

## 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, September 16<sup>th</sup>, 2020 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:28 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, Amanda CARRIER Office Manager, Michelle GUERRERO Executive Assistant, Francheska SANTIAGO Community Liaison, Arthur NAVARRO, Ramon ARANA, Robert HOLLEY with Aldine Fire & Rescue, 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 ROBINSON thanked the Administrative staff for the new business cards.

#### 5. TO APPROVE THE MINUTES OF PRIOR MEETINGS:

Motion by Commissioner ROBINSON 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 September 2020:

Chase Checking Account Balance: \$209,451.73

Chasing Saving Account- Property Tax: \$97,130.39

Chase Grant Account: \$156,265.14

Texas Class Account-Real Estate- \$2,949,862.33

Texas Class Account-Reserve: \$13,961,475.90

Wells Fargo-Sales Tax Collections balance: \$300,981.14

Wells Fargo Account-Station #11 Construction balance: \$181,688.36

Prosperity Account-Billing Funds balance: \$210,156.18

Total in all accounts: \$18,067,011.17

Tax Collections collected year to date: \$3,819,209.92

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

7.TO PAY DISTRICT'S BILL:

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

8.TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE, SALE, OR LEASE OF REAL ESTATE:

Brad DILL presented the board a monthly report with all due diligence items regarding the Administrative Building. (View attachment)

9. 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:

Ricardo MARTINEZ from Martinez Architects presented the board a brief monthly description of the following projects: Station 11, Station 41 Station 21, and the Administrative Building. (View attachment)

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to pay Application No.3 for Station 41 amount not to exceed \$487,559.00.

10. 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.

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 August 2020 presented by Chief PARKER; total responses: 147, total numbers of apparatus responding: 172, total In-District on scene calls: 105, mutual aid: 19, mutual aid received: 01, calls year to date: 1435, total training hours: 437.

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

12. TO REVIEW, DISCUSS AND TAKE ACTION ON MUTUAL AID OR INTERLOCAL AGREEMENTS REGARDING DISASTER OPERATIONS, INCLUDING REVISIONS OR AMENDMENTS TO THE HARRIS COUNTY BASIC PLAN:

Motion by Commissioner ROBINSON, seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the interlocal agreement regarding disaster operations to the Harris County basic plan.

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

No action. Item tabled.

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

No action. Item tabled.

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

SANTIAGO informed the board that all social platforms are ready for Fire Prevention Week in October. SANTIAGO updated the board on such an outstanding job C-shift and Volunteer MERCADEL did on a recent mutual aid fire that Aldine assisted Little York Fire Department.

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

Chief PARKER presented the board the following training request:

1. Texas Fire Chief Workshop

Amount: \$1,418.75

Date: December 9<sup>th</sup>, 2020- December 11<sup>th</sup>, 2020

Motion by Commissioner ROBINSON and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the requested training for Chief PARKER to attend Texas Fire Chief Workshop, amount not to exceed \$1,418.75.

17. TO DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND / OR TERMINATION OF DISTRICT EMPLOYEES:

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

No action. Item tabled.

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

No action. Item tabled.

21. 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:

No action. Item tabled.

22. 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 September 2020.

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

No action. Item tabled.

24. ANNOUNCEMENTS:

No announcements.

25. ADJOURNMENT:

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

**The meeting adjourned at 12:34 pm.**