

**MINUTES OF THE JUNE 28, 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, June 28 2022.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:02 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
Martha Serna	Present

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 Guillermo Flores, Auditor, Joseph Ellis, and District Counsel, Mr. Ira A. Coveler.

TO ADMINISTER OATH(S) TO NEWLY ELECTED/RE-ELECTED AND/OR APPOINTED DISTRICT COMMISSIONERS.

Mr. Ira Coveler administered oaths to all five commissioners.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor to receive public comment though none was offered.

TO ELECT DISTRICT OFFICERS.

President: Paul Lessor and Mike Tucker nominated themselves for President. Paul Lessor's nomination was seconded by Robyn Hoekstra. The vote was 4-1 in favor of Paul Lessor.

Vice-President: Robyn Hoekstra nominated Mike Tucker for Vice-President. The nomination was seconded by Rebecca Todd. The vote was 5-0 for Mike Tucker.

Treasurer: Robyn Hoekstra nominated herself for Treasurer. The nomination was seconded by Mike Tucker. The vote was 5-0 for Robyn Hoekstra.

Secretary: Mike Tucker nominated Rebecca Todd for Secretary. The nomination was seconded by Robyn Hoekstra. The vote was 5-0 for Rebecca Todd.

Assistant Secretary/Treasurer: The vote was 5-0 for Martha Serna.

TO REVIEW, DISCUSS, AND TAKE ACTION TO TRANSITION CONTROL AND MODIFY THE PERSONS AUTHORIZED TO SIGN ON THE DISTRICT’S FINANCIAL ACCOUNTS.

Chief Harris requested that the Board approve removing Richard Givens and Jill Thomas as Chase check signers. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve removing Richard Givens and Jill Thomas as signers for Chase. The Motion was approved by a vote of 5 to 0.

Chief Harris next requested that the Board approve adding Martha Serna to the Chase banking accounts. Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** to approve adding Martha Serna to the Chase banking accounts. The Motion was approved by a vote of 5 to 0.

Chief Harris also requested for Jill Thomas to be removed from the TexPool account. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve removing Jill Thomas from the TexPool account. The Motion was approved by a vote of 5 to 0.

Lastly, Chief Harris requested to authorize Paul Lessor to the Chase Ink account and remove Mike Tucker from the Chase Ink account. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve adding Paul Lessor to the Chase Ink account and removing Mike Tucker from the Chase Ink account. The Motion was approved by a vote of 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board reviewed minutes for meetings held on March 23, 2021, October 26, 2021, November 30, 2021, January 25, 2022, February 22, 2022, March 22, 2022, April 26, 2022, and May 24, 2022. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **TUCKER** to approve the March 23, 2021, October 26, 2021, November 30, 2021, January 25, 2022, February 22, 2022, March 22, 2022, April 26, 2022, and May 24, 2022 minutes. The Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON THE DISTRICT’S 2021 AUDIT.

Joseph Ellis with McCall Gibson Swedlund Barfoot presented to the Board the Draft Proposal of the District’s 2021 Audit. After discussion and review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the Draft Proposal of the District’s 2021 Audit. 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 matters related to the District’s Sales Tax revenue. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the sales tax report. The Motion was approved by a vote of 5 to 0.

TO RECEIVE A REPORT FROM THE DISTRICT'S BOOKKEEPER AND TAKE ANY ACTION RELATED THERETO.

The financial report was tabled. This will be revisited at the next meeting.

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 \$70,718.54. Major item included:

- Chase Credit Card: \$20,641.75

After review, Ms. **TODD** made a Motion, seconded by Mr. **TUCKER** to approve 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 \$87,622.35 for them to approve. Major items included:

- Coveler & Peeler: \$18,393.38 for Legal Cost and Election Fees
- Benjamin Landscaping: \$15,837.50 for Station 16 Trees and Oleander last payment
- Pulk & Co.: \$8,824.00 for a Monthly Retainer, a Composite Access Control Cable for Station 46, Hardware, and ESET endpoint antivirus renewal
- Waller County Mechanical: \$8,620.00 for Station 16 and Station 36 HVAC Maintenance

After review, Ms. **HOEKSTRA** 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 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 300 calls for the month of June as of the date of the meeting. 251 calls were in our territory, 22 calls were mutual aid, and 27 calls were in District 19. The average response time during the period was six (6) minutes and twenty-seven (27) seconds.

Assistant Chief Sterkx advised the Board that we have no TIFMAS deployments currently. We are waiting on payment from prior deployments before accepting another deployment.

- b. Fleet, equipment and stations report.

Fleet Manager Richard Hancock provided the Board with a Fleet Status report sheet. The sheet shows the history of each apparatus through January 2022 and when we will need a replacement for each apparatus. Mr. Hancock advised that he will provide a more detailed report

next month. He is also working on making PSTrax better suit him. Ms. Todd requested to see what the costs are for maintenance vs. upgrade for each apparatus going forward.

Mr. Hancock advised the Board that Tower 26 is currently out of service. Ladder 46 is being used instead.

Chief Harris informed the Board that we will not be renewing the Flectio subscription. Chief Harris advised that Mr. Hancock is in the process of gathering the data stored on it.

Chief Harris informed the Board that the 2 new Tahoes purchased from Parkway Chevrolet have arrived.

c. Administrative report.

Ms. Schwalbach presented three (3) quotes:

1. "Rogue" quote for 2 Work Out Bikes for Station 26 and Station 46: \$1,640.00
2. "Concept 2" quote for 2 Ski Machines for Station 26 and Station 46: \$2,100.00
3. "Fray Fitness" quote for 3 Functional Trainers for Station 16, Station 26, and Station 46: \$7,911.00

Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the quoted prices from Rogue, Concept 2, and Fray Fitness. The Motion was approved by a vote of 5 to 0.

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

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

Ms. Schwalbach presented an updated LaW Construction quote that includes all work in association with the construction of the Station 16 canopy for \$177,813.00. She advised that she will have the sales tax charge removed. Mr. Tucker asked Ms. Schwalbach to clarify the type of lights that will be installed.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the quoted price from LaW Construction. (This amount will be taken out of the remainder of the District's loan under Special Projects.) The Motion was approved by a vote of 5 to 0.

Ms. Schwalbach updated the Board about the Bi-fold doors at Station 26. Allenko will be cleaning up the bi-fold doors and repainting them. Ms. Schwalbach anticipates that she will have the Final Pay App from LaW Construction at the July meeting. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.

Chief Harris presented an Amended Budget to the Board. He requested for the following items be added to the Budget:

- Driving/Background Checks
- 2601 New Tahoe Preventative Maintenance
- 2603 New Tahoe Preventative Maintenance
- D26 New Tahoe Preventative Maintenance
- 2601 New Tahoe Repairs
- 2603 New Tahoe Repairs
- D26 New Tahoe Repairs
- Tahoe Purchases (3) 2022
- Tahoe Uplifts (3)

Mr. Lessor asked for the word “new” to be taken out of the Tahoe line items.

Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the amended budget presented by Chief Harris. 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.

The Board took no action on repairs, replacements, or improvements related to the operation of the District's equipment, apparatus, or facilities.

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 the in house Officer 2 class has begun. 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, Commissioner Hoekstra, Commissioner Lessor, and Commissioner Serna claimed \$150. Commissioner Tucker claimed \$600. After review, a Motion was made by Ms. **TODD**, seconded by Ms. **HOEKSTRA** to approve payments for Commissioners **TODD**, **HOEKSTRA**, **LESSOR**, **SERNA**, and **TUCKER**. 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 AGENDA FOR THE MEETING SCHEDULED FOR JULY 26, 2022.

The new date for the July meeting is July 20, 2022. The new date for the August meeting is August 30, 2022.

Chief Harris requested to add the disposition log to the next 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.

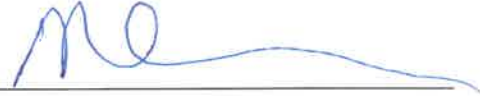
The Board entered closed session to discuss personnel matters at 8:21 p.m. The Board returned to open session at 8:43 p.m.

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 Ms. **TODD** to adjourn the meeting. The meeting adjourned at 8:44 P.M.



Martha Serna
Assistant Secretary Treasurer