

**MINUTES OF THE APRIL 26, 2022 MEETING OF
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 10**

A meeting was duly called of Harris County Emergency Services District No. 10, held at the District Administration Building located at 14415 Old Humble Road, Humble, Texas 77396, on Tuesday, April 26 2022.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:04 p.m. by **Mike Tucker**, President, who announced that a quorum was present. Those Commissioners present were:

Paul Lessor	Present
Robyn Hoekstra	Present
Mike Tucker	Present
Rebecca Todd	Present

Richard Givens was absent from this meeting.

Also present at the meeting were Chief Bryan Harris, Facilities Manager Heather Schwalbach, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, Fleet Manager Richard Hancock, and District Counsel, Mr. Ira A. Coveler.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor to receive public comment though none was offered.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022.

- a. To consider and take action on such other Orders, Resolutions and related matters as requires or appropriate to call for the District election.

District Counsel Mr. Ira A Coveler provided an update to the Board in regard to the Election. Early Voting has started for the Election. The mail in ballots can be seen on the website. Few people have voted in person. So far, only Chief Harris is on the Ballot Board. Mr. Ira Coveler advised the Board that he needs 2 more people that live in the District to be on the Ballot Board. A Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **LESSOR** to approve the Election update given by Mr. Ira Coveler and to authorize the District's Early Voting clerk to appoint two (2) Early Voting Ballot Board members when those persons become available. The Motion was approved by a vote of 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Mr. Ira A Coveler stated that the January 25, 2022, February 22, 2022, and March 22, 2022 Meeting Minutes are not ready yet. Tabled.

TO RECEIVE A REPORT FROM THE DISTRICT'S SALES TAX CONSULTANT.

The Board next received the sales tax report presented by Facilities Manager Heather Schwalbach regarding matters related to the District's Sales Tax revenue. No action taken.

TO RECEIVE A REPORT FROM THE DISTRICT'S BOOKKEEPER AND TAKE ANY ACTION RELATED THERETO.

The Board then received a Financial Report, presented by Mr. Ira Coveler. The current cash balance is \$13,179,093. The estimated amount remaining 2022 Sales Tax Collections is \$4,533,336. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2022 Donations/Other is \$126,371. The estimated remaining interest to be received is \$2,500. The Remaining 2022 Budget Expenses is \$7,426,964. The projected cash reserve 12/31/2022 is \$10,208,620. The total debt service outstanding is \$12,532,985. The total amount of liabilities and equity is \$13,179,093.21. After discussion, Mr. LESSOR made a Motion, seconded by Ms. HOEKSTRA to accept the financial report as presented. After discussion, the Motion was approved by a vote of 4 to 0. Please see the attached financial report for additional information about the financial status of the District.

TO REVIEW AND TAKE ACTION ON FINANCIAL MATTERS OF THE DISTRICT INCLUDING THE DISTRICT'S INVESTMENT AND PAYING DISTRICT BILLS.

The Board next addressed District bills paid prior to the meeting totaling to \$112,490.11. Major items included:

- Chase Credit Card: \$24,373.01
- Jaguar Fueling Services: \$13,655.48 for fuel
- Cummins Southern Plains: \$8,297.26 for Station 36 Generator Repairs

The Board also addressed District bills totaling to \$259,930.58 for them to approve. Major items included:

- Target Solutions: \$11,053.94 for the Annual Subscription fee for Continuing Education & Learning Management Software
- McNeil & Co: \$50,851.00 for Vehicle Insurance
- HdL Companies: \$74,207.00 for Report & Consultation fee for 4/1/2022-3/31/2023 and Sales Tax Fee Commissions (Contract Qtr. Jan-Mar)
- Metro Fire: \$43,207.00 for Small tools and Hydraulic tools
- Pulk & Co.: \$8,222.41 for March Retainer fee, MDTs, and Dayroom Displays
- Coveler & Peeler: \$19,500.92 for Legal Costs
- Siddons Martin Emergency Group: \$8,484.91 for Engine 16, Engine 26, Engine 46, and Ladder 46 Repairs

After review, Ms. TODD made a Motion, seconded by Ms. HOEKSTRA to approve bills paid prior to the meeting as well as the payment of the District's submittals and bills. The Motion

was approved by a vote of 4 to 0. Please see the District's Treasurer's Report for a more detailed presentation of the bills and invoices submitted for payment.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS RELATED TO THE RENOVATION OF STATION 26 AND STATION 46, INCLUDING THE CONSIDERATION OF ANY CHANGE ORDERS PRESENTED AT THE MEETING.

Ms. Schwalbach provided an update on the overhead doors at Station 26 and Station 46 to the Board. The Overhead Doors Company finished installing the missing components of the overhead doors. The only safety measure installed was a pressure sensor running along the bottom of each door. She contacted Joiner Architects and LaW Construction about her reservations regarding the safety measures and overall installation of the overhead doors. The job specifications call for photo eye sensors as well as pressure sensors. The Overhead Doors Company will be back out to install the photo eye sensors and to address the installation issues.

Ms. Schwalbach next addressed the water hammer issue. LaW Construction's plumber replaced the vertical section of the water line from the ninety-degree angle into the building to the horizontal run in the mezzanine. This appears to have resolve the water hammer issue at Station 26. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING PAY APPLICATIONS RECEIVED FROM LAW CONSTRUCTION AND APPROVED BY JOINER ARCHITECTS.

Ms. Schwalbach advised the Board that there are no payouts for LaW Construction.

Ms. Schwalbach presented two (2) quotes:

1. "Ricky Plumbing" quote to remove and install a utility sink at Station 26 and Station 46: \$5,170.82 each= \$10,341.64. She advised that these are the same utility sinks that are at Station 16 and Station 36.
2. "Benjamin Landscaping" quote for planting trees and replacing all the oleander ruined during the freeze at Station 16: \$31,575.00

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to approve the expenditure of the two quoted prices from Ricky Plumbing and Benjamin Landscaping. The Motion was approved by a vote of 4 to 0.

TO RECEIVE REPORTS FROM EASTEX FIRE DEPARTMENT AND DISTRICT STAFF.

- a. Status of the department and Operations report.

Chief Harris reviewed his report with the Board. He reported 276 calls for the month of April as of the date of the meeting. 239 calls were in our territory, 15 calls were mutual aid, and 22 calls were in District 19. The average response time during the period was six (6) minutes and eighteen (18) seconds.

Chief Harris also informed the Board that the teams that were deployed have returned.

b. Fleet, equipment and stations report.

Fleet Manager Richard Hancock provided the Board with an update on multiple apparatuses. Fleet 16's flatbed arrived. Brush 36 went in for preventative maintenance and minor repairs. Utility 16 had a transmission issue that was fixed. Lastly, District 26 is in the process of being repaired.

c. Administrative report.

Human Resources Manager Megan Puri advised the Board that background and driving records checks have been completed. She also informed them that the New Hire Testing for the 3 open positions will be held on April 30.

A Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to accept the report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

TO REVIEW AND TAKE ACTION ON GRANTING TAX EXEMPTIONS FOR TAX YEAR 2022.

Mr. Ira Coveler next asked the Board if they would like to keep or change the same exemptions for 2022. Homestead is currently at 10%, anyone over 65 is \$20,000, and disability is \$20,000. After discussion, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to change the amounts for anyone over 65 and disability to \$50,000 each. The Motion was approved by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.

The Board took no action regarding any matters related to the District's 2022 Budget.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY NEEDED REPAIRS, REPLACEMENTS, AND IMPROVEMENTS RELATED TO THE OPERATION OF THE DISTRICT'S EQUIPMENT, APPARATUS, OR FACILITIES.

Chief Harris presented three (3) quotes:

3. "Fire Safety USA" quote for 1 Keiser Force Machine and 2 Keiser Sledgehammers: \$4,720.

Ms. **TODD** made a Motion, seconded by Ms. **HOEKSTRA** to approve the quoted price from Fire Safety USA. The Motion was approved by a vote of 4 to 0.

4. "Stryker" quote for 4 LUCAS devices and 8 LUCAS batteries: \$63,730.20

Mr. **LESSOR** made a Motion, seconded by Ms. **TODD** to approve the quoted price from Stryker. The Motion was approved by a vote of 4 to 0.

5. “Bella Media Production Studio” quote for 3 Skills, Recruitment, Disaster City, and PAT test filming videos: \$20,500

Mr. Ira Coveler requested for Chief Harris to find out if they copyright the videos.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to approve the expenditure of \$6,000 to start with for Bella Media Production Studio. The Motion was approved by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES FOR THE DISTRICT COMMISSIONERS, DEPARTMENT OFFICERS, ADMINISTRATIVE STAFF, AND DEPARTMENT PERSONNEL.

Chief Harris informed the Board that employees will be attending a Trench Rescue Class.

Mrs. Puri informed the Board that the HR training she was originally going to attend with Accounting Coordinator Katie Maciejewski was canceled. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ADOPTION, AMENDMENT, AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES, AND STANDARD OPERATING GUIDELINES.

The Board took no action on the adoption, amendment or explanation of District Policies, procedures or standard operating guidelines.

TO REVIEW, DISCUSS, AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).

The Board then addressed the payment of Commissioner Fees in accordance with District policy. Commissioner Todd claimed \$150. Commissioner Tucker claimed \$750. Commissioner Hoekstra and Commissioner Lessor each claimed \$300. After review, a Motion was made by Ms. **TODD**, seconded by Ms. **HOEKSTRA** to approve payments for Commissioners **TODD**, **TUCKER**, **HOEKSTRA**, and **LESSOR**. The Motion was approved by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.

No items were presented for consideration.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE MEETING SCHEDULED FOR MAY 24, 2022.

No specific items were requested for inclusion on the May meeting agenda.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL.

The Board did not exercise the option to enter Closed Session to consult with legal counsel.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

The Board did not exercise the option to enter Closed Session to discuss real estate matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

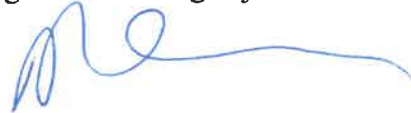
The Board did not exercise the option to enter Closed Session to discuss personnel matters.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.

The Board did not exercise the option to enter Closed Session therefore no action was taken in relation to employment related claims, real estate matters or personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **LESSOR** made a Motion, seconded by Ms. **HOEKSTRA** to adjourn the meeting. The meeting adjourned at 8:12 P.M.



Martha Serna
Assistant Secretary Treasurer