

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, July 17, 2018 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:12am 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, Joe LEGGETT, Arthur NAVARRO, Augustin MARTINEZ, Ramon ARANA, Landon JONES, Timothy MEAZELL with Aldine Fire & Rescue, Jon WASTON with Brooks Watson & Company, Brad DILL with BD Realty Advisors LLC, Jackie METCALFE Harris County Emergency Service District 24 Liaison and Adam TABAK district counsel with Coveler and Peeler.

Pledge of Allegiance Recited.

4. TO ELECT DISTRICT OFFICERS:

Motion by Commissioner SPILMAN and seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to elect Eva GARCIA as Assistant Treasurer for Harris County Emergency Service District 24.

Motion by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to elect Maria GOMEZ as Assistant Secretary for Harris County Emergency Service District 24.

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

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

Open Item # 27

27. TO DISCUSS AND APPROVE THE ENGAGEMENT OF BD REALTY TO REPRESENT THE DISTRICT FOR THE ACQUISITION OF REAL PROPERTY FOR A FOURTH STATION:

Brad DILL spoke to the board in regards to real estate options throughout the district and specializes in working with emergency service districts, he provided the district with basic information on the district's territory.

Motioned by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to hire and accept the agreement presented by BD Realty and utilize Brad DILL'S reality services.

Open Item # 8

Katy POBLANO with BRW entered meeting at 11:23am.

8. TO REVIEW AND APPROVE THE DISTRICT'S 2017 AUDIT:

Jon WATSON presented the board with a detailed report on the 2017 audit.

Motioned by Commissioner GARCIA and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the districts Audit for 2017.

Commissioner Eva GARCIA would like to thank the staff for all their hard work.

Open Item # 16

16. TO RECEIVE AND DISCUSS COMMITTEE REPORTS, FINDINGS OR RECOMMENDATIONS REGARDING THE CONSTRUCTION OF STATION 11:

Mrs. Katie POBLANO with BRW informed the district that they have two options pertaining to the construction of station # 11:

1. Allow for six additional inches of the property to be raised in order to meet the new flood guidelines. (approx. cost \$40,000-\$45,000)
2. Work with FEMA pertaining to regulations and spend \$10,000 to provide a new survey that would bi-pass the new flood guidelines and allow for district to continue project with less delays and modifications.

Motion by Commissioner GARCIA and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the \$10,000 to work with FEMA pertaining to flood guidelines.

Additionally, Mrs. POBLANO discussed the district's plan to minimize the size of the station to allow for cost saving of approx., \$1,000,000.00. The cost to the district to modify the plans and proceed with the down-size of the station is \$38,815.00.

Motioned by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to allow \$38,815.00 to be allocated to BRW for plan changes to station # 11.

Katy POBLANO left the meeting at 12:10pm.

6.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 June 2018 presented by Asst. Chief VENEGAS; 176 total responses, 17 Mutual Aid provided, and 2 Mutual Aid received, average response time was 6:20 minutes. Tanker-11: 1 response made. Calls year to date: 1,297.

Total Training hours: 578:20 hours with approximately 75 personnel.

Commissioner Jerry LOYD requested to receive in the upcoming meeting a written ratio on station 11 and station 21 response time from Asst. Chief VENEGAS.

Chief PARKER presented a revised mission and vision statement for the department.

Chief PARKER updated the board with a discussion he had with Dr. Welch over the size of the district. Dr. Welch informed Chief PARKER that district 24 was 19.24 square miles. After receiving the square miles of the district, Dr. Welch will be following up with an estimated population. Additionally, Chief PARKER informed the board that sales tax went up 30% compared to last year doing above average. Chief PARKER stated that Charles LOBSTEIN has turned in his two weeks' notice.

Motioned 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 June 2018 and the revised mission and vision statement.

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

Motioned 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 July 2018.

Commissioner LOYD thanked the staff for their hard work on the audit.

Open Item # 23

23. TO REVIEW, DISCUSS AND TAKE ACTION ON THE ACQUISITION OF A LADDER TRUCK:

Intermission to view Spring Fire Department ladder truck @ 12:24pm

No action

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

Motion by Commissioner SPILMAN; seconded by Commissioner GARCIA with a vote of 5 to 0 to approve the payment of the bills presented for the month of July 2018.

10. TO REVIEW, DISCUSS AND APPROVE THE DISTRICT'S PARTICIPATION IN TEXAS CLASS INVESTMENT POOL:

Motioned by Commissioner SPILMAN and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to open two accounts with Texas Class Investment Pool. One account having the amount of \$6 million dollars and the seconded account with \$2 million dollars.

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

No action.

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

No action.

13. TO REVIEW AND TAKE ACTION ON 2018 APPRAISAL VALUATION AND COMMENCEMENT OF ADOPTION OF 2018 TAX RATE, INCLUDING REVIEW OF 2018 EFFECTIVE TAX RATE CALCULATIONS, AND SCHEDULING ANY NECESSARY PUBLIC HEARINGS TO ADOPT DISTRICT 2018 TAX RATE:

No action.

14. TO REVIEW AND DISCUSS THE PROPOSED DISTRICT 2019 BUDGET:

No action.

15. TO PROPOSE 2018 DISTRICT TAX RATE:

No action.

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

Asst. Chief VENEGAS stated that they are currently finishing some pending punch list items for station 21.

No action.

18. TO RECEIVE AN UPDATE ON SIGNAGE FOR ALL DISTRICT STATIONS:

Nothing to present.

19. TO RECEIVE AND DISCUSS FINANCING THE CONSTRUCTION OF STATION 11:

Motioned by Commissioner SPILMAN and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to accept Government Capital to handle the financing of station 11.

20. TO REVIEW AND DISCUSS THE DISTRICT'S ISO RATING:

Chief PARKER stated that he is 60%-70% completed with the items needed for an ISO regrade for the district. He informed the board that the district is currently a 6X and is hoping to move up to a 4.

Motioned by Commissioner GARCIA and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to more forward with the ISO regrade.

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

Nothing to present.

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

Motioned by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote 5 to 0 to approved the purchase of Public Relations item from Alert All for the amount of \$1,397.50.

Motioned by Commissioner SPILMAN and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve the purchase of 6 new SCBA mask for the amount of \$1,594.74.

Motioned by Commissioner ROBINSON and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the purchase of office chairs for station 11's watch office for the amount of \$359.96.

Motioned by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve the transition from ADP to Paylocity and not to exceed the amount of \$8,500.00.

24. 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:

One old printer and four office chairs to be disposed.

Motion by Commissioner GOMEZ and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to dispose of one old printer and four office chairs.

25. 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; she also announced that Freddie the fire truck should be shipped by the end of the week and she is thrilled to utilize it for future PR events for the district.

Motioned by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to accept the social media and event update for the month of July 2018.

26. TO REVIEW AND APPROVE VENDORS AND ACTIVITIES FOR THE DEPARTMENTS 50TH ANNIVERSARY CELEBRATION:

Community Liaison SANTIAGO stated that she has been contacting multiple agencies to be apart of the 50th anniversary celebration.

28. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ACQUISITION OF REAL ESTAE FOR THE CONSTRUCTION OF A FOURTH STATION:

No action.

29. TO REVIEW AND APPROVE THE EMPLOYEE POLICY MANUAL FOR DISTRICT EMPLOYEES AND PERSONNEL:

Motioned by Commissioner ROBINSON and seconded by Commissioner SPILMAN and approved with a vote of 5 to 0 to approve the Employee Policy Manual and make effective as of August 1, 2018.

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

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

30-34 EXECUTIVE SESSION

Commissioner's went into closed session at 1:28pm.

Open session resumed at 2:05pm.

Item # 34 re-opened

34. 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, and 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 July 2018.

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

Add Sales Tax Assurance

Special meeting on July 25, 2018 at 9am closed session on station 11, station 41, and personnel.

Bill pay meeting moved to August 8, 2018

Regular Board meeting moved to August 22, 2018

36. TO RECEIVE PUBLIC COMMENT:

District Chief LEGGET informed the board that Bush Maxwell who served with Aldine Fire & Rescue from 1972- 1999 has recently passed away.

Office Manager CARRIER would like to wish Chief PARKER a Happy Birthday from the department.

27. ANNOUNCEMENTS:

None.

28. ADJOURNMENT:

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

The meeting adjourned at 2:15pm.