

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, December 5, 2017.

Commissioner JERRY LOYD called the roll at 11:36am; all of said persons were present: Commissioner LEE SPILMAN and Commissioner LORETTA ROBINSON and Commissioner Eva GARCIA.

Additionally, present Members of Aldine Fire Department: Fire Chief. Jackie METCALFE, Assistant Chief, Ed VENEGAS, Aamanda CARRIER Office Manager, Michelle GUERRERO Admin Assistant, District Chief, Joe LEGGETT and Francheska SANTIAGO Public Relations with Aldine Fire and Rescue; also present was Adam TABAK with Coveler and Peeler.

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 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:

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve payment of district bills which become due prior to the next district meeting.

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. 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: CM Event Services

Amount: \$1200.00

70 Beanie's and 55 Long sleeve T-Shirts.

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 4 to 0 to approve the purchase in the amount of \$1200.00 with CM Event Services.

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

Motion made by Commissioner SPILMAN, seconded by Commissioner ROBINSON and approved with a vote of 4 to 0 to transfer funds in the amount of \$500,000.00 from the sales tax account to the Wells Fargo Construction account for funding pertaining to station 11.

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

No action taken.

CLOSED SESSION AT 11:49AM

9. CLOSED SESSION UNDER AUTHORITY OF GOVERNMENT CODE §551.071, §551.072 AND §551.074:

- a. To review personnel matters, including evaluation of District employee's, which includes administration and command staff, regarding hiring, retention, development, scheduling and benefits, scope of duties and promotion.

b. To consult with legal counsel.

OPEN SESSION AT 11:49AM.

10. ADJOURNMENT:

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

The meeting adjourned at 12:35PM.