

**MINUTES OF THE JUNE 22, 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, June 22 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:

<b>Paul Lessor</b>	Present
<b>Robyn Hoekstra</b>	Present
<b>Mike Tucker</b>	Present
<b>Rebecca Todd</b>	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, Katie Maciejewski, IT Consultant Michael Pulk, District Accountant, Rich Majeres (left at 7:46 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.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

Mr. Ira A Coveler stated that the April 27, 2021 and May 25, 2021 Meeting Minutes should be available at next month's meeting. Tabled.

**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. No action taken.

**TO REVIEW AND TAKE ACTION ON 2022 BUDGET AND 2021 TAX RATE ADOPTION PLANNING.**

Mr. Coveler next explained the tax rate adoption planning. The Board took no action on the District 2022 budget and 2021 District tax rate as these items will be addressed at the District's July meeting.

**TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX CALCULATIONS FOR 2021.**

The Board then addressed the tax rate calculations for 2021. Mr. Coveler discussed that his office would not be preparing the tax rate calculations this year but would instead be verifying the calculations prepared by the Harris County Tax Assessor-Collector's Office. Following a discussion, a Motion was made by Ms. **HOEKSTRA** to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax calculations for 2021. Ms. **TODD** seconded the Motion. After discussion, the Motion was approved by a vote of 4 to 0.

**TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2021 TAX RATE SETTING NOTICES.**

The Board next addressed publication of tax rate setting notices. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to authorize District counsel to publish the necessary 2021 Tax Rate setting notices. After discussion, the Motion was approved by a vote of 3 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 District Accountant Rich Majeres. The projected cash reserve 12/31/2021 is \$7,150,862. The current cash balance is \$12,297,949. The estimated amount remaining 2021 Property Tax Collections is \$0. The Remaining 2021 Budget Expenses is \$6,367,319. Debt service requirements remaining as of 5/25/2021 (principal and interest) is \$14,379,642. The total amount of liabilities and equity is \$12,049,101.85. Assistant Chief Sterkx mentioned to the Board that the reserve might turn out to have 7.5-8 million dollars after we receive the money from the California and Vaccine deployments. Mr. Majeres advised Chief Harris that the note payed off and the new truck purchased will be included in the next report. 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 looked at the bills paid prior to the meeting totaling to \$27,668.18. The Board also addressed District bills totaling to \$138,402.13 for them to approve. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** 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.

**TO REVIEW AND TAKE ACTION ON DISTRICT 2020 AUDIT.**

Mr. Ira Coveler advised the Board that the District's 2020 Audit has not been completed and will be pushed to next month. After discussion, he also stated that he will reach out to Joseph Ellis in regards to the auditor. Tabled.

**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 was presented with a video showing a walkthrough of Station 26.

Next, Ms. Schwalbach provided an update regarding the renovation progress of Station 26. There is a hold on the bay floors. LaW Construction suggested for urethane floors instead for an extra \$20,000. The roof is still being worked on. Overhead doors are delayed until the beginning of July.

Ms. Schwalbach next updated the Board about the trailer for Station 46. The trailer has arrived to Station 46. The plumbing is finished. The electrical for the trailer should be done by the end of business day Thursday. Commissioner Tucker suggested to Ms. Schwalbach to ask Jacob if there is a way to get a head start on the remodel for Station 46. 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 #5 for LaW Construction is due. The total amount due is \$277,470.30. Mr. LESSOR made a Motion, seconded by Ms. HOEKSTRA to approve the payment for LaW Construction in the amount of \$277,470.30 for the fifth payout on Station 26 and Station 46 remodels. The Motion was approved by a vote of 4 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 268 calls for the month of June as of the date of the meeting. 228 calls were in our territory, 13 calls were mutual aid, and 27 calls were in District 19. The average response time during the period was six (6) minutes and forty-two (42) seconds.

Chief Harris advised the Board that we will have a part-time hiring process on July 17,2021 to help us with vacancies.

Mr. Ira Coveler advised that he will look into the Commissioner's Court for Opticom.

- b. Fleet, equipment and stations report.

Chief Harris informed the Board that Ladder 46 is back in service as of June 21,2021.

c. Administrative report.

Human Resources Manager Mrs. Puri shared that as of the day of the meeting, there is currently one employee that tested positive for COVID-19. Commissioner Todd suggested to Mrs. Puri that even vaccinated people should be tested if they are around someone who is positive.

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 4 to 0.

**THE BOARD TOOK A BRIEF RECESS AT THIS POINT WHICH LASTED FROM 7:56 P.M., UNTIL 8:10 P.M.**

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

Commissioner Lessor briefly noted to the Board that the Information Technology Committee met up and had an initial inventory of IT assets. They discussed how to move forward and acquire tools to help manage those assets. No action taken.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ENTERING INTO A NETWORK FIBER CONTRACT FOR INTERNET CONNECTIVITY FOR THE DISTRICT.**

IT Consultant Michael Pulk provided a presentation proposing switching to a fiber network for internet connectivity to the Board. He advised that he is looking into building a private fiber network that connects our buildings. A fiber network makes us less likely to have connection and security issues. He provided a list of companies for consideration but, is ultimately recommending using PSLightwave to install a fiber network. Tabled.

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

The Board took no action regarding any matters related to the District's 2021 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.**

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.**

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 Todd claimed \$150. Commissioner Tucker claimed \$750. Commissioner Hoekstra claimed \$450. Commissioner Lessor claimed \$3,000. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve payments for Commissioners **TODD**, **TUCKER**, **HOEKSTRA**, 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.**

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.**

Mr. Ira Coveler will keep IT agenda items for the July meeting.

**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.**

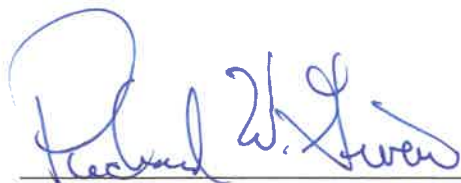
The Board did not exercise the option to enter Closed Session to discuss personnel matters.

**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 personnel or real estate 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 9:38 P.M.



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**Richard Givens**  
District Secretary