

**MINUTES OF THE MAY 24, 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, May 24 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

Richard Givens was absent from this meeting.

Also present at the meeting were Chief Bryan Harris, Assistant Chief Al Sterkx, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, Fleet Manager Richard Hancock, District Chief Jason Tharp, District Counsel, Mr. Ira A. Coveler, and District Counsel, Krystine Ramon.

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).M

Mr. Ira A Coveler stated that the January 25, 2022, February 22, 2022, March 22, 2022, and April 26, 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 Chief Harris matters related to the District's Sales Tax revenue. No action taken.

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

District Accountant Rich Majeres was out therefore, a financial report was not provided. Chief Harris presented a Profit & Loss Budget vs. Actual report instead. The estimated amount remaining 2022 Sales Tax Collections is \$3,380,481.59. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2022 Donations/Other is \$119,552.36. The Remaining 2022 Budget Expenses is \$6,349,487.35. After discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to accept the report as presented. After discussion, the Motion was approved by a

vote of 4 to 0. Please see the attached 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 \$138,851.33. Major items included:

- Benjamin Landscaping: \$15,837.50 for the first of payment for the Station 16 trees and oleander
- Knapheide: \$10,950.20 for the Fleet 16's Service Body
- Chase Credit Card: \$37,645.18
- Coveler & Peeler: \$38,547.00 for the Election Equipment

The Board also addressed District bills totaling to \$114,888.10 for them to approve. Major items included:

- Coveler & Peeler: \$24,198.60 for Legal Cost and Election Fees
- Siddons Martin Emergency Group: \$18,941.30 for Engine 36, Engine 46, Tower 26, Fleet 16, Booster 36, and Ladder 46 Repairs
- Harris County Appraisal District: \$10,379.00 for the 3rd Quarter Assessment
- McCall Gibson Swedlund Barfoot: \$18,500.00 for the Audit Interim Billing

After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** 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 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 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 257 calls for the month of May as of the date of the meeting. 208 calls were in our territory, 20 calls were mutual aid, and 29 calls were in District 19. The average response time during the period was six (6) minutes and forty (40) seconds.

Assistant Chief Sterkx advised the Board that one team left on deployment in North Texas on May 19. They are expected to be deployed for 2 weeks.

- b. Fleet, equipment and stations report.

Fleet Manager Richard Hancock provided the Board with an update on multiple apparatuses. He had light fleet vehicles restriped. Engine 36 is at Stewart & Stevenson for repairs.

Ladder 46 and Tower 26 are now operational. In addition, he is going to prep the boats and high water vehicles for hurricane season.

c. Administrative report.

Human Resources Manager Megan Puri advised the Board that a new full time employee has been hired. Their first day is on June 10. Engine Operator promotion testing will be held in June. 3-4 Engine Operator positions are available. She also informed the Board that an employee injured his knee on duty. He will most likely be out the rest of the year. Lastly, she advised that the Auditors were at Station 16 May 16-19. They will be coming to the June ESD meeting to present the review.

A Motion was made by Ms. **TODD**, seconded by Mr. **LESSOR** to accept the report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

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

Chief Harris informed the Board that all of the shrubs and most of the trees have been planted at Station 16.

Chief Harris presented one quote:

1. "Canopy Solutions" quote for a canopy to park the light fleet vehicles under at Station 16: \$93,410.00. This is made of the same material of the existing canopies. (This quote does not include the concrete and electrical work.)

After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the quote price from Canopy Solutions. The Motion was approved by a vote of 4 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 advised the Board that there was a plumbing issue with the sink that was fixed at Station 36.

Chief Harris presented two (2) quotes:

1. "Parkway Chevrolet" quote for 2 Tahoes: \$73,062.04

The Board requested that Mr. Hancock provide a report every month showing fleet activity as well as what future fleet might be needed. Mr. Tucker asked for a package showing the total amount to be spent on equipment and striping for the 2 Tahoes. If approved, this will be taken out of the Donation account.

Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to approve the quoted price from Parkway Chevrolet. The Motion was approved by a vote of 4 to 0.

2. “American 3B Scientific” quote for 1 Bleeding Control Simulation Prop: \$1,859.15

Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the quoted price from American 3B Scientific. The Motion was approved by a vote of 4 to 0.

Chief Harris next requested that the Board approve the annual \$1,000 donation to the Children’s Miracle Network through Costco.

Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the \$1,000 Children’s Miracle Network donation. The Motion was approved by a vote of 4 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 that six employees will attend a Wildland Class in Lufkin, Texas. Four employees will attend an Instructor 2, Officer 2, and Driver Operator class in house. 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 and Commissioner Hoekstra claimed \$300. Commissioner Tucker claimed \$600. Commissioner Lessor claimed \$450. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve payments for Commissioners **TODD**, **HOEKSTRA**, **TUCKER**, and **LESSOR**. 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 AGENDA FOR THE MEETING SCHEDULED FOR JUNE 28, 2022.

Mrs. Puri requested to add the Auditor's presentation 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 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.



Martha Serna
Assistant Secretary Treasurer