

**MINUTES OF THE MARCH 23, 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, March 23 2021.

**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:

<b>Paul Lessor</b>	Present
<b>Robyn Hoekstra</b>	Present
<b>Mike Tucker</b>	Present

**Rebecca Todd** and **Richard Givens** were 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, 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 he will have the January 26, 2021 and February 23, 2021 Meeting Minutes available at the next Board meeting to discuss the new format. The motion to approve the Minutes of the January 26, 2021 and February 23, 2021 meetings were 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. Following the discussion and the review of the report, a Motion was made by Mr. **LESSOR**, seconded by Ms. **HOEKSTRA** to accept the sales tax report as presented. 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 Chief Harris. The current cash balance is \$13,138,769. The estimated amount remaining 2021 Property Tax Collections is \$252,555. The Remaining 2021 Budget Expenses is \$8,337,242. The total amount of liabilities and equity is \$13,138,768.95. Mr. Ira A Coveler will make a list to show the benefits of paying off

these earlier. He will look at the interest rates to help determine the best value for the District. Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to accept the financial report as presented. After discussion, the Motion was approved by a vote of 3 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 totaling to \$73,370.65. Ms. Schwalbach, advised the Board that the January fee for Joiner Architects was also included due to them sending the invoice after the previous meeting. The total for the January and February fees equals \$3,578. A discussion took place regarding the benefits of providing a cutoff date and time for bills to be approved at the next Board meeting. The solution decided was to have the deadline for bills be the Monday before the meeting at 1600. Bills that come in after that should be on a report for the following meeting. 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 3 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, DISCUSS, AND TAKE ACTION REGARDING PAY APPLICATIONS RECEIVED FROM LAW CONSTRUCTION AND APPROVED BY JOINER ARCHITECTS.**

Ms. Schwalbach addressed to Board that Payout #2 for LaW Construction is due. The total amount due is \$92,753.25. General conditions and the main sewer replacement is the majority of the cost. Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to approve the payment for LaW Construction in the amount of \$92,753.25 for the second payout on Station 26 and Station 46 remodels. The Motion was approved by a vote of 3 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.**

The Board was presented with pictures showing the progress of the Station 26 remodel. Ms. Schwalbach advised the Board that the next step is to frame the hard ceiling and put the ceiling grids up.

Ms. Schwalbach then informed the Board that more money is needed for the owner's contingency. She explained how originally there was \$75,000 but, \$70,000 was spent for Station 26 and Station 46 plumbing. So, \$30,000 was approved to be added to the owner's contingency. However, \$24,620 was spent on changing the gas duct heaters to electrical at Station 26. (She also mentioned we will need to add money to do the same to Station 46.) The countertops were revised from granite to quartz for less maintenance, which costed \$1,262.00.

Ms. Schwalbach next presented 4 quotes she received for **both** Station 26 and Station 46 together:

1. "Lowes" Appliance quote (All appliances minus microwaves): \$8,782.82

2. "DreamSeat" quote for bedframes (This quote does not include the Captain's offices as they will have different beds.): \$6,064.70
3. "DreamSeat" quote for day room furniture: \$10,098.12
4. "Wilding Wallbed" quote for murphy beds in the Captain's offices: \$8,296.00

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to add \$35,000 to the owner's contingency and approve the expenditure of the quoted prices from Lowes, DreamSeat, and Wilding Wallbed. The Motion was approved by a vote of 3 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 431 calls for the month of March as of the date of the meeting. The average response time during the period was six (6) minutes and fifty-nine (59) seconds.

- b. Fleet, equipment and stations report.

Chief Harris stated that the fleet is in good shape. The retired Engine 36 will be gone soon. He also advised that he wants to get rid of the 2008 Tahoe that the nonprofit currently owns.

- c. Administrative report.

Mrs. Puri shared that 37 out of 87 employees have been vaccinated 100% for COVID-19. 2 out of 87 employees have gotten their first out of 2 shots.

Assistant Chief Sterkx shared information about the TIFMAS vaccination project. He advised the Board that there are 2 strike teams (7 firefighters) currently administering COVID-19 vaccinations in Crockett and Bryan/College Station. They are being paid for 24 hours a day from the time they leave until the time they come back. (This is called Portal to Portal.) We are reimbursed for what we pay the firefighters on deployment as well as the backfill to cover their spots. There are 46% benefits to us.

After discussion, a Motion was made by Mr. **LESSOR**, seconded by Ms. **HOEKSTRA** to accept the report as presented. After discussion, the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE SALE OF THE DISTRICT'S RETIRED ENGINE 36.**

Mr. Ira A Coveler will be removing this Agenda Item for the next meeting.

No action taken.

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

No action taken.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ACQUIRING OLD STATION 16 FROM THE EASTEX VOLUNTEER FIRE DEPARTMENT INC.**

The Board then discussed whether or not to sell or keep the old Station 16 (Logistics building). It is currently used for storage and some training. Ms. Schwalbach advised that if we kept the building, she would like to have the tanks taken out and connect to the sewer. She will gather quotes to bring back. After discussion, a Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **LESSOR** to have the District take the title for the old Station 16. The Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING OBTAINING NEW SURVEYS OF THE DISTRICT'S PROPERTY.**

Mr. Ira A Coveler briefly discussed having a detailed resurvey done for Station 26 and Station 46. He also would like to have one done for Station 16. He advised that he would bring proposals to a future meeting to show what that will cost.

No action taken.

**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 discussed a few incidents with the Board. She first informed them that a plumber had to go to Station 46 this past weekend where they discovered that hot water supply to the shower had a pinhole in it. She also had the landscaper cut back the plants at Station 16 after the freeze to hopefully save them. Chief Harris explained to the Board that he is waiting on an answer to whether or not insurance will cover the plants. (It would cost about \$12,000 to replace.) Next, she informed the Board that Station 36 had a small gas leak that was on Centerpoint. Centerpoint fixed the leak. Lastly, Ms. Schwalbach let the Board know that the application for the retention pond at Station 16 was submitted. 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.**

Mrs. Puri informed the Board that there are 5 employees attending the T.F.C.A Officer Development Conference in April. No action taken.

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

The Board will need to discuss “hazard pay” when the full Board is in attendance. 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 \$600. Commissioner Hoekstra claimed \$450. After review, a Motion was made by Ms. HOEKSTRA, seconded by Mr. LESSOR to approve payments for Commissioners TUCKER and HOEKSTRA. After discussion, the Motion was approved by a vote of 3 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 April 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 8:39 p.m. The Board returned to open session at 9:03 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 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 9:04 P.M.



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**Martha Serna**  
Assistant Secretary Treasurer