

**MINUTES OF THE AUGUST 30, 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 August 30, 2022.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:01 p.m. by **Paul Lessor**, President, who announced that a quorum was present. Those Commissioners present were:

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

Also present at the meeting were Chief Bryan Harris, Facilities Manager Heather Schwalbach, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, IT Technician Nick Soto, IT Consultant Michael Pulk, Al Sterkx, Melissa Wiggins, Kito Bonner, Comcast Senior Account Manager Ken Orlaska, 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 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. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to accept the Sales Tax report as presented. The Motion was approved by a vote of 5 to 0.

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

District Accountant Rich Majeres was absent therefore, a financial report was not provided. Chief Harris presented a Profit & Loss Budget vs. Actual report to the Board instead.

Al Sterkx provided an update of the status of the TIFMAS Deployment Reimbursements. \$458,992 is unpaid by TDEM. \$281,963 has not been reviewed or paid by TDEM. We received two deposits in the amount of \$65,407.79 and \$58,733.47 on August 24, 2022.

A Motion was made by Ms. **SERNA**, seconded by Mr. **TUCKER** to accept the report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

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 \$132,440.33. Major items included:

- LaW Construction: \$20,037.40 for Pay App 14
- Classic Collision: \$21,153.74 for District 26 Tahoe Repairs
- Chase Credit Card: \$28,111.13 for the Credit Card Bill

The Board also addressed District bills totaling to \$88,778.17 for them to approve. Major items included:

- Municipal Emergency Services: \$6,901.78 for SCBA Flow Tests, SCBA Facepiece Repairs, SCBA Repairs, SCBA Masks, Battery Connector, & Battery Cap Assembly
- Coveler & Peeler: \$6,320.96 for Legal Fees
- Harris County Appraisal District: \$10,479.00 for the 4th Quarter Assessment
- Siddons Martin Emergency Group: \$28,788.68 for Ladder 46, Engine 46, Tanker 16, Engine 16, Engine 26, District 26 Repairs; Engine 46 Preventative Maintenance
- Aladtec: \$7,244.78 for the Annual Subscription 10/7/2022-10/6/2023

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** 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 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 APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board reviewed minutes for special meetings held on May 17, 2022, July 20, 2022, and August 23, 2022. The Board also reviewed the July 20, 2022 general meeting minutes. After review, a Motion was made by Ms. **TODD**, seconded by Ms. **HOEKSTRA** to approve the May 17, 2022, July 20, 2022, and August 23, 2022 special meeting minutes as well as the July 20, 2022 general meeting minutes. The Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ESTABLISHING A CHASE ONE CARD FOR DEPARTMENT AND DISTRICT USE.

Chief Harris and Human Resources Manager Megan Puri proposed to the Board a new credit card option to replace the Chase Ink credit cards. The credit limit is \$100,000. Credit cards can be assigned to individual people as well as apparatuses, which could be helpful for deployments. Authorized representatives on the account can set different limits to each individual credit card. Mr. Lessor and Mr. Tucker would like to see a presentation of the Chase One Card option. Mrs. Puri advised them that there is a training every Tuesday online that they can attend. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** to enter into an

agreement with Chase pending the review of the contract by legal counsel. The Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH COMCAST FOR FIBER NETWORK SERVICE.

Chief Harris and Michael Pulk presented quotes and a plan for obtaining a fiber network to the Board. After discussion, the Technology Committee decided to have a meeting on Friday September 2, 2022 at 10:00 am to discuss options for presentation at the next Board meeting. Tabled.

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 279 calls for the month of August as of the date of the meeting. 230 calls were in our territory, 25 calls were mutual aid, and 24 calls were in District 19. The average response time during the period was six (6) minutes and forty-four (44) seconds.

- b. Fleet, equipment and stations report.

Chief Harris advised that Fleet Manager Richard Hancock was absent. There was no report given.

- c. Administrative report.

Mrs. Puri informed the Board that the 2 employees out due to injury will be out the rest of the year.

Ms. HOEKSTRA made a Motion, seconded by Mr. TUCKER to accept the report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY DISTRICT CONSTRUCTION MATTERS.

Ms. Schwalbach advised the Board that we are waiting on the replacement panels for the overhead doors at Station 26 and Station 46.

Ms. Schwalbach also provided the Board with an update on the canopy project at Station 16. The shop drawings for the canopies are complete. All materials have been ordered, and they are scheduled to deliver on time. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE REVISED DEPUTY CHIEF JOB DESCRIPTIONS AND ORGANIZATIONAL CHART.

Chief Harris presented the revised Deputy Chief of Operations and Deputy Chief Training/Health Job Descriptions as well as the Employee Organizational Chart to the Board. Ms. SERNA made a Motion, seconded by Ms. HOEKSTRA to approve the revised Deputy Chief Job descriptions and organizational chart. The Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DEVELOPMENT OF A 5-YEAR STRATEGIC PLAN FOR THE DISTRICT.

Chief Harris presented a Five Year Capital Purchase Plan to the Board.

1. SCBA: Current SCBAs will run out of service in 2023 and 2025. We will need to replace them all with the latest product that meets NFPA 2021 Standards. The financial impact will be \$450,000.
2. Radio System: We are working with HCEC, ESD 24, ESD 25, ESD 17, and ESD 40 to have a single radio network using a trunked UHF system. The financial impact will be \$400,000.
3. Apparatus: We will need to replace 2 or 3 Engines in the near future. The estimated time of delivery is 3 years out. The financial impact will be \$1,700,000 for 2 Engines or \$2,600,000 for 3 Engines.
4. Logistics Facility: Chief Harris wants to sell the Logistics Building property in order to build a new Logistics Facility somewhere else. The current financial impact will be an estimated \$750,000 for the building and \$400,000 for the land.

Mr. Tucker requested that Chief Harris provide numbers showing a growth in labor, current asset information, and additional assets needed in future. Mr. Lessor requested that Chief Harris provide a plan for setting tax rates in the future. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS PERTAINING TO FLEET TRACKING, ASSET MANAGEMENT, AND REPORTING RELATED TO SAME.

Mr. Tucker advised Chief Harris that he would like to see a detailed report regarding apparatus activity. He requested to see mileage, maintenance cost, repair cost, GPS tracking, and how long each apparatus is out of the District. No action taken.

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

A special meeting was scheduled to discuss the 2023 Budget on September 22, 2022 at 7:30 pm. 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.

The Board took no action on any needed repairs, replacements and improvements related to the operation of the District's equipment, apparatus or facilities.

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 advised the Board that there are numerous trainings coming up including Ms. Schwalbach's IFMA Conference. Ms. HOEKSTRA made a Motion, seconded by Mr. TUCKER to approve the expenditure of up to \$28,000 for training. The Motion was approved by a vote of 5 to 0.

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 Tucker claimed \$450. Commissioner Hoekstra and Commissioner Todd each claimed \$300. Commissioner Serna claimed \$150. Commissioner Lessor claimed \$900. After review, a Motion was made by Ms. HOEKSTRA, seconded by Mr. TUCKER to approve payments for Commissioners TUCKER, HOEKSTRA, TODD, and SERNA, and LESSOR. 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.

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 SEPTEMBER 2022 MEETING.

Mr. Ira Coveler advised the Board that he will have an agenda item to appoint a new commissioner. He will need resumes for potential candidates for the Board to review. A new commissioner will have to be appointed 90 days after Ms. Todd resigns.

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, Ms. **TODD** made a Motion, seconded by Ms. **SERNA** to adjourn the meeting. The meeting adjourned at 8:35 P.M.



Martha Serna
District Assistant Secretary