

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, May 20th, 2020 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:27 am and all of said persons were present: Commissioner Loretta ROBINSON, Commissioner Eva GARCIA, Commissioner Maria GOMEZ and Commissioner Lee SPILMAN.

Also, present was Fire Chief Dave PARKER, Aamanda CARRIER Office Manager, Michelle GUERRERO Executive Assistant, Francheska SANTIAGO Community Liaison, Arthur NAVARRO, Robert HOLLEY with Aldine Fire & Rescue, Ray GUTIERREZ with Houston Construction Services, Joel LESTER with Flintco, Ricardo MARTINEZ with Martinez Architects, Brad DILL B&D Realty Advisors, and Adam TABAK District Council with Coveler and Peeler.

4.TO RECEIVE PUBLIC COMMENT:

Commissioner GARCIA wanted to commend all staff for the hard work on the ISO regrade and is happy to see the change it is doing to vendors in our district.

Commissioner ROBINSON wanted to wish everyone a Happy Memorial Day.

5. TO APPROVE THE MINUTES OF PRIOR MEETINGS:

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

6. TO RECEIVE THE TREASURER'S REPORT:

Aamanda CARRIER presented the treasure's report as of May 2020:

Chase Checking Account Balance: \$267,247.11

Chasing Saving Account- Property Tax: \$7,496,011.91

Chase Grant Account: \$156,265.14

Texas Class Account-Real Estate- \$2,806,433.51

Texas Class Account-Reserve: \$2,426,377.57

Wells Fargo-Sales Tax Collections balance: \$7,657,975.84

Wells Fargo Account-Station #11 Construction balance: \$54,993.49

Prosperity Account-Billing Funds balance: \$199,024.43

Total in all accounts of \$21,064,329.00

Tax Collections collected year to date: \$2,492,179.90

Motion by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to accept the treasure's report for the month of May 2020.

7. TO PAY DISTRICT'S BILL:

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

8. TO REVIEW AND TAKE ACTION ON DISTRICT'S 2020 INVESTMENT POLICY:

District Council TABAK presented to the board the District's 2020 Investment Policy.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to adopt the District's 2020 Investment Policy.

Motion by Commissioner ROBINSON, seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to appoint Commissioner Spilman and Office Manager Carrier as District Investment Officers.

Commissioner LOYD opened item # 10

10. TO REVIEW AND TAKE ANY ACTION REGARDING CONSTRUCTION, REPAIRS OR RENOVATIONS TO DISTRICT REAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, CONSTRUCTION PAYMENTS, PAYMENT APPLICATIONS, CHANGE PRDERS, PERMITS, ENGAGING ARCHITECTS OR ENGINEERS, AND SELECTION OF GENERAL CONTACTORS FOR DISTRICT CONSTRUCTION PROJECTS:

MARTINEZ presented the following monthly description of the following projects:

Station 11: MARTINEZ updated the board on the installation of storm and sanitary sewer currently ongoing, grade beams installed, and slab on grade partially installed.

Station 41: MARTINEZ presented the board with a video presentation of Station 41 construction, to give an example on how Station 41 will look once the station is all completed.

HCESD #24 Administration Building: MARTINEZ informed the board that floor plan is under development, and MARTINEZ will work with the chief to identify the program needs.

Station 21: MARTINEZ informed the board that the MA is to release survey of the property awaiting final proposal and that the property will require platting.

11. 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 April 2020 presented by Chief PARKER; total responses: 135, total In-District on scene calls: 116, total numbers of apparatus responding: 154, mutual aid: 25, mutual aid received: 02, calls year to date: 790, total training hours: 261.

Chief PARKER informed the board that a vendor in the district thanked the employees on shift for lunch on May 19th, 2020, due to the ISO regraded his business had a significant change and wanted to thank everyone for their hard work. Chief PARKER presented to the board a new member to the volunteer program Guan LEE, Lee wanted to personally thank the board for allowing him an opportunity with Aldine to learn and gain experience. Chief PARKER informed the board with the following dates for blood draw for Life Scan this year.

Motion by Commissioner GOMEZ and seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to approve the chiefs report for the month of April 2020.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO COVID-19, INCLUDING BUT NOT LIMITED TO MEETING PROCEDURES, EMERGENCY EXPENDITURES AND CONTINUITY OF OPERATIONS PER GOVERNMENT CODE §418.1101:

No action. Item tabled.

13. TO REVIEW AND TAKE ACTION ON REQUIREMENTS OF GOVERNMENT CODE §2054.5191 [HB 3834 (2019)] AND DISTRICT COMPLIANCE WITH CYBER SECURITY TRAINING:

Chief PARKER informed the board that all cyber security training has to be completed by June 14, 2020.

No action. Item tabled.

14. TO REVIEW AND TAKE ACTION ON ENTERING INTO AN INTERLOCAL PARTICIPATION AGREEMENT WITH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE COMMONLY KNOWN OF AS BUYBOARD:

Motion by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve BuyBoard agreement pending district council's approval.

15. TO REVIEW AND APPROVE REQUISITION REQUESTS SUBMITTED FOR THE PURCHASE OR REPAIR OF EQUIPMENT, SUPPLIES, MATERIALS, VEHICLES AND APPARATUS:

No action. Item tabled.

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

No action. Item tabled.

17. TO 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:

No action. Item tabled.

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

No action. Item tabled.

19. TO REVIEW AND APPROVE REQUESTED REVISIONS TO THE DISTRICT'S 2020 BUDGET:

No action. Item tabled.

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

SANTIAGO informed the board on a social media post about Moss Company treating the shift on duty for a delicious lunch and informed the board on a recent house fire in district that resulted in rescuing 4 dogs. SANTIAGO mentioned to the board that with COVID-19 the car seat event for May 30th, 2020 remains on hold.

Commissioner LOYD opened item # 9

Closed session began at 12:21 pm

9. TO REVIEW, DICUSS AND TAKE ACTION ON THE PURCHASE, SALE, OR LEASE OR REAL ESTATE:

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

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

23. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE § 551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS AND TAX CODE § 323.3022 TO DISCUSS SALE TAXS MATTERS:

Open session resumed at 12:35pm

Commissioner LOYD opened item # 9

9. TO REVIEW, DICUSS AND TAKE ACTION ON THE PURCHASE, SALE, OR LEASE OR REAL ESTATE:

Motion by Commissioner GARCIA and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the earnest money for the adjacent land to Station 31 amount not to exceed \$25,000.00.

Motion by Commissioner GARCIA and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the order of the Phase 1 environmental study from Phase Engineering for the amount not to exceed \$2,500.00.

Motion by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve the boundary and topographic survey amount not to exceed \$12,000.00.

Commissioner LOYD opened item # 24

24. 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, 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 May 2020.

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

Bill Pay Meeting- June 3rd, 2020

Board Meeting- June 17th, 2020

26. ANNOUNCEMENTS:

No announcements.

27. ADJOURNMENT:

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

The meeting adjourned at 12:40 pm.