

MINUTES
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 24
Aldine Fire & Rescue
20440 Imperial Valley Drive
Houston, TX. 77073
281-951-3700 Phones
713-951-3715 Fax

The Harris County Emergency Services District No.24 met in regular session open to the public, at Rescue Station 31 on Wednesday, February 22, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner LEE SPILMAN called the roll at 11:35am; all of said persons were present: Commissioner LORETTA ROBINSON, Commissioner EVA GARCIA. Not Present Commissioner JERRY LOYD.

Additionally present Members of Aldine Fire Department: Fire Chief, JACKIE METCALFE, Assistant Chief, Ed VENEGAS, Office Manager, AAMANDA CHARLES and MICHELLE GUERRERO Admin Assistant.

3. TO REVIEW, DISCUSS AND TAKE ACTION TO PAY DISTRICT BILLS RELATED TO EXPENSES INCURRED BY THE DISTRICT SINCE THE PRIOR MEETING:

Motion made by Commissioner ROBINSON: second by Commissioner GARCIA and approved with a vote of 3 to 0 to proceed with payment of the district bills.

4. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF DISTRICT BILLS WHICH BECOME DUE PRIOR TO THE NEXT DISTRICT MEETING:

Item tabled, no action taken.

5. TO REVIEW, DISCUSS AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING CLASSES (FIREFIGHTING OR ADMINISTRATIVE) COURSES MATERIALS, EQUIPMENT AND RELATED EXPENDITURES INCURRED FOR THE BENEFIT OF THE DISTRICT:

Training Request:

Employee: Brad Kelly
Class: Instructor 2
Cost: \$325.00

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to approve Instructor two training for Brad Kelly for \$325.00.

6. REVIEW, DISCUSS AND TAKE ANY NECESSARY ACTION REGARDING CHANGE ORDERS OF ANY OTHER CONSTRUCTION MATTER RELATED TO THE STATION 21 CONSTRUCTION PROJECT WITH LDF CONSTRUCTION, INC:

No action taken, item tabled.

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

None presented.

8. TO REVIEW, DISCUSS AND TAKE ACTION ON APPROVAL OF PAY APPLICATIONS:

None presented.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT AND ADMINISTRATIVE STAFF FOR EQUIPMENT PURCHASES, SUPPLY PURCHASES AND CAPITAL EXPENDITURES:

Fire Chief METCALFE presented information for the Emergency Chaplin Group. This would provide an array of counseling and support for current members of the department. Cost associated with hiring the group would be \$4000.00 per year.

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 3 to 0 to hire the Emergency Chaplin Group for the benefit of the members of the department with an associated cost of \$4000.00 per year.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO ENTERING INTO AN AGREEMENT TO PROVIDE EMERGENCY SERVICES TO NEIGHBORING DISTRICTS:

Chief METCALFE retouched briefly on the past meetings with Westfield Fire Department and reiterated that Westfield Fire Department was not interested with moving forward with any type of agreement at this time.

Chief METCALFE is planning to move forward with the remodel of Station 11.

Assistant Chief VENEGAS met with the Station 11 building committee and stated that the committee is brainstorming ideas pertaining to the remodel.

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE CHIEF'S REPORT, INCLUDING FIRE SUPPRESSION, RESCUE AND RELATED ACTIVITIES AS WELL AS ANY TRAINING RECEIVED BY THE DISTRICTS PERSONNEL DURING THE PREVIOUS MONTH:

Item Tabled.

12. ADJOURNMENT:

Commissioner GARCIA moved for adjournment; Seconded by Commissioner ROBINSON with a vote of 3 to 0 to adjourn the meeting.

The meeting adjourned at 12:14pm.