

**MINUTES OF THE AUGUST 24, 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, August 24 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:

Paul Lessor	Present
Richard Givens	Present
Robyn Hoekstra	Present
Mike Tucker	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 Accountant, Rich Majeres (left at 8:01 pm), and District Counsel, Mr. Ira A. Coveler.

TO RECEIVE PUBLIC COMMENT.

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

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Mr. Ira A Coveler stated that he has not finished reviewing the July 27, 2021 minutes and asked that this agenda item be 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 District Accountant Rich Majeres. The current cash balance is \$10,484,369. The estimated amount remaining 2021 Property Tax Collections is \$0. The estimated amount remaining 2021 Sales Tax Collections is \$1,900,000. The estimated payroll costs to be reimbursed is \$675,000. Commissioner Lessor asked why that is. Human Resources Manager explained that this is due to money we are waiting on from deployments. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2021 Donations/Other is \$84,651. The Remaining 2021 Budget Expenses is \$4,300,482. The projected cash reserve 12/31/2021 is \$7,489,694. The total amount of liabilities and equity is

\$10,484,369.08. The total debt service outstanding as of 8/24/2021 is \$13,434,625. Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** 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 addressed District bills paid prior to the meeting totaling to \$34,708.49. This included the Chase Credit Card payment of \$15,512.76.

The Board also addressed District bills totaling to \$99,670.80 for them to approve. Major items included:

- Siddons Martin: \$12,384.67 for Ladder 46 and Engine 16
- Dream Seat: \$16,094.82 for beds, loveseats, and rockers for Station 26 and Station 46
- Harris County Appraisal District: \$9,410.00 for the Quarter 4 Assessment
- McCall Gibson Swedlund Barfoot: \$7,500.00 for audit fee
- Salsbury Industries: \$10,579.00 for the 2nd half of the lockers for the Station 26 and Station 46 remodels

Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** 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 MATTERS RELATED TO THE RENOVATION OF STATION 26 AND STATION 46, INCLUDING THE CONSIDERATION OF ANY CHANGE ORDERS PRESENTED AT THE MEETING.

Ms. Schwalbach first provided an update regarding the renovation progress of Station 46. The bi-fold doors are completed but, Engine 46 is not running out of it yet. All of the old pipes are removed. The soil passed testing so, it can be reused. The walls are laid out.

Ms. Schwalbach next updated the Board about the renovation progress of Station 26. 2 pieces of coating are left before the roof is complete. Then, we are waiting on Joiner to walk the Station in order to next move in.

Ms. Schwalbach also informed the Board that we received a \$38,000 credit. 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 #7 for LaW Construction is due. The total amount due is \$346,600.85. The bulk of this payment is Station 46's bi-fold doors. Mr. **GIVENS**

made a Motion, seconded by Ms. **HOEKSTRA** to approve the payment for LaW Construction in the amount of \$346,600.85 for the seventh 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 257 calls for the month of August as of the date of the meeting. 208 calls were in our territory, 15 calls were mutual aid, and 34 calls were in District 19. The average response time during the period was seven (7) minutes and twenty-three (23) seconds.

Assistant Chief Sterkx provided an update on the TIFMAS deployment reimbursements. A 484k payment (reviewed and approved) is in process with the State Finance Department.

- b. Fleet, equipment and stations report.

Chief Harris informed the Board that Tower 26 is still being worked on.

- c. Administrative report.

An administrative report was not provided.

A Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **LESSOR** to accept the report as presented. 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.

A report was not provided by the District's Information Technology Committee. Commissioner Lessor advised that the committee needs to schedule a meeting. No action taken.

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

The Board took no action regarding any matters related to the District's 2021 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 submitted by District Chief Jensen.

1. "Daco Fire Equipment" quote for 7 Fire Eagle Boots and 30 Sock Hoods: \$5,270.59
2. "Casco Industries Inc." quote for 15 defender helmets and 21 pro-sleeve gloves: \$7,620.00
3. "The Supply Cache" quote for Wildland gear: \$17,715.95

Chief Harris asked Mr. Ira Coveler if he could have an purchase order with the vendors. Mr. Ira Coveler advised that it is acceptable so long as the purchase order with each vendor does not exceed \$50,000 for the calendar year.

Ms. Schwalbach informed the Board that a fire alarm inspection for Station 36 is coming up. She also would like to install a camera on the radio tower by Station 16 since, the trees for the truck stop have been torn down. HCEC approves of the camera.

After review, Ms. **TODD** made a Motion, seconded by Ms. **HOEKSTRA** to approve the expenditure of the quoted prices from Daco Fire Equipment, Casco Industries Inc., and The Supply Cache as well as installing a camera at Station 16. 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.

Chief Harris informed the Board about the training classes being taught in house. Officer 3, Officer 4, and Instructor 3 have been completed. Investigator is in progress.

Chief Harris next informed the Board about training classes not being taught in house. Swift Water Tech 2 attendees are leaving August 25. Safe-D Training is also coming up. 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 Hoekstra and Commissioner Tucker each claimed \$450. Commissioner Givens claimed \$150. Commissioner Lessor claimed \$600. Commissioner Todd claimed \$300. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve payments for Commissioners **HOEKSTRA, TUCKER, GIVENS, LESSOR, and TODD**. 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.

Chief Harris briefly noted to the Board that the 2008 Tahoe was sold for \$10,000. No action taken.

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 September meeting agenda.

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

The Board consulted with legal counsel from 8:01 p.m., until 9:02 p.m.

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

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

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

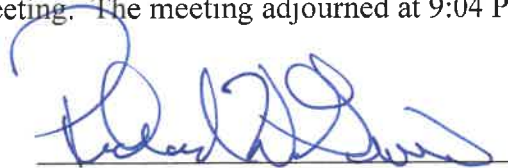
The Board did not enter closed session regarding any personnel matters.

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

The Board took no further action 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.



Richard Givens
District Secretary