

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, March 22, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner JERRY LOYD called the roll at 11:39am; all of said persons were present: Commissioner LEE SPILMAN, Commissioner LORETTA ROBINSON, Commissioner EVA GARCIA and 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, Firefighters: VICTOR VASQUEZ, BLAKE DISALVO, AGUSTIN MARTINEZ, MATT LESTER, ART NAVARRO JR, THOMAS WADE HUSSEY, KEVIN WHITE, ANTHONY LOPEZ, JESUS SOTELO, MIGUEL MALDONADO, JOE LEGGETT. Also present: RUBEN ORZCO with Westfield Fire Department, STEVE ELIZALDE with North Houston young life, Jimmy with Prime IT solutions and ADAM TABAK with Coveler and Peeler.

Commissioner LOYD moved to open item number 9.

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 a quote for services from PRIME IT solutions; Jimmy from PRIME IT solutions gave a presentation and answered any questions presented from the quote.

Motion made by Commissioner LOYD, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the capital purchase to IT solutions for \$49,988.79 pending contract review from district's attorney.

The meeting went into closed session at 11:39pm.

Open session began at 1:56pm, moved to open item 13.

13. OPEN SESSION:

13(A). TO REVIEW AND TAKE ACTION ON PERSONAL MATTERS, INCLUDING BUT NOT LIMITED TO HIRING, RETENTION, DUTIES & BENEFITS:

Motion made by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve Chief METCALFE to administer disciplinary actions to specified employees as discussed with the board in executive closed session.

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve a pay increase for Asst. Chief ED VENEGAS as recommended by the Fire Chief.

13(B). TO REVIEW, DISCUSS AND TAKE ACTION ON ANY REAL ESTATE MATTERS FOR THE DISTRICT:

No action.

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 GARCIA: second by Commissioner ROBINSON and approved with a vote of 4 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:

Item tabled, no action taken.

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. Taken up in earlier part of the meeting.

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

No action taken, item tabled.

11. TO REVIEW AND TAKE ACTION ON PERSONAL MATTERS, INCLUDING BUT NOT LIMITED TO HIRING, RETENTION, DUTIES & BENEFITS:

Item taken up in #13.

12. Closed session taken up in the beginning of the meeting.

13. ADJOURNMENT:

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

The meeting adjourned at 2:00PM.