

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

Commissioner Jerry LOYD called roll at 11:20am 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, Tim MEAZELL & Francheska SANTIAGO public relations with Aldine Fire & Rescue and Adam TABAK with Coveler and Peeler Law Firm.

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 a and approve the minutes from: November 15, 2017, December 5 ,2017 and December 15, 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; 203 total responses, 16 Mutual Aid provided, and 2 Mutual Aid received, average response time was 6:08 minutes.

Tanker-11: 8 responses made.

Total Training hours: 441 with approximately 65 personnel.

Chief METCALFE stated that the Children's Christmas party went well this year.

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 December 2017: Chase Checking Account Balance: \$174,049.52 Chase Tax Funds Balance: \$5,538,790.32, Wells Fargo Account-Station #21 Construction balance: \$500,006.77, Wells Fargo-Sales Tax Collections balance: \$2,783,211.78, Prosperity Account-Billing Funds balance: \$160,376.57 with a total in all accounts of \$9,156,434.96. 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 GARCIA with a vote of 4 to 0 to approve the payment of the bills presented for the month of December 2017.

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

Chief METCALFE stated that the surveys for the station have been complete and also the certification of elevation, no action taken.

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

Chief METCALFE presented the final schematic designs for the boards review. Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 for plan # 3 of the schematic designs presented, pending approval of the building planning committee for Station # 11.

12. 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.

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:

Nothing presented, item tabled.

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

No action taken, item tabled.

15. 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.

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

Item tabled.

17. CLOSED SESSION

Closed session at 11:47am

Open Session at 12:37pm

OPEN SESSION:

Open Item # 16

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

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to accept Chief METCALFE's retirement request.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to create a temporary Liaison position for Harris County Emergency Service District #24, in which the duties would consist of assisting the Board and Fire Department with various assigned duties.

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to create a temporary part-time Chief Officer position to be paid at an hourly rate.

18 .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 for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON and Commissioner LOYD for the month of December 2017.

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

Nothing presented. Next regular meeting on January 17 and Bill pay meeting on December 3rd, 2018.

20. TO RECEIVE ANY PUBLIC COMMENT:

No public comment offered.

21. ANNOUNCEMENTS:

Francheska SANTIAGO announced the Christmas Parade on December 23, 2017.

22. 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 12:52pm.