

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, July 12, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:32am and all of said persons were present: Commissioner Loretta ROBINSON and Commissioner Eva GARCIA. and Commissioner Lee SPILMAN.

Also present was Assistant Chief Ed VENEGAS, Aamanda CARRIER- Office Manager and Michelle GUERRERO- Administrative assistant & Francheska SANTIAGO 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:

Tabled until bill pay meeting.

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

Report for the month of June 2017 presented by Assistant Chief VENEGAS; 199 total responses, 9 Mutual Aid provided, and 5 Mutual Aid received, average response time was 5:43 minutes.

Tanker-11: Four responses made with an average response time of 6:27minutes.

Training hours for the month of June 2017 is 138 hours.

VENEGAS stated that there was a class being held at Westfield in June that our department was invited to participate in and also stated that there are some reporting issues with our new Emergency management but that they are being worked on.

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 May 2017.

6. 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.

Office Manager CARRIER requested that utilities be added on automatic payments schedules to avoid late fees from incurring. Motion by Commissioner SPILMAN, Seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve utility bills of the district to be places on automatic payments.

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

Office Manager CARRIER presented the treasure's report for the month of July 2017: Chase Checking Account Balance: \$163,764.15 Chase Tax Funds Balance: \$7,491,659.16, Wells Fargo Account-Station #21 Construction balance: \$91,962.93, Wells Fargo-Sales Tax Collections balance: \$1,718,307.90, Prosperity Account-Billing Funds balance: \$148,973.74 with a total in all accounts of \$9,614,667.88. 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 July 2017.

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

No action taken, item tabled.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON DOCUMENTS AND SUBMITTALS REQUESTED OR PRESENTED BY BRW ARCHITECTS OR LDF CONSTRUCTION RELATED TO THE STATION 21 CONSTRUCTION PROJECT:

Asst. Chief VENEGAS stated there was a punch list that still needed to be complete pertaining to the project of Station 21 and the retainage would not be released until these items were complete.

No action taken.

10. 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: Extraordinary Lawn Service
Item: Station #21 Flower Beds
Amount: \$3500.00
Deposit: \$1550.00
Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 for Extraordinary Lawn Care in the amount of \$3500.00 with a deposit of \$1550.00.

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

Nothing to present, still waiting on BRW to provide feasibility study.

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

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 FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS LOCAL GOVERNMENT CODE § 775.251:

Old gear presented for surplus (see attached)

Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN with a vote of 4 to 0 to approve the donation of old bunker gear to Mutual Aid International.

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

1. Place: Fire Chief Academy
For: Assistant Chief Venegas
Dates: October 8-13th
Amount: \$1000.00

Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 4 to 0 to approve the Training for Fire Chief Academy for Asst. Chief VENEGAS in the amount of \$1000.00.

2. Place: TEEX Training College Station
For: Charles Lobstein, Greg Kunestler, Landon Jones, Michael Pickens, Ray Deanda, Adam Carreon
Dates: July 23-July 28
Amount: \$3,178.00

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the Training for Fire Chief Academy for Asst. Chief VENEGAS in the amount of \$1000.00.

3. Place: Ce Solutions
For: 20 spots for online training
Dates: 2-year subscription
Amount: \$1700.00

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the Training for Fire Chief Academy for Asst. Chief VENEGAS in the amount of \$1000.00.

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

No action taken, item tabled.

16. CLOSED SESSION

Closed session at 12:25pm
Open Session at 12:45pm

OPEN SESSION:

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

No action taken, item tabled.

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

No action taken.

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 July 2017.

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

No new items to present.

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

Scheduled Meetings:

BILL PAY MEETING: July 25, 2017

REGULAR BUSINESS MEETING: August 9, 2017

22. TO RECEIVE ANY PUBLIC COMMENT:

Asst. Chief VENEGAS thanked Southbrook circle neighborhood for adding Aldine Fire Department to their months newsletter.

23. ANNOUNCEMENTS:

No announcements

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 1:11pm.