jon WATSON and Candace VIRGADAMO left the meeting at 11:52am

Commissioner LOYD opened item # 5

5. TO RECEIVE THE TREASURE'S REPORT:

Office Manager CARRIER presented the treasure's report as of June 20, 2019:

Chase Checking Account Balance: \$182,673.03

Chase Tax Funds Balance: \$1,194,355.14

Texas Class Account-Real Estate- \$4,285,510.89

Texas Class Account-Reserve: \$8,336,907.02

Wells Fargo Account-Station #11 Construction balance: \$26,013.64

Wells Fargo-Sales Tax Collections balance: \$3,374,965.15

Prosperity Account-Billing Funds balance: \$168,110.76

Total in all accounts of \$17,724,800.77

Tax Collections collected year to date: \$1,918,897.63

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to move 3 million to our Texas Class Account.

Motion by Commissioner GARCIA, seconded by Commissioner SPILMAN and approved with a vote of 5 to 0 to authorize Office Manager CARRIER to maintain a balance of \$250,000 in the Wells Fargo- Sales Tax Collection account and move the remaining balance to Texas Class Account.

Motion by Commissioner ROBINSON, seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to accept the treasure's report for the month of June 2019.

Commissioner LOYD opened item # 7

7.TO PAY DISTRICT'S BILLS:

Motion by Commissioner SPILMAN, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to pay Districts bills.

8.TO REVIEW AND DISCUSS APPRAISAL VALUES OF THE DISTRICT AND AUTHORIZE COUNSEL TO PREPARE AND PUBLISH EFFECTIVE TAX RATE NOTICE:

Motion by Commissioner ROBINSON, seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to authorize Counsel to begin working on effective Tax Rate.

9.TO RECEIVE THE CHIEFS REPORT, INCLUDING FIRE SUPPRESSION, RESCUE AND RELATED ACTIVITIES, AS WELL AS REPORTS ON ANY TRAINING RECEIVED BY THE DISTRICTS PERSONNEL DURING THE PERVIOUS MONTH:

Report for the month of June 2019 presented by Chief VENEGAS; 231 total responses, 10 Mutual Aid provided, and 0 Mutual Aid received, average response time was 5:56 minutes. Tanker-11: 06 responses made. Calls year to date: 1,043 Total Training hours: 702:05 hours with approximately 76 personnel

Chief PARKER informed the board that it has come to his attention that there is a bit of cracking on the driveway up front and near the drainage. Chief PARKER stated to the Board that he will follow up next meeting with a quote on how much it would cost to have the driveway corrected. Chief PARKER also stated that he would like to present the Board with a quote on a fuel station in case of an emergency. Chief parker updated the Board on having the Heavy Utility truck will be ready soon. Additionally, Chief PARKER informed the Board on a few changes made to the Utility plans to save the District money. Furthermore, Chief PARKER informed the Board that he noticed that Baker Hughes has not paid Sales Tax in the past 4 months. Chief PARKER stated that comptroller has been notified, corrections will be made and arranged to be collected monthly moving forward.

Motion by Commissioner GOMEZ, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to approve the chiefs report for the month of June 2019.

10. TO APPROVE ADDITIONAL TRAINING REQUESTED OR REQUIRED OF COMMAND STAFF, FIREFIGHTERS, AND DISTRICT PERSONNEL:

Chief VENEGAS presented the board with the following training requests:

Vendor: Texas Fire Chief Association

Class: Texas Fire Chief Academy Phase 1 and Phase 2

Amount: \$5,750.00

Employee's: Chief LEGGETT Chief REEG, Chief NAVARRO

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve the requested training for the listed District Chief to attend the Texas Fire Chief Association.

11. TO REVIEW AND APPROVE REQUESTED REVISIONS TO THE DISTRICT'S 2019 BUDGET:

No action, item tabled.

12. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION OF THE DISTRICT'S 2019 INVESTMENT POLICY:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to nominate Investment Officers Commissioner SPILMAN and Office Manager CARRIER.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to adopt modified Investment Policy and resolution of the policy.

13. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PROPOSED SALE OF THE DISTRICT'S PARCEL WITHIN INTERCONTINENTAL CROSSING:

No action, item tabled.

14. TO RECEIVE A REPORT AND TAKE ANY NECESSARY ACTION RELATED TO THE DISTRICT'S CURRENT CONTEMPLATED CONSTRUCTION PROJECTS:

Chief Parker updated the Board on the completed grading of new Station 11, waiting on final documents. After receiving report, Chief PARKER will move forward on sending the appropriate documents to have it approved by Harris County. Chief PARKER stated that Katherine PALUMBO will be returning next week. Chief PARKER also updated the Board on working with Ricardo MARTINEZ on conceptual drawings for Station 41.

15. TO REVIEW AND APPROVE REQUISITION REQUESTS SUBMITTED FOR THE PURCHASE OF EQUIPMENT, SUPPLIES, MATERIALS, VEHICLES AND APPARATUS:

Chief PARKER presented the following requisition:

1. Vendor: Multiple vendors (Build-out of new offices at Station 31)
Item: Computers, Prime IT services, telephone software, furniture
Amount: \$8,743.12

Motion by Commissioner GARCIA, seconded by Commissioner Gomez and approved with a vote of 5 to 0 to approve the build out of new offices at Station 31 amount not to exceed \$9,000.

16. TO REVIEW AND APPROVE REPAIRS TO THE DISTRICT'S FACILITIES, EQUIPMENT, VEHICLES AND APPARATUS:

Chief PARKER commented that the District is doing well on truck repairs thanks to District Chief REEG, Captain JONES and Captain SNEATH.

No action, item tabled.

17. TO APPROVE THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH SAFETY CODE §775.251:

Chief PARKER presented the board with the following items listed:

1. Old Washer and Dryer from Station 21- Salvage
2. Old stair master, bike and elliptical machine- Salvage

Motion by Commissioner GARCIA, seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the disposal of properties Chief PARKER presented.

18. REVIEW DISCUSS AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS INCLUDING ACTIONS REGARDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING, AND/OR TERMINATION OF DISTRICT EMPLOYEES INCLUDING MEDIC, COMMAND STAFF, AND ADMINISTRATIVE STAFF:

No action, item tabled.

19. EXECUTIVE SESSION, PURSUANT TO GOVERNMENT CODE § 551.071, TO DISCUSS DISTRICTS PERSONNEL MATTERS:

No action, item tabled.

20. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TP DELIBERATE REAL ESTATE MATTERS:

No action, item tabled.

21. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE § 551.071 GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH THE DISTRICTS LEGAL COUNSEL ON A MATTER IN WHICH THE DUTY OF THE ATTORNEY TO THE GOVERNMENTAL BODY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THIS CHAPTER:

No action, item tabled.

22. TO RECEIVE A REPORT REGARDING SOCIAL MEDIA AND UPCOMING EVENTS FROM THE DEPARTMENTS PUBLIC RELATIONS REPRESENTATIVE:

Community Liaison SANTIAGO updated the board on results of this year's summer Car Seat Event. SANTIAGO stated that the event was a great success and that there was a total of 34 seats checked/children served and provided 14 car seats.

SANTIAGO also informed the board on the upcoming public relations event coming up:

1. Location: M.O Campbell
Date: July 27, 2019
Time: 8am
Event: Back to School Family Engagement Expo

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to approve the presented report for the month of June 2019.

23. TO REVIEW AND APPROVE SUBMITTAL RECEIVED FROM THE DISTRICTS COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.038:

Motion made by Commissioner SPILMAN, seconded by Commissioner GARCIA with a vote of 5 to 0 to approve compensation for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON, Commissioner GOMEZ and Commissioner LOYD for the month of June 2019.

24. TO DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR
SUBSEQUENT DISTRICTS MEETINGS:

Office Manager requested to have Bill Pay and Board meeting to be moved to the following dates, due to the administrative being away in training.

Bill Pay Meeting to be moved to July 9, 2019

Board Meeting to be moved to July 31, 2019

25. TO RECEIVE PUBLIC COMMENT:

No action, item tabled.

26. ANNOUNCEMENTS:

Office Manager CARRIER announced that Community Liaison SANTIAGO's birthday was on June 29, 2019.

27. ADJOURNMENT:

Commissioner GOMEZ moved for adjournment; Seconded by Commissioner GARCIA with a vote of 5 to 0 to adjourn the meeting.

The meeting adjourned at 12:53 pm.