

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, November 1, 2017.

Commissioner JERRY LOYD called the roll at 11:23am; all of said persons were present: Commissioner LEE SPILMAN and Commissioner LORETTA ROBINSON. Not Present: Commissioner Eva GARCIA

Additionally, present Members of Aldine Fire Department: Assistant Chief, Ed VENEGAS, Aamanda CARRIER Office Manager, MICHELLE GUERRERO Admin Assistant and Francheska SANTIAGO Public Relations.

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

Motion by Commissioner SPILMAN: seconded by Commissioner ROBINSON 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:

No action, 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:

None to present.

6. REVIEW, DISCUSS AND TAKE ACTION ON DOCUMENTS, SUBMITTALS AND CHANGE ORDERS REQUESTED OR PRESENTED BY BRW ARCHITECTS OR LDF CONSTRUCTION RELATED TO THE STATION 21 CONSTRUCTION PROJECT, INCLUDING APPROVAL OF PAY APPLICATIONS:

Asst. Chief VENEGAS stated there are several punch list items that are still being complete; nothing to present at this time.

No action taken, item tabled.

7. 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:

1. Vendor: Sam's  
Amount: \$1600.00  
80 Turkeys at \$20.00 each  
Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to approve the purchase of Turkey's from Sam's for the districts staff.
2. Vendor: Sam's  
Amount: \$2,000  
80 Ham's at \$25.00 each  
Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to approve the purchase of Ham's from Sam's for the districts staff.
3. Vendor: Prime ITS  
Amount: \$1632.21  
Dell computer, monitor and software set-up for Public Relations office.  
Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to approve the purchase of a new computer from Prime ITS in the amount of \$1632.21.

4. Vendor: Best Buy  
Amount: Up to \$250.00  
Camera for PR events/department events  
Motion by Commissioner ROBINSON, seconded by Commissioner SPILMAN and approved with a vote of 3 to 0 to approve the purchase of a camera for PR events/Department events up to \$250.00.

8. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OR CONSTRUCTION OF STATION NO.11:

Asst. Chief VENEGAS stated a meeting is scheduled with BRW Architects on Wednesday, November 8, 2017 at 10:00am.

Discussion between Commissioner LOYD and Asst. Chief VENEGAS on the plans pertaining to the old Station 11 building; Commissioner LOYD requests the department provide a concrete plan as to what is to be expected with both buildings during construction.

No action taken.

9. ADJOURNMENT:

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

The meeting adjourned at 12:02PM.