

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, November 15, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:15am 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, Charles LOBSTEIN- District Chief & Francheska SANTIAGO public relations with Aldine Fire & Rescue.

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: October 18, 2017 and November 1, 2017 with corrections.

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 November 2017 presented by Chief METCALFE; 239 total responses, 17 Mutual Aid provided, and 1 Mutual Aid received, average response time was 6:21 minutes.

Tanker-11: 16 responses made.

Total Training hours: 331 with approximately 47 personnel.

Chief METCALFE stated that there have been a few on-going issues with using Emergency Management and is considering moving back to Firehouse if the issues persist. Chief also discussed a distillery explosion that took place in the month of November that injured two individuals, he stated District Chief LEGGETT took command on the scene and did an excellent job. Lastly, Chief discussed the on-going preplan arrangements being made by Francheska SANTIAGO.

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 November 2017

6. 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 November 2017: Chase Checking Account Balance: \$44,867.89 Chase Tax Funds Balance: \$6,100,569.45, Wells Fargo Account-Station #21 Construction balance: \$6.77, Wells Fargo-Sales Tax Collections balance: \$2,934,630.63, Prosperity Account-Billing Funds balance: \$156,734.57 with a total in all accounts of \$9,236,809.31. 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 November 2017.

7. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2017 INVESTMENT POLICY:

No action taken.

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

No action taken, item tabled.

9. 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 November 2017.

10. TO DISCUSS AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING'S CONTRACT WITH A PRIVATE LAW FIRM FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES, AND PROVIDING THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the contract with LINEBARGER, GOGGAN BLAR AND SAMPSON LLP as it pertains to collection of delinquent district ad valorem property taxes.

11. TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES FOR 2017 PURSUANT TO SECTION 33.07 OF THE PROPERTY TAX CODE AND ADOPTION OF A RESOLUTION REGARDING THE SAME:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to impose an additional penalty on delinquent taxes for 2017 pursuant to section 33.07 of the property tax code and adoption of a resolution regarding the same.

12. TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES FOR 2017 TO DEFRAY THE COSTS OF COLLECTION BY THE DISTRICTS DELINQUENT TAX ATTORNEY, PURSUANT TO SECTION 33.08 OF THE PROPERTY TAX CODE AND ADOPTION OF RESOLUTION REGARDING THE SAME:

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to impose an additional penalty on delinquent taxes for 2017 to defray the costs by the districts tax attorney, pursuant to section 33.08 of the property tax code and adoption of a resolution regarding the same.

13. TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO SECTION 33.11 OF THE PROPERTY TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME:

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to impose an early additional penalty for collection costs for taxes on personal property on delinquent taxes pursuant to section 33.11 of the property tax code and adoption of a resolution regarding the same.

14. 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:

No action taken, item tabled.

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

Chief METCALFE informed the board of the easement resolution to be solved in commissioner's court, no further action taken.

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

Chief METCALFE presented schematic designs for the commissioners to review, current time-table is to break ground approximately August 2018.

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

No additional training for the year, item tabled.

18. 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: Varies based on procedures complete for medical examination range from \$25-\$300.00

Drug Screens for pre-employment, random and post accidents, yearly wellness exams/screenings.

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 for to utilize Dr. Boydn's clinic for Department staff and volunteers.

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

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:

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA by a vote of 4 to 0 to accept the Salvage Bunker gear as presented (attached) with intentions to donate to another Fire Department for training purposes.

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

Item tabled.

22. CLOSED SESSION

Closed session at 12:19pm

Open Session at 1:02pm

OPEN SESSION:

Open Item # 18

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 ROBINSON, second by Commissioner GARCIA with a vote of 4 to 0 to approve compensation for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of November 2017.

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

Nothing presented. Next regular meeting on December 20th and Bill pay meeting on December 5th 2017.

25. TO RECEIVE ANY PUBLIC COMMENT:

Office Manager CARRIER stated the Children's Christmas Party on Dec. 2 from 12pm-3pm and also stated that the SAFE-D conference this year would be in Galveston, TX from Feb. 21-Feb.24.

26. ANNOUNCEMENTS:

No announcements.

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 1:10pm.