

MINUTES  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 24  
Aldine Fire & Rescue  
20440 Imperial Valley Drive  
Houston, TX. 77073  
281-951-3700 Phone  
713-951-3715 Fax

The Harris County Emergency Services District No.24 met in regular session open to the public, at Aldine Fire & Rescue Station 31 on Wednesday, January 17, 2018 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 1:35 pm and all of said persons were present: Commissioner Loretta ROBINSON, Commissioner Lee SPILMAN and Commissioner Eva GARCIA.

Also present was Fire Chief Jackie METCALFE, Aamanda CARRIER- Office Manager, Michelle GUERRERO- Administrative assistant, Joe LEGGETT district chief, Francheska SANTIAGO public relations with Aldine Fire & Rescue and Adam TABAK with Coveler and Peeler Law Firm and Dave Parker.

Pledge of Allegiance.

4. REVIEW AND TAKE ACTIONS ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 5, 2018:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to call an election May 5, 2018 for two open seats and to name the office Manager Aamanda Carrier as the district's voting clerk.

5. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF PRIOR MEETINGS:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept and approve the minutes from: December 20, 2017 and January 3, 2018.

6. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE CHIEFS REPORT INCLUDING FIRE SUPPRESSION, RESCUE AND RELATED ACTIVITIES, AS WELL AS A REPORT ON ANY TRAINING RECEIVED BY THE DISTRICT PERSONNEL DURING THE PREVIOUS MONTH:

Report for the month of December 2017 presented by Chief METCALFE; 277 total responses, 31 Mutual Aid provided, and 1 Mutual Aid received, average response time was 6:44 minutes.

Tanker-11: 10 responses made.

Total Training hours: 554 with approximately 56 personnel.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept the Chiefs report for the month of December 2017.

7. TO REVIEW DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S TREASURE'S REPORT:

Office Manager CARRIER presented the treasure's report for the month of January 2018: Chase Checking Account Balance: \$219,955.45 Chase Tax Funds Balance: \$6,337,004.65, Wells Fargo Account-Station #21 Construction balance: \$460,793.87, Wells Fargo-Sales Tax Collections balance: \$3,123,279.36 Prosperity Account-Billing Funds balance: \$162,925.57 with a total in all accounts of \$10,303,958.90. Motion made by Commissioner ROBINSON; seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to accept the treasures report for the month of December 2017.

8. TO REVIEW, DISCUSS AND TAKE ACTION TO PAY THE DISTRICT'S BILLS:

Motion by Commissioner SPILMAN; seconded by Commissioner ROBINSON with a vote of 4 to 0 to approve the payment of the bills presented for the month of January 2018.

9. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2017 INVESTMENT POLICY:

No action taken, item tabled.

10. TO REVIEW, DISCUSS AND TAKE ACTION TO DISTRICT 2018 BUDGET:

No action taken, item tabled.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON ANY COMMITTEE REPORTS, FINDINGS OR RECOMMENDATIONS RELATED TO THE REMODEL OF STATION 11:

Chief METCALFE stated that he has a productive meeting with HCEC, and ESD 1 was not interested in investing funds pertaining to Station 11 but that HCEC would work out a deal that would waive dispatch fees for Harris County ESD #24 in exchange for housing at the new station 11.

12. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OR CONSTRUCTION OF STATION 11:

Chief METCALFE stated that the schematic design is 100% complete and the next steps would be picking colors etc.; additionally, he estimates the station would break ground sometime in the fall.

13. TO REVIEW, DISCUSS AND TAKE ACTION ON ADDITIONAL TRAINING NEEDED OR REQUIRED OF COMMAND STAFF OR OTHER DISTRICT PERSONNEL:

1. Training for "Decision making for initial company operations"  
Attendees: Landon Jones, Augustine Martinez, Art Navarro  
Dates: January 24-January 25

- Amount: Free class
2. Training: Instructor II  
Attendees: Brad Kelly  
Dates: N/A  
Amount: \$330.00
  3. Training: Spring Fire Training- College Station  
Attendees: J. Leggett, B. Kelly, L. Jones, A. Martinez, A. Perez, R. Arana  
Dates: March 4-March 9  
Amount: \$2,910.00 (Hotel, Classes, Per Diem)
  4. Training: Blue Card Training  
Attendees: District Chief Navarro  
Dates: N/A  
Amount: \$385.00

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept the district's training requests as listed above.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT AND ADMINISTRATIVE STAFF FOR PURCHASE OF EQUIPMENT, SUPPLIES, AND OTHER NECESSARY BUDGETARY ACQUISITIONS:

1. Vendor: Home Depot  
Purpose: Training Prop  
Amount: \$170.00

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to purchase the necessary materials for the requested training prop from Home Depot.

15. TO REVIEW, DISCUSS AND TAKE ACTION ON REPAIR, MAINTENANCE, IMPROVEMENTS AND UPKEEP OF THE DISTRICTS REAL PROPERTY:

Chief METCALFE informed the board of a minor incident that involved the district's squad #31 and that an insurance claim is filed with VFIS and it will cost the district the \$1000.00 deductible to cover damaged.

16. TO REVIEW, DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS LOCAL GOVERNMENT CODE § 775.251:

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a motion of 4 to 0 to dispose of the old district #31 to Midfield Fire Department in the amount of \$10.00 or other reasonable considerations.

17. TO REVIEW, DISCUSS AND TAKE ACTION ON HIRING, RETENTION AND DISCIPLINE OF DISTRICT EMPLOYEES:

No action taken.

18. CLOSED SESSION

**Closed session at 2:36pm**

**Open Session at 2:43pm**

OPEN SESSION:

19 .TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE SECTION §775.038:

Motion made by Commissioner ROBINSON, second by Commissioner GARCIA with a vote of 3 to 0 to approve compensation for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of January 2018. Commissioner SPILMAN was not present for the vote.

20. TO DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETING:

Nothing presented. Next regular meeting on February 7, 2018 and Bill pay meeting on February 21, 2018.

21. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

22. ANNOUNCEMENTS:

Office Manager CARRIER informed everyone of the badge pinning ceremony on February 1, 2018 for our new Fire Chief.

23. ADJOURNMENT:

Commissioner GARCIA moved for adjournment; Seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to adjourn the meeting.

The meeting adjourned at 2:58pm.