

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, October 18, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:07am and all of said persons were present: Commissioner Loretta ROBINSON, Commissioner Lee SPILMAN and Commissioner Eva GARCIA.

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

Pledge of Allegiance.

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

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept and approve the minutes from: September 20, 2017& October 4, 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 September 2017 presented by Chief METCALFE; 212 total responses, 19 Mutual Aid provided, and 0 Mutual Aid received, average response time was 6:10 minutes.

Tanker-11: One response made with an average response time of 19:54 minutes.

Total Training hours: 216

Chief METCALFE stated that during Fire Prevention month, the department attended several schools and spread Fire Prevention awareness.

Chief VENEGAS spoke on the TIFMAS grant that he applied for previously for the department, he stated that he is confident the department should receive this grant and it would range between \$12,000-\$15,000. Additionally, he stated that the FEMA grant is also almost complete and he is anticipating the district to be reimbursed up to 100% of expenses incurred during hurricane Harvey at approximately \$ 186,000.

Motion by Commissioner SPILMAN, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to accept the Chiefs report for the month of September 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 4 to 0 to approve the payment of the bills presented for the month of October 2017.

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 October 2017: Chase Checking Account Balance: \$152,620.39 Chase Tax Funds Balance: \$6,234,212.61, Wells Fargo Account-Station #21 Construction balance: \$3.40, Wells Fargo-Sales Tax Collections balance: \$2,664,697.99, Prosperity Account-Billing Funds balance: \$151,227.45 with a total in all accounts of \$9,202,761.84. Motion made by Commissioner GARICA; seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept the treasures report for the month of October 2017.

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

No action taken, item tabled.

9. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S PARTICIPATION IN INVESTMENT POOLS, INCLUDING TEXPOOL:

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the district to open an account with TEXPOOL and authorize Commissioner Lee SPILMAN and Office Manager Aamanda CARRIER to manage to the account.

The meeting went into intermission at 11:22am and went back into session at 11:58am

10. 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:

Motion by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 for the Final AIA payment in the amount of \$180,114.90 to LDF construction.

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

No action taken, item tabled.

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 #11.

Motion made by Commissioner SPILMAN, seconded by ROBINSON and approved with a vote of 4 to 0 approve the contract for station #11 between BRW architects and the district pending approval from Adam TABAK, District Counsel.

12. 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: Dr. Boydn

Amount: \$28

Drug Screens for pre-employment, random and post accidents.

Motion by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 for to use Dr. Boydn for drug screens for the district staff and volunteers.

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

No action taken, item tabled.

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

No current committee reports.

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

Katy PALUMBO presented the district with the final BRW Architects contract for station 11 new construction, in which was reviewed and approved by districts Counsel, Adam TABAK.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the contract with BRW Architects for the new construction of station 11.

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:

Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN by a vote of 4 to 0 to accept the resale value as presented for surplus computers.

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

Item tabled.

18. CLOSED SESSION

Closed session at 12:40pm

Open Session at 1:02pm

OPEN SESSION:

Open Item # 18

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

Motion by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the new hire: Francheska SANTIAGO.

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 \$300.00 for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of October 2017.

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

Take off Item #8, item #10

21. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

22. ANNOUNCEMENTS:

Office Manager, Aamanda CARRIER reminded everyone of the Hurricane Harvey event on October 28, 2017 at Station 21 from 12-3pm.

28. ADJOURNMENT:

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

The meeting adjourned at 1:07pm.