

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, February 8, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

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

Also present was Fire Chief Jackie METCALFE, Assistant Chief Ed VENEGAS, Aamanda CHARLES- Office Manager, Michelle GUERRERO- Administrative assistant and Joe LEGGETT- District Chief with Aldine Fire Rescue. 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 by Commissioner ROBINSON; seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to approve the minutes from the prior meetings January 4, January 11 and January 18 pending corrections.

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

Report for the month of February 2017 presented by Fire Chief METCALFE; 226 total responses, 24 Mutual Aid provided, and 8 Mutual Aid received, average response time was 5:13 minutes.

Tanker-11: twelve responses made with average response time of 5:13 minutes.

Training hours for the month of January 2017 were 132 hours.

Motion 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 February 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 AIA number 15 payment of \$116,168.85 (final AIA payment) to LDF Construction, payment out of Wells Fargo Construction account.

Remaining retainage held until completion of the Project.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to approve AIA #15 payment of \$116,168.85 to LDF construction.

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

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

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

Office Manager CHARLES presented the treasure's report for the month of February 2017: Chase Checking Account Balance: \$86,475.80 Chase Tax Funds Balance: \$8,334,110.86, Wells Fargo Account-Station #21 Construction balance: \$91,944.38, Wells Fargo-Sales Tax Collections balance: \$391,886.53, Prosperity Account-Billing Funds balance: \$144,977.90 with a total in all accounts of \$9,049,395.47. Motion made by Commissioner ROBINSON; seconded by Commissioner GARCIA and

approved with a vote of 3 to 0 to accept the treasurers report for the month of February 2017.

Treasurers Report updated to show the current sales collections for the district.

9. TO REVIEW, DISCUSS AND TAKE ACTION TO DISTRICT 2017 BUDGET:

No action taken, item tabled.

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

No action taken.

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

1. Vendor: SCBA sales and Rental Company-  
Amount: \$1,865.00 each bottle (13 and 1 Free),  
Total: \$24,245.00  
Description: 4.5 2007, AV 200 Mask, Voice Amp

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 for SCBA sales and Rental company for \$25,245.00.

2. Vendor: 2017 Active 911  
Amount: \$900.00  
Description: Alerting system subscription

Motion by Commissioner ROBINSON seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to Active 911 for \$900.00.

3. Vendor: McCauley Lumber  
Amount: \$1600.00  
Description: Lumber and hardware package for training props

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to McCauley Lumber for \$1600.00.

4. Vendor: MES  
Amount: \$3,103.00  
Description: 65 FTM- Fit Mask at \$25.00 each, 32 FTSCBA Flow Test at \$44.00 each, Labor for SCBA Repair for \$70.00.

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to MES for \$3103.00.

5. Vendor: Extraordinary Lawn Service  
Amount: \$740.00  
Description: Station #21 monthly fee for Lawn Service

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to Extraordinary Lawn Service for \$3103.00.

6. Vendor: Pitts & Spitts  
Amount: \$1305.00  
Description: One Item #R-24X36 Refurbish Pitt and Includes new heat paint, stainless steel polishing, replace all wood handles and gauges \$700.00. One Item #2436-CSG carbon steel grates for 2436 Service \$165.00. 1 hour patch work on the Firebox \$200.00. Qty. Four Item #M-CFAB 24" Gas Tube burners at \$60.00 each and a total of \$240.00.

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to Pitts and Spitts for \$1305.00.

Commissioners called to move to agenda item #15.

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

Discussion by Chief METCALFE pertaining to meeting with Westfield Fire Department on February 1, he stated that as of now Westfield wants more time to decide on the direction they want to go for the future of their department. Chief METCALFE would like to move forward with plans on building Station 11 and is ending the engagement with Westfield Fire Department but will allow

communication lines to remain available with Westfield Fire Department if they decide on a commitment with Aldine in the future.

Chief METCALFE continued on the discussion for plans with Station 11, he has a meeting with the Aldine Improvement District on Monday and is going to seek assistance with the Utilities from their Utilities board; Asst. Chief VENEGAS will organize a meeting with the Station 11 building committee.

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

No action.

14. 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.

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

Training Requests:

1. Driver Operator for J. Sotelo and A. Lopez at \$275.00 each for a total of \$550.00.
2. Fire Instructor III for V. Vasquez for \$395.00
3. Fire Instructor for J. Lemmons for \$310.00
4. Fire Instructor for L. Jones for \$310.00
5. Fire Officer IV for E. Venegas for \$420.00
6. Instructor II for C. Lobstein for \$310.00

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 for all Training requests submitted by the department for the month of February 2017.

16. TO REVIEW, DISCUSS AND TAKE ACTION TO ENTER INTO COOPERATIVE PURCHASING AGREEMENTS:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to enter into a cooperative purchase agreement with Tarrant County in regards to purchasing new command vehicles.

17. TO REVIEW, DISCUSS AND TAKE ACTION TO PURCHASE A NEW COMMAND VEHICLE FOR THE DEPARTMENT:

1. Description: 2017 Red Tahoe with Tarrant County Specs, Command Vehicle 1103  
Amount: \$51,394.00
2. Description: 2017 Red Tahoe with Tarrant County Specs, Command Vehicle 1102  
Amount: \$51,209.00
3. Description: 2017 Red Tahoe with Tarrant County Specs, Command Vehicle 1101  
Amount: \$47,096.00

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to purchase three new command vehicles through Tarrant County as described in the presented purchase orders.

18. TO REVIEW, DISCUSS AND TAKE ACTION TO RECOVER MISSING DISTRICT PROPERTY FROM FORMER EMPLOYEE'S, VOLUNTEERS OR SERVICE PROVIDERS:

Chief METCALFE discussed current missing radios, bunker gear etc. with the district board.

Motion by Commissioner GARCIA, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to generate and mail a 30-day notice to former employee's, volunteers or service providers requesting all missing department equipment returned to the business office.

19. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE TELECOMMUNICATIONS EXEMPTION FROM LOCAL SALES AND USE TAX:

Motion by Commissioner, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to take action to start collecting telecommunication taxes from local sales and use tax.

20. CLOSED SESSION AT 1:02PM

OPEN SESSION AT 1:18PM

21. OPEN SESSION:

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

No action.

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

No action.

21(C). TO REVIEW, DISCUSS AND TAKE ACTION TO AMEND ENGAGEMENT FOR LEGAL SERVICES INCLUDING LEGISLATIVE ACTIVITIES:

No action.

22. 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 February 2017.

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

No action.

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

Scheduled Meetings:

BILL PAY MEETING: February 22, 2017

REGULAR BUSINESS MEETING: March 1, 2017

25. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

26. ANNOUNCEMENTS:

Asst. Chief VENEGAS asked to open up Item number 21A.

Item opened:

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

Asst. Chief VENEGAS stated he needed a letter signed that would allow the department to file for a grant that would provide assistance with hiring, retention.

.

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 1:31pm.