

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 Rescue Station 31 on Wednesday, May 24, 2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner JERRY LOYD called the roll at 11:18am; 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, MICHELLE GUERRERO Admin Assistant and FRANCHESKA SANTIAGO volunteer.

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 SPILMAN: 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:

No action taken, item tabled.

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:

1. National Fence company

Fence for Station 21

Total\$ 4, 480.00

Motion made by Commissioner SPILMAN, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to purchase a fence for station 21 in the amount of \$4,480.00

2. Emergency Reporting

New software system for Fire Reports/Inventory

\$2920.25 Start up and \$2117.60 yearly ongoing expense

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the one-time fee of \$2920.25 and on-going yearly cost of \$2117.60 for Emergency Reporting.

6. TO REVIEW, DISCUSS AND TAKE ACTION ON THE CONTRACT WITH PRIME ITS, INC. REGARDING THE DISTRICT'S IT INFASTRUCTURE:

Motion made by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the monthly on-going contract with PRIME-ITS in the amount of \$1420.00 per month.

7. 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:

None presented, item tabled.

8. TO REVIEW, DISCUSS AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT AND ADMINISTRATIVE STAFF FOR THE PURCHASE OF EQUIPMENT, SUPPLIES, AND OTHER NECESSARY BUDGETARY ACQUISITIONS:

No additional items discussed.

Board went into executive session at 11:37 and back into open session at 11:43pm.

9. TO REVIEW, DISCUSS AND TAKE ACTION TO CREATE THE POSITION OF LOGISTICS ASSISTANT WITHIN THE DEPARTMENT:

Motion made by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to approve the new position as Logistics Assistant and to hire Timothy Meazell as a part-time employee for the position.

10. TO REVIEW, DISCUSS AND TAKE ACTION TO MOVE THE DATE AND/OR TIME OF THE REGULAR BOARD MEETING:

No changes to the regular board meeting dates: Regular meeting to be held on June 7, 2017 and Bill pay meeting to be held on June 21, 2017.

Items to be added to agenda for Regular meeting:

1. To review, discuss and take action on Retirement benefits with TCDRS for the benefit for the employees of the district.
2. To review, discuss and take action on Communication Sales Tax.
3. To review, discuss and take action on current Legal fees incurred by the District's attorney.

11. ADJOURNMENT:

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

The meeting adjourned at 12:27PM.