

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, March 1, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:21am and all of said persons were present: Commissioner Jerry LOYD, Commissioner LEE SPILMAN, Commissioner Loretta ROBINSON and Commissioner Eva GARCIA.

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

Pledge of Allegiance.

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

Motion by Commissioner GARCIA; seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the minutes from the prior meetings February 8 & February 22, 2017.

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

Report for the month of March 2017 presented by Fire Chief METCALFE; 197 total responses, 13 Mutual Aid provided, and 1 Mutual Aid received, average response time was 4:38 minutes.

Tanker-11: four responses made with an average response time of 7:24 minutes.

Training hours for the month of February 2017 were 271 hours.

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the Chiefs report for the month of March 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:

Chief METCALFE stated there is no submittals to present, still waiting on completion of punch list (small items).

Item re-opened:

Commissioner GARCIA requested her name state Eva Helen Garcia on the plaque for station #21.

Motion made by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to create the plaque as designed for station #21.

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

Motion by Commissioner SPILMAN; seconded by Commissioner ROBINSON with a vote of 4 to 0 to approve the payment of the bills presented for the Month of March 2017.

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: \$193,646.42 Chase Tax Funds Balance: \$9,328,653.42, Wells Fargo Account-Station #21 Construction balance: \$91,949.10, Wells Fargo-Sales Tax Collections balance: \$627,358.27, Prosperity Account-Billing

Funds balance: \$141,810.78 with a total in all accounts of \$10,383,418.78. Motion made by Commissioner GARCIA; seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept the treasurers report for the month of March 2017.

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

No action taken, item tabled.

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

No items presented, Chief METCALFE informed the Commissioners of an upcoming expense to hire an IT company; more information at the next Bill pay meeting.

11. TO REVIEW, DISCUSS AND TAKE ACTION FOR THE PURCHASE OF NEW COMMAND VEHICLES FOR THE DEPARTMENT:

No action taken.

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

Asst. Chief VENEGAS discussed some idea's taken up with the building committee for Station 11, Chief METCALFE stated that ESD 1 was interested in possibly running a unit of out Station 11 and obtaining a possible lease note from ESD 1 if an agreement is reached.

No action taken.

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. TEEX for four firefighters: two NIMS 300 and NIMS 400 and 2 ROPE RESCUE- Hotel, fuel and per diem- Total \$2,082.82 and Rental car \$260.00.

Motion by Commissioner GARCIA, seconded by Commissioner SPILMAN and approved with a vote of 4 to 0 for all Training requests submitted by the department for the month of March 2017.

Item reopened:

2. ISO for B. Disalvo in the amount of \$100.00 and instructor one for A. Martinez in the amount of \$395.00.

Motion by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 for all Training requests submitted by the department for the month of March 2017.

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

Chief METCALFE informed the board that necessary letters have been mailed and that he has received some missing gear and a radio; Additionally, Chief had discussion on a former employee who was recently detained by Mylam Sheriff's office and may have an Aldine radio, the information will be sent over to the Harris County Fire Marshal's office.

17. CLOSED SESSION AT 12:03PM

OPEN SESSION AT 12:09PM

18. OPEN SESSION:

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

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the reinstatement of Miguel Maldonado, to hire Joseph Hartong as a new hire and to upgrade Francis Arceneaux from Volunteer to a duty crew employee.

Chief asked to re-open item #15.

Chief asked to re-open item #6.

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

No action.

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 SPILMAN, second by Commissioner ROBINSON with a vote of 4 to 0 to approve compensation of \$250.00 for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of March 2017.

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

IT line item

Can delete item #11

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

Scheduled Meetings:

BILL PAY MEETING: Moved to March 22

REGULAR BUSINESS MEETING: April 5

22. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

23. ANNOUNCEMENTS:

Asst. Chief VENEGAS talked about a mutual aid 3 story complex fire on Richey that lasted from 3:15am to about 6pm. VENEGAS also stated most employees have completed yearly Sexual Harassment training class and Hwy Traffic class.

24. ADJOURNMENT:

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

The meeting adjourned at 12:42pm.