

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 Rescue Station 31 on Wednesday, January 4, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:33am and all of said persons were present: Commissioner Loretta ROBINSON, and Commissioner Eva GARCIA, Not Present: Commissioner Lee SPILMAN

Also present was Fire Chief Jackie METCALFE, Assistant Chief Ed VENEGAS, Aamanda CHARLES, Office Manager and Michelle GUERRERO, Administrative assistant, Adam TABAK, Lawyer with COVELER and KATZ.

Pledge of Allegiance.

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

Motion made by Commissioner ROBINSON; seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to approve the minutes from the prior meetings for December 6, 2016, December 21, 2016.

5. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE CHIEFS REPORT INCLUDING FIRE SUPPRESSION, RESCUE

Report for the month of January 2017 presented by Fire Chief METCALFE; 200 total responses, 20 Mutual Aid provided, and 10 Mutual Aid received, average response time was 5:15 minutes.

Tanker-11: four responses made with average response time of 6:30 minutes.

Chief METCALFE stated the department was a little busy during the holiday time, provided mutual aid for Westfield on some significant fires. The monthly reports will begin to have structural fire loss. Chief presented the training report: 108 hours for the month of December 2016. Chief METCALFE commended Engine 21 response and stated they are doing an outstanding job. Commissioner LOYD inquired about the number of staff that completed training on water rescue equipment. Chief METCALFE stated that at least 60% of the department have complete the training on the water rescue equipment; there has been 24 sessions with training on the boat and high water training. Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to approve the Chiefs report for the month of January 2017.

6. TO REVIEW, DISCUSS AND TAKE ACTION ON DOCUMENTS AND SUBMITTALS REQUESTED OR PRESENTED BY BRW ARCHITECTS RELATED TO THE STATION 21 CONSTRUCTION PROJECT:

Station #21 payment of \$306,024.25 on AIA number # 14 to LDF Construction, payment out of Wells Fargo Construction account.

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to approve AIA #14 payment of \$306,024.25 to LDF construction.

7. TO REVIEW, DISCUSS AND TAKE ACTION ON PAY APPLICATIONS:

Item taken up in item #6.

8. TO REVIEW, DISCUSS, AND TAKE ACTION TO PAY BILLS:

Motion made by Commissioner ROBINSON; second by Commissioner GARCIA with a vote of 3 to 0 to approve the payment of the bills presented.

9. TO RECEIVE THE DISTRICT'S TREASURE'S REPORT:

Office Manager CHARLES presented the treasure's report for the month of January 2017: Chase Checking Account Balance: \$78,038.80 Chase Tax Funds Balance: \$6,027,938.09, Wells Fargo Account-Station #21 Construction balance: \$524,466.00, Wells Fargo-Sales Tax Collections balance: \$180787.63, Prosperity Account-Billing Funds balance: \$145,946.64 with a total in all accounts of \$6,957,177.16. Motion made by Commissioner ROBINSON; seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to approve the treasures report for the month of January.

Treasurers Report will start showing tax collections deposits on the treasure's report and station 21 payments removed and replaced with Sales Tax Collections.

10. TO REVIEW, DISCUSS AND TAKE ACTION TO DISTRICT 2016 BUDGET:

No action taken, item tabled.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DISTRICT 2017 INVESTMENT POLICY:

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to approve the district's current 2017 Investment policy.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT AND ADMINISTRATIVE STAFF FOR EQUIPMENT PURCHASES, SUPPLY PURCHASES AND CAPITAL EXPENDITURES:

No requests or actions taken.

13. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF STATION NO. 11:

Discussion by Chief METCALFE pertaining to sewer system at Station 11, by the next full board meeting will have more information.

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

No action, item tabled.

Item re-opened: Chief METCALFE will have a meeting today with Aldine Improvement district then again tonight with ESD #25 to discuss where things are and where they are going. Subject to lose \$300,000 to \$400,000 down the road if a merger with Westfield is completed; taking in consideration of debts that Westfield currently has and possible future improvement on debt management.. Once merged, ESD #24 would be eligible for communications tax linked with Sales Tax and there is an approximate \$400,000.

(Adam) No economic growth, with helping them we will be at a loss for funds so as attorneys they have to make sure as a long term solution we are taken care of. This plan is couple years down the line, new election to redo boundaries, Mike Montgomery will be a liaison with the commissioners court.

Chief METCALFE's main concern is for the safety of the Firefighters, future plans consist of staffing three men on each truck and six people per each shift. Neighboring departments are in support.

(Adam) short-term plan is to staff the trucks; long-term plan is to merge the department together with ESD#24.

No action taken items to continue in the discussion phase.

15. 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:

No action taken, item tabled.

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

No action taken. All Commissioners will be attending SAFE-D conference March 9-11.

17.NO CLOSED SESSION

18. OPEN SESSION:

18(A). TO REVIEW AND TAKE ACTION ON PERSONAL MATTERS, INCLUDING BUT NOT LIMITED TO HIRING, RETENTION, DUTIES & BENEFITS:

Go back to item number 14 to discuss pending Westfield Fire Department merger.

18(B).TO REVIEW, DISCUSS AND TAKE ACTION ON ANY REAL ESTATE MATERS FOR THE DISTRICT:

Item Tabled.

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 of \$250.00 for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of January 2017.

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

Combine item line 6 and 7 and add a line item pertaining to Westfield.

21. TO REVIEW, DISCUSS AND TAKE ACTION TO SCHEDULE THE REGULAR BUSINESS MEETING DATE AND TIME:

Jan 18th Bill pay meeting and Feb 8th regular business meeting – tentative special meeting on Wednesday, Jan 11th and add station 11 information.

22. TO RECEIVE ANY PUBLIC COMMENT:

Adam thanked the department for inviting him and his family to the holiday party.

January 28 from 12-3 station 21 Grand opening.

23. ANNOUNCEMENTS:

Asst. Chief VENEGAS spoke positive on education; Christmas parade went really well and lone star college donated many stuffed animals.

Chief METCALFE stated Aldine received an invite to north shore high school to participate in police and fire games.

24. ADJOURNMENT:

Commissioner GARCIA moved for adjournment; Seconded by Commissioner ROBINSON with a vote of 3 to 0 to adjourn the meeting.

The meeting adjourned at 12:39pm.