

**MINUTES OF THE MARCH 22, 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, March 22 2022.

**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
<b>Richard Givens</b>	Present

Also present at the meeting were Chief Bryan Harris, Facilities Manager Heather Schwalbach, Accounting Coordinator Katie Maciejewski, Fleet Manager Richard Hancock, District Accountant, Rich Majeres (left at 7:22 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.

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022.**

- a. To consider and take action on such other Orders, Resolutions and related matters as requires or appropriate to call for the District election.

Mr. Ira Coveler requested the Board to approve the amended election order. He also asked for the Board to inform him if they know anyone qualified to be an election worker. A Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve the amended election order. After discussion, the Motion was approved by a vote of 5 to 0.

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

Mr. Ira A Coveler stated that the January 25, 2022 and February 22, 2022 Meeting Minutes are not ready yet. 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, DISCUSS, AND TAKE ACTION TO APPROVE RECEIPT OF ELECTRONIC (DOWNLOADABLE) PAID-UP AND DELINQUENT REPORTS FROM THE TEXAS COMPTROLLER'S OFFICE.**

Mr. Coveler presented on this matter and explained this was a housekeeping matter to allow his office to receive these files digitally as opposed to being delivered as hard copies. After review, Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** to approve receipt of downloadable Paid-Up and Delinquent Reports from the Texas Comptroller's Office. After further discussion, 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 Board then received a Financial Report, presented by District Accountant Rich Majeres. The current cash balance is \$13,967,775. The estimated amount remaining 2022 Property Tax Collections is \$0. The estimated amount remaining 2022 Sales Tax Collections is \$5,100,003. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2022 Donations/Other is \$138,091. The estimated remaining interest to be received is \$5,000. The Remaining 2022 Budget Expenses is \$8,745,351. The total debt service outstanding is \$12,532,985. The total amount of liabilities and equity is \$13,967,775.11. The projected cash reserve 12/31/2022 is \$10,143,776. After discussion, 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 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 next addressed District bills paid prior to the meeting totaling to \$66,063.90. Major items included:

- Chase Credit Card: \$22,906.61
- Houston Freightliner-Western Star: \$13,193.89 for Booster 36 Repairs

The Board also addressed District bills totaling to \$120,618.31 for them to approve. Major items included:

- Lion Group: \$8,362.50 for January-February Gear Maintenance and Yearly Upkeep
- Coveler & Peeler: \$8,095.91 for Legal Costs
- Lighthouse Uniform Co.: \$11,169.60 for Class A Uniforms
- Global Traffic Technologies: \$30,000 for 2022 Services for 10 Intersections and 8 Vehicles
- Pulk & Co.: \$8,222.41 for March Retainer fee, MDTs, and Dayroom Displays
- Mobile Modular: \$8,350.49 for the Removal of Temporary Housing at Station 46

Mr. Ira Coveler requested that the loan money be used for the Mobile Modular payment.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** 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 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 DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2022.**

Mr. Ira Coveler informed the Board that the Harris County Tax Assessor-Collector's Office now requires the Board to designate them officially on record to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2022. Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2022. 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. Heather Schwalbach updated the Board regarding what is left for the renovation progress of Station 26 and Station 46. She advised that the sectional doors are not wrapped up yet. The glass for the windows arrived as discussed in the February Board meeting. However, the hinges provided were not the correct ones. She advised that they are supposed to arrive on March 23, 2022.

She also informed the Board that there is now an issue with the water hammer at Station 26. Station 26 never had an issue with the water hammer previously. The plumbers ran a temporary bypass water line from the backflow preventer to see if that resolved the issue. The water hammer was alleviated so, the next step is to camera the line to see where the obstruction may be. If the issue is solved, she will see if the same process will help the water hammer at Station 16. 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 #13 for LaW Construction is due. The total amount due is \$116,026.35. Mr. **LESSOR** made a Motion, seconded by Ms. **TODD** to approve the payment for LaW Construction in the amount of \$116,026.35 for the thirteenth payout. 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 267 calls for the month of March as of the date of the meeting. 213 calls were in our territory, 31 calls were mutual aid, and 23 calls were in District 19. The average response time during the period was six (6) minutes and fifty-one (51) seconds.

Chief Harris shared that the TCFP Bi-Annual Inspection scheduled on March 3, 2022 had no deficiencies.

Chief Harris also informed the Board that on March 20, 2022, a team was deployed on Booster 36 to North Texas.

b. Fleet, equipment and stations report.

Fleet Manager Richard Hancock reported to the Board that Utility 46 (formally known as Squad 46) and Utility 16 are not in service. He also advised that we are now using Jaguar Fueling.

c. Administrative report.

Chief Harris informed the Board that him and Human Resources Manager Megan Puri are running background and driving records checks on employees through a company called Kress.

Chief Harris updated the Board on the new employees. He advised that they have completed their orientation training and have started on their assigned shifts.

A Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** 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 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, DISCUSS, AND TAKE ACTION ON ANY NEEDED REPAIRS, REPLACEMENTS, AND IMPROVEMENTS RELATED TO THE OPERATION OF THE DISTRICT'S EQUIPMENT, APPARATUS, OR FACILITIES.**

Chief Harris presented three (3) quotes:

1. "Northwest Communications" quote for replacement radios for District 26: \$7,679.60
2. "Firehouse Tables & Clocks" quote for a kitchen table for Station 16 and Station 36: \$8,503.15-updated to spending up to \$5,800.00
3. "Metro Fire" quote for battery powered hydraulic tools: \$37,754.00

Chief Harris advised that the amount quoted from Firehouse Tables & Clocks included a delivery fee and sales tax. He will work on getting the delivery fee removed. The Board agreed on the expenditure of up to \$5,800.00 for the 2 tables.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **GIVENS** to approve the expenditure of the three quoted prices from Northwest Communications, Firehouse Tables & Clocks, and Metro Fire. The Motion was approved by a vote of 5 to 0.

Ms. Schwalbach advised the Board that Joiner Architects has a consultant that will review civil engineering to see if the supply line is pinched or partially blocked at Station 16.

Ms. Schwalbach and Mr. Tucker discussed a way to spend the remaining amount of the loan. Ms. Schwalbach suggested getting a canopy at Station 16 for the small fleet parked outside in the parking lot because; the electronics inside the vehicles get too hot. She informed the Board that Avadek (the company who did the other canopies at Station 16) quoted her \$112,000 for one. Mr. Tucker asked Ms. Schwalbach to have LaW Construction to provide her with a quote. If they decide to move forward with them, then they can do a change order to add to the project. 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.**

Chief Harris informed the Board that employees will be attending a Rope 1, Rope 2, and Confined Space classes in April. They will also be participating in HCCFA Field Days. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve all April classes. The Motion was approved by a vote of 5 to 0

**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 Hoekstra and Commissioner Lessor each claimed \$300. Commissioner Givens and Commissioner Todd each claimed \$150. Commissioner Tucker claimed \$900. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **GIVENS** to approve payments for Commissioners **HOEKSTRA, LESSOR, GIVENS, TODD, and TUCKER**. After discussion, 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 APRIL 26, 2022.**

No specific items were requested for inclusion on the April 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.**

Chief Harris presented a Job Description for an Information Technology Technician to the Board. After review, Mr. **GIVENS** made a Motion, seconded by Ms. **TODD** to approve the Information Technology Position pending the editing Commissioner Lessor makes. The Motion was approved by a vote of 5 to 0.

**ADJOURNMENT.**

There being no further business brought before the Board, Ms. **TODD** made a Motion, seconded by Ms. **HOEKSTRA** to adjourn the meeting. The meeting adjourned at 8:29 P.M.



**Martha Serna**  
Assistant Secretary Treasurer