

**MINUTES OF THE JULY 27, 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, July 27, 2021.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

The meeting was called to order at 7:16 p.m. by **Mike Tucker**, President, who announced that a quorum was present. Those Commissioners present were:

<b>Paul Lessor</b>	Present
<b>Robyn Hoekstra</b>	Present
<b>Mike Tucker</b>	Present
<b>Rebecca Todd</b>	Present
<b>Richard Givens</b>	Present

Also present at the meeting were Chief Bryan Harris, Facilities Manager Heather Schwalbach, Human Resources Manager Megan Puri, Katie Maciejewski, District Accountant, Rich Majeres, Auditor, Joseph Ellis, 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 APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board reviewed the meeting minutes of prior meetings. Thereupon after review, a Motion was made by Mr. **GIVENS**, seconded by Ms. **HOEKSTRA** to approve the meeting Minutes of the regular meetings held April 27, 2021, May 25, 2021, and June 22, 2021. The Motion was approved by a vote of 5 to 0.

**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. She informed the Board that Robin Humphrey with HdL will have a 3 year forecast at the beginning of next month. 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 \$10,614,714. The estimated amount remaining 2021 Property Tax Collections is \$0. The Remaining 2021 Budget Expenses is \$5,007,171. The projected cash reserve 12/31/2021 is \$7,268,059. Debt service requirements remaining as of 7/27/2021 (principal

and interest) is \$13,434,625. The total amount of liabilities and equity is \$10,614,714.47. 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 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 INVESTMENT AND PAYING DISTRICT BILLS**

The Board addressed District bills paid prior to the meeting totaling to \$69,517.72. This included the Chase Credit Card payment of \$18,223.08. It also included the HdL Companies Sales Tax Commissions for April-June totaling to \$30,612.00. After review, Ms. **TODD** made a Motion, seconded by Mr. **GIVENS** to approve the bills paid prior to the meeting. The Motion was approved by a vote of 5 to 0.

The Board next addressed District bills totaling to \$103,857.72 for them to approve. This included \$45,935.50 for McNeil & Co Vehicle Insurance as well as \$18,000.00 for the McCall Gibson Swedlund Barfoot Interim Audit Bill. Mr. **LESSOR** made a Motion, seconded by Ms. **TODD** to approve 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 REVIEW AND TAKE ACTION ON DISTRICT 2020 AUDIT.**

Joseph Ellis with McCall Gibson Swedlund Barfoot presented to the Board the Draft Proposal of the District's 2020 Audit. After discussion and review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to approve the Draft Proposal of the District's 2020 Audit. The Motion was approved by a vote of 5 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.**

Ms. Schwalbach first provided an update regarding the renovation progress of Station 26. The roof will be complete by the end of business day on Wednesday July 28. The wall panel will be in next week. The Fire Marshal inspection is scheduled for Thursday July 29 at 2:30 pm. She is hoping to get the furniture moved in next week. Overhead doors are delayed until November 11.

Ms. Schwalbach next updated the Board about the renovation progress of Station 46. Station 46 is officially moved into the temporary trailer. The demo is mostly done. For the first month, the bi-folds will have to be rewired. She also advised that she will need to purchase the mattresses for Station 46 with an expenditure of up to \$2,600. No action taken.

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

Ms. Schwalbach addressed to Board that Payout #6 for LaW Construction is due. The total amount due is \$120,790.60. Mr. **GIVENS** made a Motion, seconded by Ms. **TODD** to approve the payment for LaW Construction in the amount of \$120,790.60 for the sixth payout on Station 26 and Station 46 remodels. The Motion was approved by a vote of 5 to 0.

**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 222 calls for the month of July as of the date of the meeting. 183 calls were in our territory, 16 calls were mutual aid, and 23 calls were in District 19. The average response time during the period was seven (7) minutes and thirty (30) seconds.

Chief Harris advised the Board that 15 people tested to be a part-time employee. 6 people will be offered employment. He also informed them that ESO Report/Personnel Management software went live on July 1.

- b. Fleet, equipment and stations report.

Chief Harris informed the Board that Tower 26 is due for a major PM. First it needs ladder maintenance, and then it has to go to Cummins for multiple oil leaks. Tower 26 will return to Station 26 when completed. Also, Ladder 46 has been moved to Station 16 for the duration of the Station 46 remodel.

- c. Administrative report.

Human Resources Manager Mrs. Puri shared with the Board that the EAP Program was approved. Mr. Ira Coveler made a few changes. The EAP Program will start September 1<sup>st</sup>. She also shared that Katie Maciejewski and herself will be going to New York next month for an HR Conference.

Ms. Schwalbach informed the Board that Life Scan this year will be November 8-24. She also shared that she has a conference in October.

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

**TO RECEIVE A REPORT FROM THE DISTRICT'S INFORMATION TECHNOLOGY COMMITTEE AND TAKE ANY NECESSARY ACTION RELATED TO THE SAME.**

A report was not provided by the District's Information Technology Committee. No action taken.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.**

Chief Harris advised the Board that 2 line items need to be added to District's 2021 Budget.

- 1039B: Van Preventative Maintenance
- 1071: Van Repair

Mr. **GIVENS** made a Motion, seconded by Ms. **TODD** to approve adding 2 lines to the District's 2021 Budget for the Van's preventative maintenance and repair. The Motion was approved by a vote of 5 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 City Glass to the Board for bird safety film at Station 16. She explained that birds have been flying into the windows. This film would help prevent that from happening. It would cost \$3,096 for the materials and \$1,794 for the labor. After discussion, Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** to approve the expenditure of \$4,890 quote from City Glass pending Heather and Commissioner Tucker looking at a sample in person. The Motion was approved by a vote of 5 to 0.

Chief Harris next presented 4 quotes submitted by District Chief Semien for Rescue Equipment.

1. "JS Sales" quote for 16 Black Eagle Athletic Wildland Boots: \$2,399.20
2. "Rescue Direct" quote for 6 NRS Extreme Drysuits: \$4,844.70
3. "First in Rescue Safety and Training" quote for 2 medium sized Gas Alert Models: \$1,617.00
4. "Metro Fire" quote for 4 search and rescue air packs: \$23,086.00

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to approve the expenditure of the quoted prices from JS Sales, Rescue Direct, Fire in Rescue Safety and Training, and Metro Fire. The Motion was approved by a vote of 5 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 about the training classes being taught in house. Officer 2, Officer 3, and Swift Water Tech 1 have been completed. Officer 4, Instructor 2, and Investigator are in progress. Commissioner Tucker asked what part of the Budget the stipends for the in house instructors comes out of. Chief Harris advised Commissioner Tucker that it comes out of/is included in the Training Budget. No action taken.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION, AMENDMENT AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES AND STANDARD OPERATING GUIDELINES.**

The Board next was informed by Chief Harris that he will be submitting the handbook next week to legal counsel. No action taken.

**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. Commissioners Lessor and Tucker each claimed \$450. Commissioner Hoekstra claimed \$300. Commissioners Givens and Todd each claimed \$150. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve payments for Commissioners **LESSOR**, **TUCKER**, **HOEKSTRA**, **GIVENS**, and **TODD**. 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 MEETING AGENDA.**

No specific items were requested for inclusion on the June meeting agenda.

**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.**

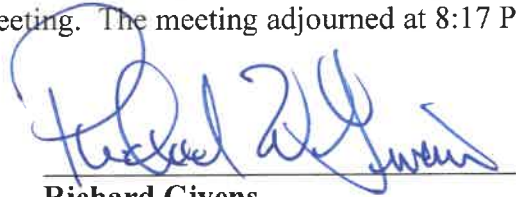
The Board did not exercise the option to enter Closed Session to discuss personnel matters.

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



**Richard Givens**  
District Secretary