

**MINUTES OF THE FEBRUARY 22, 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 February 22 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, Assistant Chief Al Sterkx, Facilities Manager Heather Schwalbach, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, Fleet Manager Richard Hancock, District Accountant, Rich Majeres (left at 8:05 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.

**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 required or appropriate to call for the District election.

Mr. Ira Coveler advised the Board that there are 3 positions up for election on the Board this year. 4 people have submitted applications. An election will be held on May 7, 2022. On February 28, there will be a drawing for the positions on the ballot. 5-10 people will be needed to work early polling. 4 people will be needed to work election day. They will be paid \$20 per hour. They are required to reside in ESD#10 territory. Polling locations will be Station 16 and Station 46. Mr. Ira Coveler will provide the training and polling dates as soon as possible. No action taken.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Mr. Ira A Coveler stated that the January 25, 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 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 \$13,378,332. The estimated amount remaining 2021 Property Tax Collections is \$1,291,118. The estimated amount remaining 2021 Sales Tax Collections is \$5,666,667. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2022 Donations/Other is \$138,091. The estimated remaining interest to be received is \$20,000. The Remaining 2022 Budget Expenses is \$9,952,311. The projected cash reserve 12/31/2022 is \$10,220,155. The cash reserve as of 12/31/2021 is \$9,092,494. The total debt service outstanding is \$13,164,160. The total amount of liabilities and equity is \$10,923,286.13. After discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** 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 \$69,218.05. This included the Chase Credit Card payment of \$24,414.52. After discussion, a Motion was made by Ms. **HOEKSTRA** seconded by Ms. **TODD** to approve bills paid prior to the meeting. The Motion was approved by a vote of 4 to 0.

The Board also addressed District bills totaling to \$151,134.70 for them to approve. Major items included:

- Siddons Martin: \$17,343.87 for Engine 16, Ladder 46, Engine 26, and Rescue 46 Repairs
- DACO Fire Equipment: \$42,836.76 for New Bunker Gear Equipment
- Joiner Architects: \$20,446.12 for June, July, and October 2021 Dues
- Harris County Appraisal District: \$10,323.00 for the Quarter 2 Quarterly Assessment
- Webb's: \$9,045.53 for Uniforms

After review, Mr. **LESSOR** 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 4 to 0. Please see the District's Treasurer's Report for a more detailed presentation of the bills and invoices submitted for payment.

Human Resources Manager Megan Puri presented an updated signer form from Chase Bank to allow Accounting Coordinator Katie Maciejewski to be included as a signer. A Motion

was made by Ms. **HOEKSTRA** seconded by Ms. **TODD** to approve Ms. Maciejewski as a signer on checks. The Motion was approved by a vote of 4 to 0.

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.

Facilities Manager Heather Schwalbach updated the Board about the renovation progress of Station 46. She advised that we received a temporary permit for Station 46. The gym, dayroom furniture, and table has been set up. She hopes for Station 46 to be operational the evening of February 25. She also informed the Board that the overhead doors are functional but do not have the glass for the windows installed yet.

Mr. Ira Coveler asked Ms. Schwalbach how much money is left from the loan. Ms. Schwalbach advised him that \$143,000 remains. Mr. Ira Coveler informed her that the deadline to spend the remaining funds is 18 months after the loan was originally funded. No action taken.

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

Ms. Schwalbach informed the Board that there is no Payout due for LaW Construction this month. She will have the final Payout for the retainage at the next meeting. 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. He reported 331 calls for the month of February as of the date of the meeting. 275 calls were in our territory, 32 calls were mutual aid, and 24 calls were in District 19. The average response time during the period was six (6) minutes and fifty-three (53) seconds.

Chief Harris shared that the TCFP Bi-Annual Inspection is scheduled for March 3, 2022.

Chief Harris also informed the Board of the Job Availabilities he would like to post. He advised that he is listing a job posting for 1 full time firefighter and multiple part time fire fighters. He hopes to be able to post for an IT Tech position as soon as possible.

Assistant Chief Sterkx advised the Board that on February 14, a team was deployed on Booster 36. They are demobilizing on February 23. He also informed them that the billing for the previous deployment is underway.

- b. Fleet, equipment and stations report.

Fleet Manager Richard Hancock reported to the Board that we have replaced Fuelman cards with WEX cards. There have been no issues so far. He also advised that Brush 36's body

damage from the North Texas deployment has been fixed. However, it is currently being worked on for transmission issues.

c. Administrative report.

Mrs. Puri informed the Board that 1 part time employee and 6 full time employees have been hired. The full time employees are currently in their second week of their N.E.O.P. training class. They will start working the week of February 28 with their assigned shift.

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, 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:

1. "NAFECO" quote for 4 Elkhart Shutoff pistol grips: \$1,476.00
2. "Rescue Direct" quote for Rescue Equipment: \$13,600.20
3. "NAFECO" quote for new bunker gear-7 Lion V-Force coats, 7 Lion V-Force pants, and 7 CMC Escape Belts: \$31,122.00

After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the expenditure of the three quoted prices from NAFECO and Rescue Direct. The Motion was approved by a vote of 4 to 0.

Ms. Schwalbach reported that she was scheduling a meeting regarding the water hammer at Station 16. At the previous water hammer meeting, it was said that if adding a piggyback PRV eliminated the hammer, ESD #10 would be responsible for the material and labor for both PRVs.

Ms. Schwalbach also advised that the gas solenoid valves at both Station 16 and Station 36 are failing. They are to be removed and replaced with manual levers. No action taken.

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 ProBoard Rope Rescue, Confined Space, and Advanced Structural classes in March. He also advised that Mrs. Puri and Ms. Maciejewski will be attending a class in April. 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 \$803.58. Commissioner Hoekstra claimed \$829.39. Commissioner Tucker claimed \$1,228.72. Commissioner Lessor claimed \$1,034.58. After review, a Motion was made by Ms. **TODD**, seconded by Mr. **LESSOR** to approve payments for Commissioners **TODD**, **HOEKSTRA**, **TUCKER**, and **LESSOR**. After discussion, 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.

The Board next discussed donating old gear to Mexico at the request of Chief Harris. The old gear would be 29 coats, 29 pants, 21 gloves, and 7 pairs of boots if approved. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to donate old gear to Mexico. The Motion was approved by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE MEETING SCHEDULED FOR MARCH 22, 2022.

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.

The Board entered closed session to consult with District legal counsel at 8:27 p.m. The Board returned to open session at 9:06 p.m.

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 9:09 P.M.



Martha Serna
Assistant Secretary Treasurer