

**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, February 23, 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order AT 7:01 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, Human Resources Manager Megan Puri, Katie Maciejewski, District Counsel, Mr. Ira A. Coveler, and District Accountant, Rich Majeres. Client Service Manager of HDL Companies Robin Humphries was also in attendance.

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 changed the Meeting Minutes format. The motion to approve the Minutes of the January 26, 2021 meeting was tabled as the commissioners needed to review the new format.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ENGAGING ABIP, P.C., AS THE DISTRICT'S BOOKKEEPER.

Rich Majeres informed the Board that he has changed companies with no change in cost to the District. He presented an agreement for the ESD to review and approve for his new company, ABIP, P.C. Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** to approve to do business with ABIP with minor adjustments to the agreement that will be made by Mr. Ira A Coveler in conjunction with Mr. Majeres. After discussion, 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.

The Board then received a Financial Report, presented by Mr. Rich Majeres, the District's bookkeeper. The current cash balance is \$12,538,654. Mr. Majeres informed the Board that he

pushed HDL, the last Gamma, and Pulk & Company's November and December payments in 2020. Mr. Majeres expressed the need to communicate with Ms. Puri regarding the modification of the District's budget accruals. The total amount of liabilities and equity is \$12,308,748.31. Mr. Ira A Coveler requested Human Resources Manager, Mrs. Megan Puri to ask Chase Bank if they offer any CD or money market accounts. 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 INVESTMENTS, PAYING DISTRICT BILLS AND THE PAYMENT OF PAY APPLICATIONS APPROVED BY JOINER ARCHITECTS.

The Board next addressed District bills totaling to \$65,074.41. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to approve the payment of the District's submittals and bills including the approval and payment for LaW Construction in the amount of \$151,463.25 for the first payout on Station 26 and Station 46 remodels. 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 RECEIVE A REPORT FROM THE DISTRICT'S SALES TAX CONSULTANT.

The Board next received the sales tax report presented by Client Service Manager of HDL Companies, Robin Humphries regarding matters related to the District's Sales Tax revenue. No action taken. Please see the sales tax report from HDL Companies for a more detailed presentation of the report.

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 then was advised that Facilities Manager, Ms. Heather Schwalbach is waiting on pricing to switch from gas meters to electric. Mr. Ira A Coveler is waiting on approval to take down the fence at Station 26 for 45 days. Mr. Tucker expressed the need for Station 26 to be secured. The electricity was disconnected so, there is no power currently in the building. Therefore, the gate is always open. Us or LaW Construction needs to secure the facility with a chain or temporary fence. Chief Harris will go to Station 26 tomorrow while Mr. Tucker and Mr. Ira A Coveler will discuss the fence with Jacob from LaW Construction. No action taken.

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. In addition to the report, Chief Harris provided additional information to the Commissioners so they could be apprised of matters regarding the Department. He reported 249 calls for the month of February as of the date of the meeting. During the winter storm last week, we ran a total of 166 calls in 3 days. Due to the winter storm, the main line in the Logistics Building (old Station 16) is cracked, and truck fills at Station

16 and Station 36 are cracked. The average response time during the period was seven (7) minutes and twenty-five (25) seconds.

b. Fleet, equipment and stations report.

Chief Harris stated that there isn't anything to report on fleet.

c. Administrative report.

Mrs. Puri shared that 26 out of 87 employees have gotten vaccinated for COVID-19.

A Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **GIVENS** 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 THE ACQUISITION OF A LOGISTICS VAN AND SUPPLEMENTS PICKUP TRUCK FOR USE THE DEPARTMENT.

The Board next addressed the purchase of a logistics van (2021 Dodge Ram Promaster). The van will be able to carry 2 pallets. Dodge will put plastic nonslip flooring and 2 rows of removable seats. A barrier needs to be installed behind the front seats in order to prevent cargo from hitting the passengers. Also, the van will need to be striped and scene lights may be added. After further discussion, it was decided to hold on purchasing the extra rows of seats for the time being. A Motion was made by Mr. **LESSOR**, seconded by Ms. **HOEKSTRA** to approve the expenditure of up to \$45,000 for one (1) 2021 Dodge Ram Promaster (plus flooring) as presented. After discussion, the Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE SALE OF THE DISTRICT'S RETIRED ENGINE 36.

Chief Harris briefly discussed with The Board the sale of the District's Pierce Contender. Some volunteer fire departments have shown interest. Next month, the truck should be sold. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS RELATED TO AN AMENDMENT TO THE TRAFFIC SIGNAL PREEMPTION AGREEMENT WITH GLOBAL TRAFFIC TECHNOLOGIES, LLC.

Mr. Ira A Coveler stated that the traffic signal preemption agreement with Global Traffic Technologies costs \$30,000 a year for 10 years. Motion was made by Mr. **GIVENS**, seconded by Ms. **HOEKSTRA** to enter into a traffic signal preemption agreement with Global Traffic Technologies. After discussion, the Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ENTERING AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY ENGINEERING DEPARTMENT RELATED TO THE GTT TRAFFIC SIGNAL PREEMPTION PROJECT

Mr. Ira A Coveler addressed the need to enter into agreement with the Harris County related to the installation of the GTT traffic signal preemption system. Ms. **HOEKSTRA** made a Motion,

seconded by Mr. LESSOR to have an Interlocal Agreement with Harris County. After discussion, the Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ENTERING AN INTERLOCAL AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION RELATED TO THE GTT TRAFFIC SIGNAL PREEMPTION PROJECT.

Mr. Ira A Coveler addressed the need to enter into agreement with the Texas Department of Transportation due to the GTT traffic signal preemption. Ms. HOEKSTRA made a Motion, seconded by Mr. LESSOR to have an Interlocal Agreement with the Texas Department of Transportation. After discussion, 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.

Chief Harris stated that he had 2 amendments to the District's 2021 Budget:

- 1039B-Apparatus Maintenance
- 1071-Apparatus Repair

A Motion was made by Mr. LESSOR, seconded by Ms. HOEKSTRA to approve additions to the District's 2021 Budget. After discussion, the Motion was approved by a vote of 5 to 0.

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 discussed items for repair including a rear bay door and a front bay door at Station 46. Chief Harris explained that a rear bay door at Station 46 doesn't operate because, the motor is broken. He is asking Vortex if it is possible to remove the motor at Station 26 to exchange it with the one at Station 46. Also, Vortex's quote to replace damaged front bay door at Station 46 is \$5,009.31. Tabled.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY OPERATIONAL REQUESTS, EMERGENCY REQUESTS, OR CAPITAL REQUESTS RECEIVED FROM THE DEPARTMENT RELATED TO EQUIPMENT, APPARATUS OR FACILITIES.

The Board took no action on advance requests as none were submitted by the Department.

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 \$1,500. Commissioner Hoekstra claimed \$450. After review, a Motion was made by Mr. GIVENS, seconded by Ms. HOEKSTRA to approve 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.

No items were presented for consideration.

TO REVIEW, DISCUSS AND TAKE ACTION ON LEASE AGREEMENT WITH AUSTIN COUNTY ESD NO. 1 FOR ELECTION EQUIPMENT FOR MAY 1, 2021 ELECTION.

Mr. Ira A Coveler requested to have a lease agreement with Austin County ESD No. 1 for election equipment. He explained that they will pick up the equipment as well as return it. They will be responsible for any and all damages. After review, a Motion was made by Ms. HOEKSTRA, seconded by Mr. GIVENS to approve the leasing of election equipment to Austin County ESD No. 1 for their May 1, 2021 election. After discussion, 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 March meeting agenda.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY AND/OR TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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.

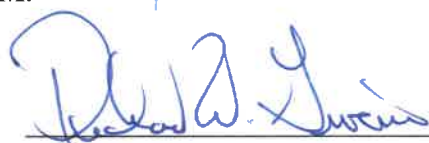
The Board did not exercise the option to enter Closed Session to discuss personnel matters.

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 Mr. GIVENS to adjourn the meeting. After discussion, the Motion was approved by a vote of 5 to 0. The meeting adjourned at 8:37 P.M.



Richard Givens
District Secretary