

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, June 20, 2018 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:13am 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, Asst. Chief Edmundo VENEGAS, Aamanda CARRIER Office Manager, Michelle GUERRERO Executive Assistant, Francheska SANTIAGO Community Liaison with Aldine Fire & Rescue and Adam TABAK district counsel with Coveler and Peeler.

Pledge of Allegiance Recited.

4. TO SWEAR IN AND ADMINISTER OATH TO NEWLY ELECTED/RE-ELECTED AND/OR APPOINTED DISTRICT COMMISSIONER:

Commissioner Lee SPILMAN and Commissioner Loretta ROBINSON were sworn into Harris County ESD #24 board of Commissioners as of June 1, 2018 and are set to serve a two-year term.

5. TO RECEIVE PRESENTATION FROM RON WELCH OF MUNICIPAL INFORMATION SYSTEMS REGARDING INDEPENDENT FINANCIAL ANALYSIS FOR THE DISTRICT:

Dr. Ron Welch presented the district with examples of current district's he services and explained the services he provides.

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

Item Tabled.

7. 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 May 2018 presented by Asst. Chief VENEGAS; 265 total responses, 19 Mutual Aid provided, and 3 Mutual Aid received, average response time was 6:07 minutes. Tanker-11: 18 responses made. Calls year to date: 1,121.

Total Training hours: 530 hours with approximately 75 personnel.

Chief PARKER spoke on the status of ISO, after sending over additional requested items he is waiting for a follow-up. Additionally, Chief PARKER stated he is working diligently on the departments employee policy manual and recommended a member of the district's board to review the manual and provide feedback.

Commissioner GARCIA thanked Chief PARKER for all of the hard work he has done in the months he has been working for the district.

Motion by Commissioner GARCIA, seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to accept the Chief's report for the month of May 2018.

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

Item tabled.

9. TO REVIEW AND APPROVE THE DISTRICTS 2017 AUDIT:

Item tabled.

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

Motion by Commissioner GOMEZ; seconded by Commissioner ROBINSON with a vote of 5 to 0 to approve the payment of the bills presented for the month of June 2018.

11. TO REVIEW AND TAKE ACTION ON DISTRICT 2018 BUDGET:

Item tabled.

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

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to authorize district counsel to prepare and publish effective tax rate notice.

13. TO REVIEW AND TAKE ACTION TO ENGAGE THE SERVICES OF MUNICIPAL INFORMATION SYSTEMS:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to engage in services with Dr. Welch of Municipal Information Services.

14. TO RECEIVE COMMITTEE REPORTS, FINDINGS OR RECOMMENDATIONS RELATED TO THE REMODEL OR CONSTRUCTION OF STATION 11.

No report given, item tabled.

15. TO RECEIVE A REPORT A REPORT RELATED TO THE CONSTRUCTION OF STATION #21:

Asst. Chief VENEGAS stated that there have been some issues pertaining to the design of the AC units at station #21 and he is working to stay on top of the repairs.

16. TO APPROVE ADDITIONAL TRAINING REQUESTED OR REQUIRED OF COMMAND STAFF AND DISTRICT PERSONNEL:

Nothing to present.

17. TO APPROVE REQUESTS FROM THE DEPARTMENT FOR THE PURCHASE OR REPAIR OF APPARATUS, EQUIPMENT, SUPPLIES, AND OTHER NECESSARY BUDGETARY EXPENSES:

Nothing to present.

18. 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:

Two old printers to be disposed.

Motion by Commissioner GOMEZ, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to dispose of two old printers.

19. TO RECEIVE A REPORT FROM THE DEPARTMENT'S PUBLIC RELATIONS DEPARTMENT PERTAINING TO SOCIAL MEDIA UPDATES, EVENTS ETC.:

Community Liaison SANTIAGO updated the department on social media stats and interactions with the community and updated the website with the 50<sup>th</sup> anniversary patch; she also announced that Sparky the Dog has arrived and she is excited to utilize it for future PR events for the district.

Upcoming Events:

Safety Event at Sam's on June 30, 2018 from 10am-12pm.

Girl Scout Troops donating cookies to the Firefighters on June 30, 2018.

20. TO REVIEW AND APPROVE VENDORS AND ACTIVITIES FOR THE DEPARTMENTS 50<sup>TH</sup> ANNIVERSARY CELEBRATION:

Motion by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to appropriate \$25,000 to be utilized for the food,

activities, vendors and supplies for the Districts 50<sup>th</sup> anniversary celebration in October.

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

Item tabled, to be re-opened following executive session.

**22-23 EXECUTIVE SESSION**

**Commissioner's went into closed session at 12:40pm.**

**Open session resumed at 1:15pm.**

**Item # 21 re-opened**

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

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to adjust benefits and compensation as recommended by Chief PARKER.

24.TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT'S COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE:

Motion made by Commissioner SPILMAN, second 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 June 2018.

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

Add Sales tax assurance  
Signage for Station #11

Bill pay meeting moved to July 3, 2018 (Tuesday)

26. TO RECEIVE PUBLIC COMMENT:

Commissioner GARCIA thanked the department for allowing her to utilize the facility for her grandson's graduation celebration.

27. ANNOUNCEMENTS:

Community Liaison SANTIAGO informed the district that our department was named Business of the Month at Sam's for the Month of June 2018.

28. ADJOURNMENT:

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

The meeting adjourned at 1:24pm.