

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, May 3, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:16am 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, District Chief- Joe LEGGETT, Amanda CHARLES- Office Manager and Michelle GUERRERO- Administrative assistant with Aldine Fire & Rescue. Adam TABAK- Lawyer with COVELER and PEELER, Ray Holliday and Katy Polumbo with BRW architect's

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 for April 5, 2017 & April 17, 2017.

Move to item #14.

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

Ray Holliday with BRW presented and discussed plans for the remodel of station #11, two options were presented. Several plan concerns were presented by Chief METCALFE: airlocks, ice machine and easy flow in/out of the building.

Discussion was had on associated discount to utilize BRW to draw up similar plans to station 21 and in doing so, a possible 20 % reduction could incur.

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to allow BRW to do a feasibility study for the planning of the construction at the current Station 11 location.

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to authorize Chief JACKIE METCALFE as the owner's representative for the district as it pertains to the construction is Station 11.

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; 180 total responses, 15 Mutual Aid provided, and 6 Mutual Aid received, average response time was 5:34 minutes.

Tanker-11: Seven responses made with an average response time of 11:23 minutes.

Training hours for the month of April 2017 is 186.83 hours.

Chief METCALFE went over some key points: Hose testing completed, FIT testing on new masks/air packs is being conducted, sent back air packs that were incorrect, state auditor did a surprise visit on the department and everything came back satisfactory and the department passed the audit. Commissioners will be presenting a letter to the staff for recognition of a great job on the satisfactory audit.

Asst. Chief VENEGAS spoke on the trip the volunteers took to College Station and also the feedback on the new training props have been positive. Additionally, all staff is 100% compliant and certified as required by state standards and many staff members are requesting additional trainings.

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 April 2017 with corrections.

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

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

Office Manager CHARLES presented the treasure's report for the month of May 2017: Chase Checking Account Balance: \$168,978.85 Chase Tax Funds Balance: \$8,724,042.17, Wells Fargo Account-Station #21 Construction balance: \$91,956.01, Wells Fargo-Sales Tax Collections balance: \$1,098,397.93, Prosperity Account-Billing Funds balance: \$136,103.17 with a total in all accounts of \$10,219,478.13. 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 May 2017.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2017:

Motion made by Commissioner SPILMAN, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to maintain exemptions for 2017.

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

No action taken, item tabled.

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.

ITEM 14. TAKEN UP IN THE BEGINNING OF THE MEETING. (SEE PAGE 1)

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. Blake Disalvo
Officer-2
Fast Training
Course-\$180 Exam-\$85.00 Cert- \$85.00 Total \$350.00

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 to provide information to attorney to complete letter.

19. CLOSED SESSION AT 12:23PM

OPEN SESSION AT 12:31pm

OPEN SESSION:

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

Motion made by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to recognize the employee's for the satisfactory report from the state, in a written letter.

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 of \$250.00 for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of May 2017.

ITEM NUMBER 11- REOPENED BY COMMISSIONER LOYD

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

1. Julio's Painting Service
Repaint Station 31
Allowance of up to \$3200.00
Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve Julio's painting service with an allowance of up to \$3200.00.

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

Agenda item to be added to bill pay: To approve new Logistics Assistant Position.

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

Scheduled Meetings:
BILL PAY MEETING: May 24, 2017
REGULAR BUSINESS MEETING: June 7, 2017

24. TO RECEIVE ANY PUBLIC COMMENT:

No public comment.

25. ANNOUNCEMENTS:

Chief METCALFE stated that the full-time shifts schedules would be changing soon to more of a rotating schedule. Some key benefits to this would be:

- Giving full-time shift more options to trade
- Creates 31 days a month of availability
- beneficial for staffing issues

Chief METCALFE also stated that the plaques are currently in production for Station 31 and Station 21.

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 12:51pm.