

**MINUTES OF THE JANUARY 26, 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, January 26, 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order AT 7:03 p.m. by **Paul Lessor**, Vice-President, who announced that a quorum was present. Those Commissioners present were:

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

Mike Tucker 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, Katie Maciejewski, District Counsel, Mr. Ira A. Coveler, and District Accountant, Rich Majeres. Patrick Masters 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).

The Board reviewed the meeting minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **GIVENS**, seconded by Ms. **HOEKSTRA** to approve the meeting Minutes of the regular meetings held October 22, 2020 and December 22, 2020. After discussion, the Motion was approved by a vote of 4 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. Mr. Majeres reviewed various under/over budgets for 2020. The balance sheet of the District which was presented at this meeting showed 2020 Revenue as \$9,776,536 less \$515,107, loan in the amount of \$2.4 million resulting in a cash reserve of \$6,061,124. An amount of \$159,000 was noted as positive in case of over budget. Mr. Majeres expressed the need to communicate with Ms. Puri regarding the modification of the District's budget accruals. 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 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 INVESTMENTS, PAYING DISTRICT BILLS AND THE PAYMENT OF PAY APPLICATIONS APPROVED BY JOINER ARCHITECTS.

The Board next addressed District bills and commissioner submittals. After review, Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** to ratify and approve the payment of the District's submittals and bills including the approval and payment of the Trustmark loan payment in the amount of \$631,175.11. 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.

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. Robin Humphries will attend the February meeting. Following the discussion and the review of the report, a Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **GIVENS** to accept the sales tax report as presented. After discussion, 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.

The Board then discussed the anticipated change order related to plumbing repairs in the amount of \$70,000. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to approve the \$70,000 for plumbing repairs. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. **GIVENS** then made a Motion to approve discretionary changes, including the green board behind the sink, for a fee of \$30,000. Ms. **HOEKSTRA** seconded the Motion. After discussion, the Motion was approved by a vote of 4 to 0.

The asbestos survey and regular survey came with an extra cost and delay. The demolition had been completed with expectations of the floor and roof installation in the near future. 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 243 calls for the month of December. Chief Harris stated mutual aid was provided 24 times and received 17 times the previous month. He noted the increase in call volume for CPR responses, many DOA, MVA becoming more horrific and the fire calls having escalated. Chief Harris provided an overview for the call volume during 2020 reporting 3,128 calls for the year, 700 less responses than in 2019. The average response time during the period was six (6) minutes and thirty-three (33) seconds.

- b. Fleet, equipment and stations report.

Chief Harris discussed the Opticom Traffic Preemption System with the Board. He explained that this system was provided on a subscription basis and that GTT was preparing a proposal for the District's consideration. Mr. Coveler briefly discussed this project with the Board as well and explained the process for this system.

c. Administrative report.

Human Resources Manager Megan Puri will be attending a future FLSA conference regarding firefighter FLSA issues.

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 one 2021 Chevrolet Tahoe. The vehicles will be assigned as the District service vehicle and for the Training Chief vehicle. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **GIVENS** to authorize the acquisition of one 2021 Chevrolet Tahoe as presented. After discussion, the Motion was approved by a vote of 4 to 0.

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

The Board discussed the sale of the District's Pierce Contender. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to dispose of the retired Engine 36 for no less than \$50,000. After discussion, the Motion was approved by a vote of 4 to 0.

TO REVIEW AND TAKE ACTION ON MATTERS RELATED TO COVID-19.

The Board discussed the status of members of the Department being vaccinated against COVID-19. Chief Harris stated that he did not wish for personnel to be required to receive the COVID-19 vaccination. However, he requested that the Board consider an incentive payment for individuals to receive the vaccine. Mr. Coveler stated that there were other departments in the area offering similar incentives to encourage firefighters to receive the vaccine. Chief Harris suggested a \$500 stipend be offered to personnel receiving his/her first shot by March 31st. The payment would be made after the second shot was administered. Additionally, the Board discussed that if a member of the Department should decline the vaccine and contract COVID-19, the member would be required to use his/her PTO to fund the absence as the Department is currently paying firefighters who contract COVID hazard pay. After review, a Motion was made by Mr. **GIVENS**, seconded by Ms. **HOEKSTRA** to approve the \$500 stipends to encourage members to obtain the COVID-19 vaccination and change the District's hazard pay policy to require the use of PTO regarding COVID-19 illness. 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 2021 BUDGET.

No action taken.

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 briefly discussed items for repair including the roof repair at Station 46, bay door repair at Station 16, installation of corner guards and a shower leak. No action taken.

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.

Chief Harris shared that four individuals would be attending the Texas A&M Chief Training.

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. After review, a Motion was made by Ms. HOEKSTRA, seconded by Mr. GIVENS to approve payment in the amount of \$150 each to Commissioners HOEKSTRA, GIVENS and TODD. 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.

No items were presented for consideration.

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.

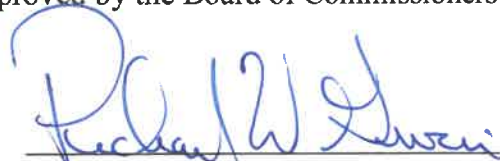
TO REVIEW, DISCUSS AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.

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, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to adjourn the meeting. The meeting adjourned at 8:17 P.M.

The foregoing minutes were passed and approved by the Board of Commissioners on February 23, 2021.



Richard Givens
District Secretary