

## 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, February 20, 2019 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:20 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, Johnny DIXON, Matt COLWELL, LaTrell GRIFFIN, Jesus SOTELO, Luis SMITH, Dante ORTIZ, Isaac RAMIREZ, Landon JONES, Jose GARCIA, Raymond DEANDA, Rick REEG with Aldine Fire & Rescue, Bill MORRIS with Architectural Field Services, Brad DILL with BD Realty Advisors, and Adam TABAK district counsel with Coveler and Peeler.

#### 4.TO APPROVE THE MINUTES OF PRIOR MEETINGS:

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

#### **Commissioner LOYD opens item # 13**

13. TO ENGAGE CONTRACTORS TO PERFORM INDEPENDENT INSPECTION AND TESTING SERVICES OF STATION 11 DURING CONSTRUCTION:

Bill MORRIS presents a report to the board regarding duties that will be completed by Architectural Field Services that would include observation and report on inspection and testing. Contactor Bill MORRIS discussed payment wise per report electronically.

Motion by Commissioner SPILMAN and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve contractor Bill MORRIS to perform independent inspections and testing for Station 11 construction.

**Commissioner LOYD opens item # 6**

6.TO PAY DISTRICT'S BILLS:

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

**Closed session begins at 11:43 am**

17. 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:

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

19. EXECUTIVE SESSION PURSUANT TO GOVERNMENT CODE §551.074, TO DISCUSS DISTRICTS PERSONNEL MATTERS:

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

**Open session resumed at 12:13 pm.**

**Commissioner LOYD opens item # 5**

5. TO RECEIVE THE TREASURE'S REPORT:

Office Manager CARRIER presented the treasure's report as of January 23th, 2019:

Chase Checking Account Balance: \$112,756.72

Chase Tax Funds Balance: \$2,372,451.72

Texas Class Account-Real Estate- \$6,062,488.47

Texas Class Account-Reserve: \$6,077,737.56

Wells Fargo Account-Station #11 Construction balance: \$28,877.41

Wells Fargo-Sales Tax Collections balance: \$3,303,986.40

Prosperity Account-Billing Funds balance: \$167,036.28

Total in all accounts of \$20,796,516.79

Tax Collections collected year to date: \$685,942.03

Office Manager CARRIER informed the board of a bookkeeper she met at Safe-D, and how it would help her during the audit process.

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

**Commissioner LOYD opened item # 7**

7. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ACQUISITION OF REAL ESTATE FOR THE CONSTRUCTION OF A FOURTH FIRE STATION:

Motion by Commissioner SPILMAN and seconded by GARCIA and approved with a vote 5 to 0 to approve to proceed with recommended resolution of the encroachment issue by council authorizing Commissioner LOYD to sign for any documents needed.

8. 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 January 2019 presented by Chief VENEGAS; 189 total responses, 19 Mutual Aid provided, and 3 Mutual Aid received, average response time was 5:45 minutes. Tanker-11: 06 responses made. Calls year to date: 189.

Total Training hours: 642:15 hours with approximately 74 personnel.

Chief VENEGAS updated the board that he will be scheduling employees and volunteers to attend TEEEX training in March.

Chief PARKER updated the board on ISO still working with them on incorporating Q-31 and mutual aid agreement. Chief Parker mentioned March 1<sup>st</sup> to have Q- 31 in service and communication to be done before March 1<sup>st</sup>. Station 31 security system has been upgraded and completed. Chief Parker informed the board of Commissioners on new hires start dates.

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

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

No action, Item tabled.

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

Motion by Commissioner ROBINSON and seconded by SPILMAN and approved with a vote of 5 to 0 to amend 2019 budget to approve boot allowance and to approve disability allowance for short-term and long-term disability for the amount not to exceed \$22,000.

11. TO RECEIVE A REPORT AND TAKE ANY NECESSARY ACTION REGARDING THE CONSTRUCTION OF STATION 21:

Chief PARKER informed the board that Station 31 is getting over crowded with the files, therefore additionally storage space would help tremendously. Additionally, Chief PARKER mentioned how Station 21's water bill has decreased since correction of water leak.

Motion by Commissioner GARCIA and seconded by GOMEZ and approved with a vote of 5 to 0 to approve to build out storage area that is locked in and that meets safe record keeping by federal and state law amount to not exceed \$3,600.

12. TO RECEIVE A REPORT AND TAKE ANY NECESSARY ACTION REGARDING THE CONSTRUCTION OF STATION 11:

Chief PARKER updated the board that Katie from BRW got the verbal agreement from the Harris County Mud, City of Houston does not need to turn in an encroachment package will go through the County. Additionally, update on the parked trailer has been moved. Gamma has requested to start demolition to start construction. Gamma will not charge till they start their 300 day per contract.

Motion by Commissioner GARCIA and seconded by GOMEZ and approved with a vote of 5 to 0 to approve to Gammas request and authorize Gamma to begin demolishing of sight work ahead of the 300-day contract requirement.

**Commissioner LOYD opened item # 14**

14. TO APPROVE REQUESTS MADE BY DEPARTMENT FOR THE PURCHASE OR REPAIR OF APPARATUS, EQUIPMENT, SUPPLIES, AND OTHER NECESSARY BUDGETARY ACQUISITIONS:

Chief PARKER presented the following purchase orders:

1. Vendor: TBD  
Item: Voice Amplifiers with brackets  
Amount: \$10,000.00

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to approve all District employees to each have a voice amplifier in the amount of \$10,000.

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

Motion by Commissioner ROBINSON and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the disposal of surplus/salvage property.

(View attachment)

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

Community Liaison SANTIAGO updated the board on how all social media pages are receiving great feedback from the community. SANTIAGO also informed the board that PR that took place last week at Jones Elementary was a huge success.

1. Location: Timken Steel  
Date: February 21<sup>st</sup>  
Time: 2:30 pm  
Event: Fire Prevention
2. Location: Eckert Elementary  
Date: February 28<sup>th</sup>  
Time: 4:30pm  
Event: Health Fair

21. 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, and 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 February 2019.

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

Commissioner LOYD requested for SANTIAGO to present a slide show of event at Jones Elementary under social media report.

23. TO RECEIVE PUBLIC COMMENT:

Chief Venegas updated the board on the new Conn's warehouse that is currently being built in the district. Additionally, Chief VENEGAS mentioned partnership with YMCA to provided awareness to the community.

24. ANNOUNCEMENTS:

No announcements.

25. ADJOURNMENT:

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

**The meeting adjourned at 1:09 pm.**