

MINUTES
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 24
Aldine Fire & Rescue
20440 Imperial Valley Drive
Houston, TX. 77073
281-951-3700 Phones
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The Harris County Emergency Services District No.24 met in regular session open to the public, at Rescue Station 31 on Wednesday, January 18,2017 at 20440 Imperial Valley Drive, Houston, TX. 77073.

The roll was called at 11:07am by Commissioner JERRY LOYD, all said persons were present: Commissioner LEE SPILMAN, and Commissioner LORETTA ROBINSON. Commissioner EVA GARCIA absent.

Also, present, Members of Aldine Fire Department: MICHELLE GUERRERO Admin Assistant, Fire Chief JACKIE METCALFE, ASSISTANT FIRE CHIEF ED VENEGAS. ADAM TABAK from Coveler & Katz, P.C.

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

Motion was made by Commissioner SPILMAN: second by Commissioner ROBINSON and approved with a vote of 3 to 0 to approve the district bills.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF DISTRICT BILLS WHICH BECOME DUE PRIOR TO THE NEXT DISTRICT MEETING:

Item Tabled.

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:

Assistant Fire Chief ED VENEGAS, will take course for Fire Chief Academy at the Texas Fire Chiefs Association from June 4th thru the 9th for amount of \$1000.00

Motion was made by Commissioner SPILMAN: second by Commissioner ROBINSON and approved with a vote of 3 to 0 to approve the classes for Assistant Fire Chief ED VENEGAS for \$1000.00 for Fire Chief Academy from June 4th thru 9th.

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:

Chief METCALFE, no change order other than the weather days and some details that are being finished at Station 21.

TO REVIEW, DISCUSS AND TAKE ACTION ON DOCUMENTS AND SUBMITTALS REQUESTED OR PRESENTED BY BRW ARCHITECTS RELATED TO THE STATION 21 CONSTRUCTION PROJECT:

Item Tabled, No Action.

TO REVIEW, DISCUSS AND TAKE ACTION ON APPROVAL OF PAY APPLICATIONS:

Item Tabled, No Action.

TO REVIEW, DISCUSS AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT AND ADMINISTRATIVE STAFF FOR EQUIPMENT PURCHASES, SUPPLY PURCHASES AND CAPITAL EXPENDITURES:

Item Tabled, No Action.

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

Adam TABAK, will set up meeting with Board President of ESD #25 and will get with ESD #24 on upcoming scheduled meetings.

CLOSED SESSION: 11:14AM

OPEN SESSION: 12:24PM

TO REVIEW AND TAKE ACTION ON PERSONNEL MATTERS, INCLUDING BUT NOT LIMITED TO HIRING, RETENTION, DEVELOPMENT, SCHEDULING AND BENEFITS, SCOPE OF DUTIES AND PROMOTION, FOR BOTH ADMINISTRATIVE AND COMMAND STAFF:

Commissioner SPILMAN moved and Commissioner ROBINSON seconded to authorize Chief METCALFE to terminate or suspend without pay for 90 days' full-time employees who failed to obtain the required certification within the proscribed time- period to take effect February 1, 2017. By a vote of 3 to 0, the motion carried.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE EMPLOYMENT CONTRACT FOR CHIEF JACKIE METCALFE:

Item Tabled, No Action.

TO REVIEW, DISCUSS, AND TAKE ACTION ON THE ADMINISTRATION RETENTION BENEFIT POLICY:

Item Tabled, No Action.

ADJOURNMENT:

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

The meeting was adjourned at 12:33pm.