

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, June 7, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Lee SPILMAN called roll at 11:17am and all of said persons were present: Commissioner Loretta ROBINSON and Commissioner Eva GARCIA. Not Present: Commissioner Jerry LOYD

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

Pledge of Allegiance.

Move it item #9

9. TO REVIEW, DISCUSS AND TAKE ACTION FOR THE APPROVAL OF THE 2016 AUDIT OF THE DISTRICT'S FINANCIAL RECORDS CONDUCTED BY BROOKS CARDIEL, PLLC.

Jon WATSON presented the district's 2016 audit, the district received a satisfactory audit with no discrepancy's and minor journal entries; also need to address Chase bank pertaining to collateral for each month. WATSON commended the office staff on their cooperation to provide all necessary audit items.

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to accept the audit for 2016 from BROOKS CARDIEL, PLLC.

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 3 to 0 to approve the minutes from the prior meetings for May 3, 2017 & May 24, 2017.

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

Report for the month of May 2017 presented by Fire Chief METCALFE; 244 total responses, 21 Mutual Aid provided, and 3 Mutual Aid received, average response time was 5:36 minutes.

Tanker-11: Ten responses made with an average response time of 9:57 minutes.

Training hours for the month of May 2017 is 101 hours.

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to accept the Chiefs report for the month of May 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 3 to 0 to approve the payment of the bills presented for the Month of June 2017.

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

Office Manager CHARLES presented the treasure's report for the month of June 2017: Chase Checking Account Balance: \$254,404.29 Chase Tax Funds Balance: \$8,356,631.33, Wells Fargo Account-Station #21 Construction balance: \$91,959.53, Wells Fargo-Sales Tax Collections balance: \$1,465,999.84, Prosperity Account-Billing Funds balance: \$137,184.96 with a total in all accounts of \$10,306,179.95. Motion made by Commissioner GARCIA; seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to accept the treasures report for the month of June 2017.

**Item #9 taken up at beginning of meeting**

10. TO REVIEW AND DISCUSS APPRAISAL VALUES OF THE DISTRICT AND AUTHORIZE COUNSEL TO PREPARE AND PUBLISH EFFECTIVE TAX RATE NOTICE:

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 3 to 0 to approve COVELER AND KATZ to prepare and publish effective tax rates.

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

No action taken, item tabled.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON COMMUNICATION SALES TAX:

TABAK informed the board that the communication sales tax has been filed with the county. No action taken.

13. TO REVIEW, DISCUSS AND TAKE ACTION ON INVOICES FROM DISTRICT COUNSEL:

No action taken, item tabled.

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: Husky Tanks  
Item: 1 HPC-ALF 3000 Dump Tank/Freight  
Amount: \$1,472.24  
Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 for Husky Tanks in the amount of \$1,472.24.

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

No action taken, METCALFE informed the board that HCESD24.org is now live.

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

No action taken, item tabled.

17. TO REVIEW, DISCUSS AND TAKE ACTION ON ANY CONTRACTS OR AGREEMENTS SUBMITTED BY BRW ARCITECTS REGARGING STATION 11:

No action taken, item tabled.

18. TO REVIEW, DISCUSS AND TAKE ACTION ON ANY ENVIRONMENTAL OR FEASIBILITY STUDY FOR THE CONSTRUCTION OF STATION NO.11:

No action taken, item tabled.

19. 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.

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:

No action taken, item tabled.

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

No action taken, item tabled.

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

No action taken, remove from agenda.

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

No action taken, item tabled.

24. CLOSED SESSION

**No closed session**

OPEN SESSION:

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

No action taken, item tabled.

26. TO REVIEW, DISCUSS AND TAKE ACTION ON RETIREMENT BENEFITS WITH TCDRS FOR THE BENEFIT FOR THE EMPLOYEES OF THE DISTRICT:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to implement the retirement benefit plan with TCDRS and to fully fund the plan at 100% in the amount of \$471,149.00.

27. 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 GARCIA, second by Commissioner ROBINSON with a vote of 3 to 0 to approve compensation of \$250.00 for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of June 2017.

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

No new items to present.

29. TO REVIEW, DISCUSS AND TAKE ACTION TO SCHEDULE THE REGULAR BUSINESS MEETING DATE AND TIME FOR JULY 2017:

Scheduled Meetings:

BILL PAY MEETING: July 5, 2017

REGULAR BUSINESS MEETING: July 19, 2017

30. TO RECEIVE ANY PUBLIC COMMENT:

Several compliments pertaining to the Banquet this year, everyone had a great time.

31. ANNOUNCEMENTS:

No announcements

32. ADJOURNMENT:

Commissioner GARCIA moved for adjournment; Seconded by Commissioner ROBINSON with a vote of 3 to 0 to adjourn the meeting.

The meeting adjourned at 1:08pm.