

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 21, 2018 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:09am and all of said persons were present: Commissioner Loretta ROBINSON, Commissioner Lee SPILMAN and Commissioner Eva GARCIA.

Also present was Fire Chief Dave PARKER, Amanda CARRIER- Office Manager, Michelle GUERRERO- Administrative assistant, Francheska SANTIAGO public relations, Tim MEAZELL logistics, Joe LEGGETT district Chief with Aldine Fire & Rescue, Adam TABAK with Coveler and Peeler Law Firm, Jackie METCALFE, ESD#24 Liaison and Richard FLETCHER with Sales Tax Assurance.

Pledge of Allegiance.

4. REVIEW AND TAKE ACTIONS ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 5, 2018:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to cancel an election on May 5, 2018 for two open seats.

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

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept and approve the minutes from: January 3, 2018.

6. TO REVIEW, DISCUSS AND TAKE ACTION TO RETAIN THE LAW FIRM COVELER & PEELER, PC. TO SERVE AS DISTRICT COUNSEL:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to engage COVELER and PEELER, PC. as the districts counsel on a year to year basis.

7. TO RECEIVE A PRESENTATION FROM RICHARD FLETCHER OF SALES TAX ASSURANCE:

Mr. Fletcher updated the board on sale's tax collections, including details on current collections and any corrections made due to investigations on the districts incoming funds. (Report attached) Mr. Fletcher will update the district three times a year, including any additional revenue sources and any findings of funds that were not supposed to be allocated to District #24 and have been corrected.

8. TO REVIEW, 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 January 2018 presented by Chief PARKER; 251 total responses, 33 Mutual Aid provided, and 2 Mutual Aid received, average response time was 6:41 minutes.

Tanker-11: 9 responses made.

Total Training hours: 505.30 with approximately 45 personnel.

Chief PARKER broke down response times for the district and touched base on how the response times are affected by station's by configuration and how and what the district uses to attend calls, additionally he stated that he is working with Emergency Reporting to further break out the calls by Emergency and non-emergency calls with has an impact on the response times.

Commissioner LOYD asked the department to possibly provide response times for surrounding districts at the next business meeting.

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to accept the Chiefs report for the month of January 2018.

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

Office Manager CARRIER presented the treasure's report for the month of February 2018:

Chase Checking Account Balance: \$85,284.05

Chase Tax Funds Balance: \$9,308,513.37

Wells Fargo Account-Station #11 Construction balance: \$458,011.99

Wells Fargo-Sales Tax Collections balance: \$3,464,448.55

Prosperity Account-Billing Funds balance: \$168,681.51

Total in all accounts of \$13,484,939.47

Motion made by Commissioner ROBINSON; seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to accept the treasures report for the month of January 2018.

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

Motion by Commissioner ROBINSON; seconded by Commissioner GARCIA with a vote of 4 to 0 to approve the payment of the bills presented for the month of January 2018.

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2017 INVESTMENT POLICY:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the HCESD#24 2018 Investment Policy.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to appoint Commissioner SPILMAN as the investment officer for the district.

12. TO REVIEW, DISCUSS AND TAKE ACTION TO DISTRICT 2018 BUDGET:

No action taken, item tabled.

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

Asst. Chief VENEGAS updated the board on the schematic designs (attached) for Station #11 including possible metal panels on the outside of the building and adding a curve to the detention pond. The next scheduled meeting will be March 21st at 2pm.

14. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OR CONSTRUCTION OF STATION 11:

Item taken up on number 13.

15. TO REVIEW, DISCUSS AND TAKE ACTION ON A & B ENVIRONMENTAL SERVICES, INC. ENVIRONMENTAL MOLD STUDY COMPLETED ON STATION 11 TO INCLUDE BUT NOT LIMITED TO RECOMMENDATIONS FOR FURTHER ACTIONS:

Chief PARKER stated the report from A & B environmental came back satisfactory and that no mold was present at Station #11, his recommendations would be to do some minor updates such as painting, replacing wall tiles etc., the estimated costs would be \$4437.14.

Motion by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to proceed with the non-budgetary repairs presented by Chief PARKER for station #11 in the amount of \$4437.14.

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

No training to present.

17. TO REVIEW, DISCUSS AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT AND ADMINISTRATIVE STAFF FOR PURCHASE OF EQUIPMENT, SUPPLIES, AND OTHER NECESSARY BUDGETARY ACQUISITIONS:

1. Vendor: Amazon
Purpose: Microsoft Surface Book (128 GB, 8GB ram, Shipping and Asurion Warranty for 4 years)
Amount: \$835.49

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to purchase Microsoft Surface Book in the amount of \$835.49.

18. TO REVIEW, DISCUSS AND TAKE ACTION ON A CONTRACT PROPOSAL AND APPLIANCE PURCHASES NECESSARY TO ENGAGE PSTRAX FOR AN INSPECTION MANAGEMENT PROGRAM FOR VEHICLES, SCBA ITEMS, PPE USERS, AND THREE STATIONS CUSTOM-BUILT FOR AF&R:

Chief PARKER presented a proposal for a non-budgetary PSTRAX system to include the annual license agreement, licensing fees and one-time set up fee's.

Requested items for PSTRAX

1. 8 Apple iPad Tablets- Approximately \$2079.92
2. 8 Protective Cases- approximately \$ 279.92
3. 8 Monthly re-occurring mobile charges- approximately \$280.00
4. PSTRAX set up and all applicable fee's approximately \$5990.00
5. Annual Cost for program \$3,160.00

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the non -budgetary expenditures for a PSTRAX system and all applicable presented costs associated with developing the system.

19. TO REVIEW, DISCUSS AND TAKE ACTION ON REPAIR, MAINTENANCE, IMPROVEMENTS AND UPKEEP OF THE DISTRICTS REAL PROPERTY:

Chief PARKER informed the board of a minor claim made for Engine #31, it caught a curb leaving an apartment complex and is out for repair- claim has been made to VFIS.

20. 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:

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a motion of 4 to 0 to dispose of the 6 Bunker Gear units (attached).

21. TO RECEIVE A REPORT FROM THE DEPARTMENT'S PUBLIC RELATIONS DEPARTMENT PERTAINING TO SOCIAL MEDIA UPDATES, EVENTS ETC.:

PR relations SANTIAGO gave an update on the departments Instagram/Facebook page and also stated she is working on updating all of the websites photos and biography's and apparatus for all the stations. Additionally, SANTIAGO met with Rachel Moreone at the Fire Marshal's office for additional resources that are available to the department and also useful information that could be distributed to the community.

22. TO REVIEW, DISCUSS AND TAKE ACTION ON HIRING, RETENTION AND DISCIPLINE OF DISTRICT EMPLOYEES:

No action taken, item tabled.

23. EXECUTIVE SESSION

Closed session at 1:20pm
Open Session at 1:50pm

OPEN SESSION:

24 .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 SPILMAN, second by Commissioner ROBINSON with a vote of 4 to 0 to approve compensation for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of February 2018.

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

Remove Items 6,11,13,18,15

Next Bill pay meeting on March 7, 2018, regular meeting on March 21, 2018.

26. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

27. ANNOUNCEMENTS:

No announcements.

28. ADJOURNMENT:

Commissioner GARCIA moved for adjournment; Seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to adjourn the meeting.

The meeting adjourned at 1:57pm.