

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, April 5, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:27am 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 ROBINSON; seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the minutes from the prior meetings with corrections for March 1 & March 22, 2017.

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

Report for the month of April 2017 presented by Fire Chief METCALFE; 204 total responses, 9 Mutual Aid provided, and 5 Mutual Aid received, average response time was 5:52 minutes.

Tanker-11: five responses made with an average response time of 14:43 minutes.

Training hours for the month of March 2017 is 165.50 hours.

Chief METCALFE will have a meeting with dispatch to ensure dispatch times are as accurate as possible.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept 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:

No action, item tabled.

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

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

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

Office Manager CHARLES presented the treasure's report for the month of April 2017: Chase Checking Account Balance: \$55,540.77 Chase Tax Funds Balance: \$9,141,465.28, Wells Fargo Account-Station #21 Construction balance: \$91,952.61, Wells Fargo-Sales Tax Collections balance: \$813,803.92, Prosperity Account-Billing Funds balance: \$139,310.50 with a total in all accounts of \$10,242,073.08. Motion made by Commissioner GARCIA; seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept the treasures report for the month of April 2017.

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

No action taken, item tabled.

10. TO REVIEW AND TAKE ACTION ON THE DISTRICT'S 2017 INVESTMENT POLICY:

Motion was made by Commissioner SPILMAN, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to accept the amendments to the 2017 District investment policy, as suggested by district legal counsel.

11. 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, item tabled.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON HIRING AN IT COMPANY TO REVIEW THE DEPARTMENTS IT INFRASTRUCTURE AND TO PRESENT A PROPOSAL FOR UPGRADING AND REPLACING THE INFRASTRUCTURE:

No action taken.

13. TO REVIEW, DISCUSS AND TAKE ACTION TO PURCHASE NEW COMPUTERS, SERVERS, PRINTERS AND OTHER NECESSARY HARDWARE AND SOFTWARE FOR THE DEPARTMENT:

No action taken.

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

Chief METCALFE stated that the building committee submitted a floor plan over to Harris County Emergency Corp., and are currently just waiting on feedback from them.

No action taken.

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

No action taken, 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:

No action taken, item tabled.

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

Training Requests:

1. TEEX Training in College Station for Six firefighters from April 22-23, 2017: Firefighting HB-2604 Hotel, fuel, rental car and per diem- Total \$3,507.00.

Motion by Commissioner GARCIA, 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 April 2017.

18. 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 no additional items recovered at this time.

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON to authorize district counsel to take necessary actions needed to recover district equipment.

19. CLOSED SESSION AT 12:13PM

OPEN SESSION AT 12:25PM

OPEN SESSION:

20. TO REVIEW AND TAKE ACTION ON PERSONNEL OR REAL ESTATE MATTERS FOR THE DISTRICT:

No action taken, item tabled.

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 ROBINSON, second by Commissioner GARCIA 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 April 2017.

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

No action, item tabled.

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

Scheduled Meetings:

BILL PAY MEETING: April 19, 2017

REGULAR BUSINESS MEETING: May 3, 2017

24. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

25. ANNOUNCEMENTS:

Asst. Chief VENEGAS spoke briefly about the up-coming training sessions that are happening with our mutual aid departments. VENEGAS stated that the training consists of four different departments and lasts for three days, this will integrate the

departments working together and is beneficial in training for all departments involved.

26. ADJOURNMENT:

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

The meeting adjourned at 12:49pm.