

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, September 20, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:22am and all of said persons were present: Commissioner Loretta ROBINSON and Commissioner Lee SPILMAN. Commissioner Eva GARCIA joined the meeting at 11:53am.

Also present was Fire Chief Jackie METCALFE, Aamanda CARRIER- Office Manager, Michelle GUERRERO- Administrative assistant, Timothy MEAZELL & Francheska SANTIAGO with Aldine Fire & Rescue, Katy PALUMBO and Ray HOLIDAY with BRW Architects.

Pledge of Allegiance.

4.TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF PRIOR MEETINGS:

Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to accept and approve the minutes from August 9 2017, September 1, 2017 & September 6, 2017.

5. 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 August 2017 presented by Chief METCALFE; 249 total responses, 33 Mutual Aid provided, and 1 Mutual Aid received, average response time was 6:15 minutes.

Tanker-11: Seven responses made with an average response time of 11:13 minutes.

Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to accept the Chiefs report for the month of August 2017

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

Motion by Commissioner SPILMAN; seconded by Commissioner ROBINSON with a vote of 3 to 0 to approve the payment of the bills presented.

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 August 2017: Chase Checking Account Balance: \$63,622.65 Chase Tax Funds Balance: \$6,660,332.83, Wells Fargo Account-Station #21 Construction balance: \$91,969.96, Wells Fargo-Sales Tax Collections balance: \$2,453,413.35, Prosperity Account-Billing Funds balance: \$151,227.45 with a total in all accounts of \$9,420,566.24. Motion made by Commissioner ROBINSON; seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to accept the treasures report for the month of September 2017.

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

No action taken, item tabled.

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

Motion made by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to approve the Districts 2018 budget.

10. TO PROPOSE THE DISTRICT 2018 TAX RATE:

Motion made by Commissioner SPILMAN to adopt a tax rate of \$.10 per \$100 of valuation for 2017. Motion seconded by Commissioner ROBINSON; by a vote of 3 to 0, the motion carried for the adoption of the tax rate.

11. 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:

Currently waiting on a couple of punch list items to finish and then possible release of 75 to 80% of the retainage then 100 % upon completion. Ray HOLIDAY to follow up with LDF and submit an AIA request to the district for the remainder of the retainage.

Katy stated there would be a damper that would be installed in the bunker room at Station 21 to have capabilities to shut off the air flow in that area.

No action taken.

Commissioner LOYD opened item # 17

Commissioner Eva GARCIA joined the meeting at 11:53pm.

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

Discussion between BRW and the board pertaining to plans and drawings for Station #21.

Motion made by Commissioner SPILMAN, seconded by ROBINSON and approved with a vote of 4 to 0 approve the contract for station #21 between BRW architects and the district pending approval from Adam TABAK, District Counsel.

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

No action taken, item tabled.

13. 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: SVC. Inc.
Amount: \$262 per quarter
Filter Maintenance for station #21
Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 for SCV, Inc. in the amount of \$262 per quarter.
2. Vendor: Machine Ice
Amount: \$1167.00
Preventative maintenance for Ice Machines
Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 for Machine ice in the amount of \$1167.00
3. Vendor: Prime ITS
Amount: \$ 2,809.68
Two laptops
Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 for Prime ITS in the amount of \$2,809.68.
4. Vendor: Sales Tax Assurance
Amount: \$6000.00 annual Retainer
Sales tax collections maintenance
Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 for Sales Tax Assurance in the amount of \$6,000.00.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT FOR THE PURCHASE OF NEW OR ADDITIONAL FIRE APPARATUS OF VEHICLES:

No action taken, item tabled.

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

No action taken, item tabled.

16. TO REVIEW, DISCUSS AND TAKE ACTION ON SERVICE CONTRACTS FOR THE REPAIR AND MAINTENANCE OF THE STATION'S GENERATORS:

No action taken, item tabled.

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

Item taken up on page 3-4.

18. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OR CONSTRUCTION OF STATION 11:

No action taken.

19. 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 by Commissioner GARCIA, seconded by Commissioner ROBINSON to approve by a vote of 4 to 0 the sale of the F250 to Palacios Fire Department in the amount of \$10.00 and other good and valuables considered.

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

Item tabled.

21. CLOSED SESSION

Closed session at 12:32pm
Open Session at 12:46pm

OPEN SESSION:

Open Item # 20.

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

Motion by Commissioner GARICA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to transfer money from the general fund to the district's current budget to fund and approve the proposed raises for the Full-Time Firefighter staff.

22. TO REVIEW, DISCUSS AND TAKE ACTION ON MODIFICATIONS TO THE DISTRICT COMMISSIONERS COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.038:

Commissioner SPILMAN disused the committee findings pertaining to the modifications of Commissioners Compensation, standard rate of \$150 per meeting for commissioners and any misc. items done for the district provided proper documentation. Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the modifications to the Commissioners compensation plan.

23 .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 September 2017.

24. TO REVIEW, DISCUSS AND TAKE ACTION TO PLAN A LUNCHEON OR SPECIAL EVENT FOR THOSE INVOLVED WITH THE RESCUE EFFORTS DURING HURRICANE HARVEY:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to allow the planning and payments for the luncheon for those involved with the rescue efforts during Hurricane Harvey.

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

Take off Item #14

26. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

27. ANNOUNCEMENTS:

No announcements made.

28. 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 1:12pm.