

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 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, Aamanda CARRIER Office Manager, Michelle GUERRERO Administrative assistant, Francheska SANTIAGO community liaison and Charles LOBSTEIN district Chief with Aldine Fire & Rescue, Adam TABAK with Coveler and Peeler Law Firm.

Pledge of Allegiance.

4. REVIEW AND TAKE ACTION TO CANCEL THE ELECTION:

Motion by Commissioner SPILMAN, seconded by Commissioner GARCIA 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: February 21, 2018 and March 7, 2018.

6. 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 February 2018 presented by Chief PARKER; 189 total responses, 14 Mutual Aid provided, and 0 Mutual Aid received, average response time was 6:52 minutes. Tanker-11: 6 responses made. Calls year to date: 438

Total Training hours: 496 hours with approximately 45 personnel.

Chief PARKER discussed the response times in firehouse being incorrect after he analyzed them and he is still working to ensure the proper response times are reported; additionally, he stated some of the response issues can be explained due to turn-up times and locations of stations in our district, he is working diligently with staff to ensure they are leaving stations efficiently when calls come in. Chief PARKER also provided the district with a list of items he is working on or has completed since becoming the Fire Chief. (List attached)

Asst. Chief VENEGAS informed the board that the department would be receiving a \$90,000 grant from Timkin Steel for Station #11.

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 February 2018.

7. 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 March 2018:

Chase Checking Account Balance: \$89,646.00

Chase Tax Funds Balance: \$9,185,464.37

Wells Fargo Account-Station #11 Construction balance: \$370,934.99

Wells Fargo-Sales Tax Collections balance: \$3,836,643.09

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

Total in all accounts of \$13,651,369.96

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 March 2018.

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

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

9. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2018 INVESTMENT POLICY:

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

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

Chief PARKER requested non-budgeted addendums to the 2018 Budget which include:

1. \$20,000 for the usage of uniforms from the Prosperity Account
2. FSA- Flexible spending account \$17,000
3. \$6000 allocated to Public Relations

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the presented non-budgeted addendums to the 2018 Budget.

11. TO REVIEW, DISCUSS AND TAKE ACTION TO ALLOCATE FUNDS FROM THE DEPARTMENT'S PROSPERITY ACCOUNT FOR THE BENEFIT OF THE DISTRICT'S VOLUNTEERS AND EMPLOYEE'S:

Item taken up on #10.

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

Chief PARKER stated there was a meeting today at 2 p.m. (Drawing attached)

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

No training to present.

14. 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: HOYT

Purpose: 10 HP Compressor w/co Monitor with training and installation

Amount: \$23,000

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to purchase a 10 HP Compressor from HOYT with a spending cap of \$25,000.00.

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

Item tabled.

16.. 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 SPILMAN, seconded by Commissioner ROBINSON and approved with a motion of 4 to 0 to dispose of the Epson Power Lite Home Cinema Projector 8350.

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

Community Liaison SANTIAGO gave an update on the departments Instagram/Facebook page. SANTIAGO also informed the department on the smoke detector program she is working on with Red Cross, the program would allow for donated smoke detectors to be installed and inspected in homes around the district.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the Public Relations Report for March.

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

No action taken, item tabled.

19-20. EXECUTIVE SESSION

No Executive Session taken.

OPEN SESSION:

21 .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 March 2018.

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

April 4, 2018- Bill Pay Meeting

April 18, 2018- Regular Meeting

Add agenda item to vote in additional board member to fill vacancy.

23. TO RECEIVE ANY PUBLIC COMMENT:

Asst. Chief VENEGAS stated that the PSTRAX system is currently being formulated for the district and should hopefully go live June 1, 2018.

Office Manager CARRIER stated that all is set for Kemah Family Fun day on April 21, 2018 and she would be putting out a schedule about the event.

24. ANNOUNCEMENTS:

No announcements.

25. ADJOURNMENT:

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

The meeting adjourned at 12:50pm.