

MINUTES

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 24

Aldine Fire & Rescue

20440 Imperial Valley Drive

Houston, TX. 77073

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The Harris County Emergency Services District No.24 met in regular session open to the public, at Aldine Fire & Rescue Station 31 on Wednesday, January 23, 2019 at 20440 Imperial Valley Drive, Houston, TX. 77073.

Commissioner Jerry LOYD called roll at 11:26 am and all of said persons were present: Commissioner Loretta ROBINSON, Commissioner Lee SPILMAN, Commissioner Eva GARCIA and Commissioner Maria GOMEZ.

Also, present was Fire Chief Dave PARKER, Amanda CARRIER Office Manager, Michelle GUERRERO Executive Assistant, Francheska SANTIAGO Community Liaison, Ramon ARANA, Francis ARCENEUX, Leroy RAMIREZ, Slate HILL, Richarter JACKSON, Moises BENITEZ, Robert MATHEWS, Jose GARCIA, Rob ALLEN, Gary SMALLEY JR., Andy PEREZ, John ZAPIEN, Gregory KUENSTLER, Joe LEGGETT with Aldine Fire & Rescue, Dr. Ron WELCH with Municipal Account Information Services, Brad DILL with BD Realty Advisors, and Adam TABAK district counsel with Coveler and Peeler.

4. TO ELECT DISTRICT OFFICERS FOR 2019 TERM:

Motion by Commissioner GARCIA and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to keep District Officers as is for term 2019.

Jerry Loyd- President

Eva Garcia- Vice President/ Asst. Treasurer

Loretta Robinson- Board Secretary

Lee Spilman- Treasurer

Maria Gomez- Asst. Secretary

Commissioner LOYD opened item # 9

9. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ACQUISITION OF REAL ESTATE FOR THE CONSTRUCTION OF A FOURTH FIRE STATION:

Brad DILL updated the board that the visibility period was coming to an end on February 1st, 2019, and he recommend for the board to extend the visibility period.

Motion by Commissioner SPILMAN and seconded by GARCIA and approved with a vote 5 to 0 to approve up to the amount of \$10,000 to extended the visibility period.

8. TO RECEIVE A REPORT FROM DR. RON WELCH OF MUNICIPAL ACCOUNT INFORMATION SERVICES:

Dr. Ron WELCH presented the board with a detailed booklet of the population and evaluation projections of the district. (see attached documents)

5. TO APPROVE THE MINUTES OF PRIOR MEETINGS:

Motion by Commissioner ROBINSON and seconded by GARCIA and approved with a vote 5 to 0 to approve the minutes of prior meetings.

7. TO PAY DISTRICT'S BILLS:

Motion by Commissioner SPILMAN and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to pay Districts bills.

6. TO RECEIVE THE TREASURE'S REPORT:

Office Manager CARRIER presented the treasure's report as of January 23th, 2019:

Chase Checking Account Balance: \$129,924.69

Chase Tax Funds Balance: \$2,372,451.72

Texas Class Account-Real Estate- \$6,050,236.16

Texas Class Account-Reserve: \$6,065,454.47

Wells Fargo Account-Station #11 Construction balance: \$28,863.98

Wells Fargo-Sales Tax Collections balance: \$2,933,099.16

Prosperity Account-Billing Funds balance: \$161,999.29

Total in all accounts of \$17,941,989.83

Tax Collections collected year to date: \$315,537.56

Motion by Commissioner GARCIA and seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 to accept the treasure's report for the month of December 2018.

Commissioner LOYD opened item 11

11. TO RECEIVE THE CHIEFS REPORT, INCLUDING FIRE SUPPRESSION, RESCUE AND RELATED ACTIVITIES, AS WELL AS REPORTS ON ANY TRAINING RECEIVED BY THE DISTRICTS PERSONNEL DURING THE PERVIOUS MONTH:

Report for the month of December 2018 presented by Chief PARKER; 216 total responses, 21 Mutual Aid provided, and 4 Mutual Aid received, average response time was 5:54 minutes. Tanker-11: 07 responses made. Calls year to date: 2,547.

Total Training hours: 445:00 hours with approximately 70 personnel.

Quarterly cost saving report 2018 with an end of year totals of \$41,629.00

Chief PARKER provided the board with an Emergency reporting graphic for 2018 of a breakdown by major incident types. Chief PARKER also presented Non- budgeted 2018 and 2018 budget reconciliation. Chief PARKER updated the board about the automatic aid with Houston Fire Department will be complete soon and it is going well. Needing a few corrections on maps, besides that once contract is complete it will be sent to Houston for approve with a 30 day out clause. Chief PARKER reminded the board that Q-31 will be taken to Safe- D Conference 2019 to be place on display. Chief PARKER mentioned that the F550 will be turned into a service truck and will soon have someone come have a look at it.

Motion by Commissioner ROBINSON and seconded by Commissioner GARCIA and approved with a vote of 5 to 0 to approve the chiefs report for the month of December 2018.

12. TO APPROVE ADDITIONAL TRAINING REQUESTED OR REQUIRED OF COMMAND STAFF, FIREFIGHTERS, AND DISTRICT PERSONNEL:

No action, Item tabled.

13. TO RECEIVE A REPORT ON THE FINAL RECONCILIATION OF THE DISTRICT'S 2018 BUDGET:

Item # 13 was discussed under item # 11.

14. TO REVIEW AND APPROVE REQUESTED REVISIONS TO THE DISTRICT'S 2019 BUDGET:

No action, item tabled.

15. TO ENGAGE BROOKS WATSON & CO. LLP TO PERFORM THE DISTRICT'S 2018 AUDIT:

Motion by Commissioner SPILMAN and seconded by Commissioner GOMEZ and approved with a vote 5 to 0 to engage Brooks Watson & Co. LLP to perform the District's 2018 audit.

16. TO RECEIVE A REPORT AND TAKE ANY NECESSARY ACTION REGARDING THE CONSTRUCTION OF STATION 21:

No action, item tabled.

17. TO RECEIVE A REPORT AND TAKE ANY NECESSARY ACTION REGARDING THE CONSTRUCTION OF STATION 11:

Chief PARKER updated the board that the letter from FEMA has been taken care of, now BRW is waiting on county to have a final approval. Also, Gamma Construction have sent out submittals to BRW and things are moving forward.

Commissioner LOYD opened item # 19

19. TO REVIEW AND AMEND THE DISTRICT'S PURCHASING POLICY:

Motion by Commissioner ROBINSON and seconded by GARCIA and approved with a vote 5 to 0 to request approvals on purchase exceeding the amounts of \$2,000

18. TO APPROVE REQUESTS MADE BY DEPARTMENT FOR THE PURCHASE OR REPAIR OF APPARATUS, EQUIPMENT, SUPPLIES, AND OTHER NECESSARY BUDGETARY ACQUISITIONS:

Chief PARKER presented the following purchase orders:

1. Vendor: TBD
Item: Duty boots
Amount: \$10,000.00

Motion by Commissioner GARCIA, seconded by Commissioner ROBINSON and approved with a vote of 5 to 0 for District employees duty boots in the amount of \$10,000.

2. Vendor: In House
Item: Vehicle Maintenance
Amount: \$5,000.00

Motion by Commissioner ROBINSON, seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 for trailer maintenance and refurbish in the amount of \$5,000.

3. Vendor: In house
Item: Fill station
Amount: \$1,200.00

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 for repair of standalone fill station in the amount of \$1,200.

4. Vendor: Specialized Painting
Item: Maintenance work on St-11
Amount: \$3,850.00

Motion by Commissioner ROBINSON, seconded by Commissioner GARCIA and approved with a vote of 5 to 0 for repair and maintenance work at Station 11 in the amount of \$3,850.

20. TO APPROVE THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH SAFETY CODE §775.251:

No action, item tabled.

21. TO RECEIVE A REPORT REGARDING SOCIAL MEDIA AND UPCOMING EVENTS FROM THE DEPARTMENTS PUBLIC RELATIONS REPRESENTATIVE:

Community Liaison SANTIAGO updated the board on how all social media pages are receiving great feedback from the community. SANTIAGO also informed the board with the upcoming public relations event schedule for the month of February.

1. Location: Jones Elementary
Date: February 13
Time: 8am-12pm
Event: Fire Prevention

Motion by Commissioner GARCIA and seconded by Commissioner GOMEZ and approved with a vote of 5 to 0 to approve the social media report for the month of January 2019.

Closed session begins at 12:57 pm

22. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE § 551.071 GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH THE DISTRICTS LEGAL COUNSEL ON A MATTER IN WHICH THE DUTY OF THE ATTORNEY TO THE GOVERNMENTAL BODY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THIS CHAPTER:

23. REVIEW DISCUSS AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS INCLUDING ACTIONS REGARDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICTS EMPLOYEES INCLUDING MEDICS, COMMAND STAFF, ADMINISTRATIVE STAFF:

24. EXECUTIVE SESSION PURSUANT TO GOVERNMENT CODE §551.074, TO DISCUSS DISTRICTS PERSONNEL MATTERS:

Open session resumed at 1:31 pm.

Commissioner LOYD opened item # 25

25. TO REVIEW AND APPROVE SUBMITTAL RECEIVED FROM THE DISTRICTS COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0338:

Motion made by Commissioner SPILMAN, and seconded by Commissioner GARCIA with a vote of 5 to 0 to approve compensation for Commissioner SPILMAN, Commissioner GARCIA, Commissioner ROBINSON, Commissioner GOMEZ and Commissioner LOYD for the month of January 2019.

26. TO DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR SUBSEQUENT DISTRICTS MEETINGS:

Bill Pay Meeting to be moved to February 5th, 2019.

Board Meeting to be on February 20th, 2019.

27. TO RECEIVE PUBLIC COMMENT:

No comments.

28. ANNOUNCEMENTS:

No announcements.

29. ADJOURNMENT:

Commissioner GOMEZ moved for adjournment; Seconded by Commissioner ROBINSON with a vote of 5 to 0 to adjourn the meeting.

The meeting adjourned at 1:43 pm.