

**MINUTES OF THE JULY 20, 2022 ~~XXXXXX~~ 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 Wednesday, July 20, 2022.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 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
Martha Serna	Present

Rebecca Todd was absent from this meeting.

Also present at the meeting were Chief Bryan Harris, Assistant Chief Al Sterkx, Facilities Manager Heather Schwalbach, Accounting Coordinator Katie Maciejewski, Fleet Manager Richard Hancock, District Chief Matthew Jensen, Nick Soto, Robin Humphrey, Client Service Manager of HdL Companies (left at 7:45 pm), and District Counsel, Ms. Krystine Ramon.

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 June 28, 2022 meeting minutes. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** to approve the June 28, 2022 Meeting Minutes. The Motion was approved by a vote of 4 to 0.

TO RECEIVE A REPORT FROM THE DISTRICT'S SALES TAX CONSULTANT.

The Board next received the sales tax report presented by the District's Sales Tax Consultant Robin Humphrey regarding matters related to the District's Sales Tax revenue. Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** to accept the Sales Tax report as presented. 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 Chief Harris. The current cash balance is \$12,518,187. The estimated amount remaining 2021 Sales Tax Collections is \$2,833,333. The HCESD #19 agreement is \$60,000. The estimated amount remaining 2022

Donations/Other is \$115,572. The estimated remaining interest to be received is \$17,500. The Remaining 2022 Budget Expenses is \$5,254,035. The projected cash reserve 12/31/2022 is \$10,056,516. The cash reserve as of 12/31/2021 is \$9,092,494. The total debt service outstanding is \$12,532,985. The total amount of liabilities and equity is \$10,500,354.84. Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA** to accept the financial report as presented. 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 \$111,494.72. Major items included:

- McNeil & Co: \$50,851.00 for Insurance Renewal
- Chase Credit Card: \$20,627.85

The Board also addressed District bills totaling to \$98,241.45 for them to approve. Major items included:

- McCall Gibson Swedlund Barfoot: \$12,500.00 for the Remainder of the Audit Bill
- Coveler & Peeler: \$6,575.83 for Legal Fees
- HdL Companies: \$16,570.00 for the 2nd Quarter Sales Tax Fees
- Siddons Martin Emergency Group: \$7,436.96 for Engine 16, Engine 46, and Tower 26 Repairs
- Jaguar Fueling Services: \$6,951.09 for Fuel
- Rescue Direct: 8,500.26 for Rescue Equipment
- Fray Fitness: \$7,911.00 for Gym Equipment

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 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 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 295 calls for the month of July as of the date of the meeting. 251 calls were in our territory, 19 calls were mutual aid, and 25 calls were in District 19. The average response time during the period was six (6) minutes and thirty-two (32) seconds.

- b. Fleet, equipment and stations report.

Fleet Manager Richard Hancock provided the Board with an update on multiple apparatuses. Engine 36 is back in service. Engine 46 is at Siddons Martin for preventative

maintenance. Tower 26 is at Metro Fire where they are building shelves and brackets for the compartments. He also advised that his Fleet Status report has not changed since the last meeting.

Chief Harris informed the Board that the new red Tahoe has arrived. However, the paperwork provided does not match. He is currently waiting on the paperwork to be corrected. All the equipment for this vehicle has been ordered.

c. Administrative report.

The new IT Technician Nicholas Soto introduced himself to the Board. He is working on a few projects trying to make things more organized. Mr. Lessor requested him to take before and after pictures of the projects.

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 4 to 0.

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

Ms. Schwalbach addressed to Board that Payout #14 for LaW Construction is due. The total amount due is \$20,037.40. \$10,000 is for the Station 26 water hammer. Mr. Tucker requested that Ms. Schwalbach find out how much money we have spent trying to correct this issue. Ms. Krystine Ramon advised she will inform Mr. Ira Coveler about this situation as well. The remaining amount is mainly for the bifold doors at Station 26. New painters will paint the bifold doors on July 22 & 23. They removed the other coats of paint first in order to have a fresh start.

Ms. Schwalbach also provided the Board with an update on the canopy project at Station 16. The canopy material will not arrive until the beginning of November. They will stage in the nook by the generator. The estimated completion date is November 30.

Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** to approve the payment for LaW Construction in the amount of \$20,037.40 for the fourteenth payout. 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 AND TAKE ACTION ON RECORDS DISPOSITION LOG(S) PER DISTRICT'S RECORDS MANAGEMENT POLICY.

Chief Harris informed the Board that the Records Disposition Log has been reviewed by Nicole Pierce at Coveler & Peeler. Every document pending disposal has been uploaded in OpenKM. He asked the Board to approve and sign the Records Disposition Log in order for him to proceed with having the documents shredded. Ms. **HOEKSTRA** made a Motion, seconded by

Mr. TUCKER to approve the Records Disposition Log as presented. The Motion was approved by a vote of 4 to 0.

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.

Ms. Schwalbach presented a proposal from Engineered Air Balance for \$3,700 to install a pressure trending transmitter at Station 16 for 2 weeks. If it turns out that the issue is caused from supply from the city, then we will be responsible for the cost. If it is an engineering issue, then DBR will be responsible for the cost. Ms. HOEKSTRA made a Motion, seconded by Mr. TUCKER to approve the proposal from Engineered Air Balance. The Motion was approved by a vote of 4 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 that an Officer 3 class has begun in house. 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 Tucker claimed \$450. Commissioner Hoekstra and Commissioner Lessor claimed \$300. Commissioner Serna claimed \$150. After review, a Motion was made by Ms. HOEKSTRA, seconded by Mr. TUCKER to approve payments for Commissioners TUCKER, HOEKSTRA, LESSOR, and SERNA. 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 AGENDA FOR THE AUGUST 2022 MEETING.

No specific items were requested for inclusion on the August 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 8:12 p.m. The Board returned to open session at 8:47 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 entered closed session to discuss personnel matters at 8:12 p.m. The Board returned to open session at 8:47 p.m.

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

Following closed session, the Board took action on the severance agreement between the District and Assistant Chief Al Sterkx. Mr. **TUCKER** made a motion to approve the Agreement, seconded by Ms. **HOEKSTRA**. The Motion was approved by a vote of 4 to 0.

ADJOURNMENT

There being no further business brought before the Board, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** to adjourn the meeting. The meeting adjourned at 8:48 P.M.



Rebecca Todd
District Secretary