

APRIL 27
**MINUTES OF THE ~~FEBRUARY 23~~, 2021 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 27, 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 p.m. by **Mike Tucker**, President, who announced that a quorum was present. Those Commissioners present were:

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

Also present at the meeting were Chief Bryan Harris, Assistant Chief Al Sterkx, Facilities Manager Heather Schwalbach, Human Resources Manager Megan Puri, Katie Maciejewski, District Counsel, Mr. Ira A. Coveler, and District Accountant, Rich Majeres (left at 7:23 pm). Spring Fire Department's Fire Chief Scott Seifert was also in attendance.

TO RECEIVE PUBLIC COMMENT.

Chief Seifert presented a "In Appreciation for your Continued Support and Dedication" Award to Chief Harris and the entire Eastex Fire Department.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board reviewed the meeting minutes of prior meetings. Thereupon after review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve the meeting Minutes of the regular meetings held January 26, 2021, February 23, 2021, and March 23, 2021. After discussion, the Motion was approved by a vote of 5 to 0.

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 Rich Majeres. The current cash balance is \$12,622,090. The estimated amount remaining 2021 Property Tax Collections is \$6,271.

The Remaining 2021 Budget Expenses is \$7,374,023. The total amount of liabilities and equity is \$12,022,264.60. Mr. Majeres stated that he has been trying to get a hold of the auditors. He hopes to have that tied up soon. Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to accept the financial report as presented. After discussion, the Motion was approved by a vote of 5 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 \$53,788.46 for them to approve in addition to \$6,971.28 from the bills that came in on the day of the meeting. The Board also looked at the bills paid prior to the meeting totaling to \$81,214.79 which included the McNeil & Company Inc. Insurance quarterly payment of \$47,627.65. A discussion took place regarding the per diem given to employees while on deployment. Ms. Puri advised Mr. Tucker that per diem is only \$55 per day for food. After review Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** to approve the payment of the District's submittals and bills. The Motion was approved by a vote of 5 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 PREPAYING AND RETIRING CERTAIN DISTRICT DEBT OBLIGATIONS PRIOR TO THE LOAN MATURITY DATE

Mr. Ira Coveler next discussed with the Board the possibilities of paying off the following loans:

1. Municipal Services Group- Loan Date: 12/16/2013
2. Trustmark National Bank- Loan Date: 10/27/2015
3. Capital One Public Funding-Loan Date: 12/11/2020 (can't be paid off until 2026)
4. Trustmark National Bank-Loan Date: 11/30/2017

After much discussion, Mr. Ira Coveler advised that he is going to look into paying down 2 of the loans whether by \$500,000 or 1 million. No action taken.

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.

The Board was provided an update by Facilities Manager Heather Schwalbach regarding the progress of the Station 26 remodel. Ms. Schwalbach informed the Board that the duct heaters are done, they have begun painting, and the bathrooms are almost done being tiled. Also, some of the roof panels are damaged but, that won't impact the schedule.

Ms. Schwalbach advised the Board that there are issues with ordering appliances with Lowes. Therefore, she will have to go through another company.

Mr. Tucker informed the Board that the overhead door arrival date was pushed back. The earliest that they will be delivered is on July 1st.

No action taken.

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

Ms. Schwalbach addressed to Board that Payout #3 for LaW Construction is due. The total amount due is \$121,876.45. Mr. **GIVENS** made a Motion, seconded by Ms. **TODD** to approve the payment for LaW Construction in the amount of \$121,876.45 for the third payout on Station 26 and Station 46 remodels. The Motion was approved by a vote of 5 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 253 calls for the month of April as of the date of the meeting. The average response time during the period was seven (7) minutes and three (3) seconds.

Assistant Chief Sterkx shared with the Board that the 3rd group deployed to help administer COVID-19 vaccinations came back today. He is going to hold off on sending another crew until we can get some more money. However, we will go if there is a critical emergency. He also informed the Board that TIFMAS is working on calculating the money we will receive from the California deployments last year.

Chief Harris informed the Board that ESD #11 should go live on September 4th. They are trying to get a handle on the F.R.O. agreement.

- b. Fleet, equipment and stations report.

Chief Harris stated that L46 should come out of maintenance this week. In addition, E26 is currently at Siddons Martin waiting on the generator. E26 should be back by the end of this week.

Chief Harris mentioned to the Board that we need to look at the budget to determine when to buy a ladder truck due to the 3 story apartments by Station 36.

- c. Administrative report.

Ms. Schwalbach requested for the Board to approve a \$1000 donation for the Children's Miracle Network (Costco). She also advised them that Costco will be donating supplies to us.

Human Resources Manager Mrs. Puri shared that 48 out of 87 employees have gotten vaccinated for COVID-19.

A Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **LESSOR** to accept the report as presented and to approve the \$1000 donation to the Children's Miracle Network. After discussion, the Motion was approved by a vote of 5 to 0.

TO RECEIVE A REPORT FROM THE DISTRICT'S INFORMATION TECHNOLOGY COMMITTEE AND TAKE ANY NECESSARY ACTION RELATED TO THE SAME.

Mr. Lessor informed the Board that Chief Harris, Mr. Tucker, Mr. Pulk, Ms. Schwalbach, and himself met to discuss where we are at as an organization as far as IT.

Mr. Lessor noted that everything IT related is currently under Pulk's head. Mr. Lessor advised the Board that we need a secure remote access solution to allow the correct people the correct access. We should only have access through devices provided by ESD #10, and we need to be sure we are properly managing those devices.

Mr. Lessor also noted that he now wants a monthly report from Mr. Pulk and the District's Information Technology Committee should communicate more with the Administration staff to identify our needs.

No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS RELATED TO THE TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM ("TCDRS") CONTRIBUTION RATE.

Chief Harris next discussed with the Board the change in the TCDRS contribution rate. The contribution rate will be changing from 6.85% to 9.4%. This is due to the bad economy.

After much discussion, no action was taken.

TO REVIEW AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2021.

Mr. Ira A Coveler next asked the Board if they would like to keep or change the same exemptions for 2021. Homestead is currently at 10%, anyone over 65 is \$20,000, and disability is \$20,000. After review, Ms. **HOEKSTRA** made a motion, seconded by Mr. **LESSOR** to carry over the same exemptions from 2020 to 2021. The motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

No action taken.

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.

Ms. Schwalbach next advised the Board that our current provider for electricity "Brilliant Energy" has gone bankrupt.

Ms. Schwalbach presented a quote she received from "Summer Energy". The quote is a fixed rate of .04983 kilowatts per hour. The fixed price is for 5 years.

After review, Mr. **GIVENS** made a motion, seconded by Ms. **HOEKSTRA** to approve switching our electricity provider as Summer Energy upon Mr. Ira Coveler's approval of the contract with Summer Energy. The Motion was approved by a vote of 5 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.

The Board took no action on approval of training expenses as none were submitted by the Department.

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 Givens and Todd claimed \$150 each. Commissioner Tucker claimed \$750. Commissioner Hoekstra claimed \$450. After review, a Motion was made by Mr. **GIVENS**, seconded by Ms. **HOEKSTRA** to approve the payments for Commissioners **GIVENS, TODD, TUCKER, and HOEKSTRA**. After discussion, the Motion was approved by a vote of 5 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.

The Board next discussed disposing of radios at the request of Assistant Chief Sterkx. Lonestar Kingwood Fire Training is in need of radios and Assistant Chief Sterkx has a box that can be donated. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to dispose of 8 radios for Lonestar Kingwood Fire Training. The Motion was approved by a vote of 5 to 0.

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

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 met in closed session with District counsel to consult regarding legal matters affecting the District. The Board entered closed session at 8:46 p.m. The Board exited closed session at 9:01 p.m.

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

The Board did not meet in closed session regarding any real estate matters.

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

The Board did not meet in closed session regarding any personnel matters.

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

No action taken following closed session.

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 9:04 P.M.

The foregoing minutes were passed and approved by the Board of Commissioners on May 25, 2021.


Richard Givens
District Secretary