

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

Commissioner Jerry LOYD called roll at 11:21 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, Robert MATHEWS, Jason WELLS, Kevin WHITE, Bradley KELLEY, Darrin WASHINGTON, Irene RAMOS, Anthony LOPEZ, Ryan LOCKWOOD, Francis ARCENEUX with Aldine Fire & Rescue, 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 # 6**

6.TO PAY DISTRICT'S BILLS:

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

**Commissioner LOYD opens item # 8**

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 February 2019 presented by Chief VENEGAS; 208 total responses, 15 Mutual Aid provided, and 3 Mutual Aid received, average response time was 5:57 minutes. Tanker-11: 04 responses made. Calls year to date: 397.

Total Training hours: 542:10 hours with approximately 76 personnel.

Chief PARKER informed the board that ISO has stated that no later than by the end of this month (March) the district will have the final regrade. Chief Parker informed the board that Q-31 has been in service since March 8<sup>th</sup>, 2019. Also, Chief Parker mentioned that the service truck is currently waiting on ladders to be delivered. Chief Parker has contacted Sales Tax Assurance to receive a projected Sales Tax of the district for the next 10 years. Chief Parker also mentioned that an environmental test has been completed at station 31, waiting on results.

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

**Commissioner LOYD opens item # 5**

5. TO RECEIVE THE TREASURE'S REPORT:

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

Chase Checking Account Balance: \$1,797,905.56

Chase Tax Funds Balance: \$2,448,058.03

Texas Class Account-Real Estate- \$4,424,265.45

Texas Class Account-Reserve: \$8,293,500.58

Wells Fargo Account-Station #11 Construction balance: \$28,881.84

Wells Fargo-Sales Tax Collections balance: \$3,600,369.09

Prosperity Account-Billing Funds balance: \$171,126.28

Total in all accounts of \$20,958,150.84

Tax Collections collected year to date: \$981,831.64

Motion by Commissioner GARCIA and seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to accept the treasure's report for the month of March 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:

Brad Dill informed the board that there are a few documents the board would have to sign for the closing of station 41.

No action.

**Commissioner LOYD opened item # 9**

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

Chief VENEGAS presented the following training requests:

1. Vendor: IChiefs Training  
Details: August 7<sup>th</sup>- 10<sup>th</sup>, 2019 3- District Chiefs  
Location: Atlanta  
Amount: \$5,510.71

Motion by Commissioner GARCIA and seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to approve all 3 District Chiefs to attend IChiefs 2019 in August for the amount not to exceed \$5,510.71

2. Vendor: Annual Field Day  
Details: May 17<sup>th</sup>-19<sup>th</sup>, 2019 total of 6 firefighters  
Location: College Station  
Amount: \$4,607.28

Motion by Commissioner ROBINSON and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve up to 6 firefighters to attend Annual Field Day in May for the amount not to exceed \$4,607.28.

3. Vendor: TEEX- Public Fire Educator  
Details: July 22<sup>th</sup>-26<sup>th</sup> (Francheska SANTIAGO)  
Location: College Station  
Amount: \$1,907.00

Motion by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve Francheska SANTIAGO to attend TEEX Public Fire Educator in July for the amount not to exceed \$1,907.00.

10. TO REVIEW AND APPROVE A PROPOSAL FROM WALKER ENGINEERS, PPLC FOR AN ASSESSMENT OF THE USABILITY AND CONDITION OF EXISTING STATION 11:

Chief PARKER presented the board with the agreement from Walkers Engineers, PPLC for the assessment of usability and condition for existing Station 11. The report includes an 8 week turn around date once the agreement has been signed and approved.

Motion by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve the presented proposal from Walker Engineers, PPLC for the assessment of existing Station 11 for the amount not to exceed \$6,500.

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

No action, item tabled.

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

Chief VENEGAS stated that he has resent all the information for a second time to TxDot it has been reviewed waiting on a response from TxDot.

No action, item tabled.

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

Chief VENEGAS updated the board that there are currently 2 items pending with TxDot. Additionally, Chief VENEGAS informed the board on an issue that has come up for new Station 11 regarding hydraulics, Lisa from BRW is to meet with TxDot to have issue resolved.

No action, item tabled.

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: Hyatt Regency Houston  
Item: 2019 Annual Banquet  
Amount: \$20,000.00

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to approve the 2019 Annual Banquet at Hyatt Regency Houston for the amount not to exceed \$20,000.

15. TO REVIEW AND AMEND THE DISTRICTS PURCHASING POLICY:

No action, item tabled.

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

No action, item tabled.

17. TO APPROVE AN AGREEMENT BETWEEN THE PONDEROSA FIRE DEPARTMENT AND THE DISTRICT FOR THE USE OF THE CURTIS J. COOK TRAINING FACILITY LOCATED AT 21455 IMPERIAL VALLEY DRIVE, HOUSTON TX 77073:

Chief PARKER presented the board with an agreement from Ponderosa to use Ponderosa Fire Department Curtis J. Cook training facility.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to approve the presented agreement from Ponderosa Fire Department for the use of the training facility Curtis J. Cook.

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

Community Liaison SANTIAGO updated the board on the results of the Smoke Alarm Drive that took place on March 16<sup>th</sup>, 2019. Santiago presented pie charts that include the number of homes contacted, number of batteries placement, and number of smoke alarms replaced. Santiago also informed the board on the upcoming public relations event coming up:

1. Location: Parkwood American Little League  
Date: March 23<sup>rd</sup>, 2019  
Time: 10am  
Event: Opening day
2. Location: Dunn Elementary School  
Date: March 29<sup>th</sup>, 2019  
Time: 12pm  
Event: Vehicle Career Day
3. Location: Richard Milburn Academy  
Date: March 30,2019  
Time: 1pm  
Event: Spring Clean 2019

**Closed session begins at 12:10 pm**

19. 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:

20. 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:

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

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

**Open session resumed at 12:16 pm.**

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, and seconded by Commissioner ROBINSON 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 March 2019.

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

No action, item tabled.

25. TO RECEIVE PUBLIC COMMENT:

No action, item tabled.

26. ANNOUNCEMENTS:

Chief Parker presented to the board one of the districts recently hired Firefighter Ryan LOCKWOOD. Additionally, Chief Parker announced to the board that Chief VENEGAS birthday was today.

27. ADJOURNMENT:

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

**The meeting adjourned at 12:26 pm.**