

**MINUTES OF THE MAY 25, 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, May 25 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:

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, Facilities Manager Heather Schwalbach, Human Resources Manager Megan Puri, Katie Maciejewski, Fleet Manager Patrick Masters, 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 is working on the April 27, 2021 minutes. No action taken.

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

The Board then received a Financial Report, presented by Mr. Ira Coveler. The current cash balance is \$12,553,955. The estimated amount remaining 2021 Property Tax Collections is \$0. The Remaining 2021 Budget Expenses is \$6,855,750. The total amount of liabilities and equity is \$12,049,101.85. The Projected Cash Reserve for 12/31/2021 is \$7,032,255. Mr. Ira Coveler advised the Board that the District has about six (6) to seven (7) months of funds in the District's reserve. The Total Debt Service Outstanding as of May 25, 2021 is \$14,379,642. Mr. **LESSOR** made a Motion, seconded by Ms. **HOEKSTRA** 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 was presented with 3 sets of District bills. The first set totaled to \$102,540.15, which was uploaded on OpenKM May 20. Chief Harris informed the Board that the SunTrust payment was included. However, this would be wired if approved. The second set totaled to \$17,487.22, which were bills that arrived after the first submittal. The Board also looked at the set of bills paid prior to the meeting totaling to: \$65,231.05. 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 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, DISCUSS, AND TAKE ACTION REGARDING PREPAYING AND RETIRING CERTAIN DISTRICT DEBT OBLIGATIONS PRIOR TO THE LOAN MATURITY DATE

Mr. Ira Coveler next presented to the Board options for paying off loans. He first suggested to the Board setting up an accrual for the Capital One Public Funding Loan in order to try to pay it off earlier. In addition, he advised them that they might want to eventually look into refinancing the \$1,807,989 Trustmark National Bank Loan which was used to acquire three (3) new Pierce pumpers. He shared that the way pre-payments are structured, it is not beneficial to make a pre-payment on the this loan. Prepayments are structured such that they are applied to the principal and interest expense in inverse order so the interest being pre-paid is applied against the principal and interest at the end of the note and not the beginning.

Mr. Ira Coveler advised the Board that paying off the Municipal Services Group Loan (Ladder 46) and the Trustmark National Bank Loan (Engine 16, Engine 26, and Engine 46) would be the best decision. Chief Harris advised the Board that the money to pay off the loans would come from the TexPool account. Chief Harris also stated that if the Board did pay off the loans, he would still budget what the payments would've been in order to replenish the reserve next year. After review Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve paying off the Municipal Services Group and the Trustmark National Bank Loans. The Motion was approved by a vote of 4 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.

Facilities Manager Heather Schwalbach discussed financials in reference to the renovation of Station 26. She informed the Board that Joiner suggested transferring our remaining allowance balances to our owner's contingency. She also advised the Board that she had to ask for Mr. Tucker's approval to pay half of the Station 26 lockers payment prior to the meeting. She then asked for preapproval of up to \$3,500 on mattresses for Station 26. She does not have an exact quote yet.

Next, Ms. Schwalbach provided an update regarding the renovation progress of Station 26. She was advised that an ADA compliant dishwasher is needed. The bi-folds are supposed to start being installed on Wednesday. There is no news yet on when the overhead doors will arrive. They are hoping to pick back up on the roof on Thursday. (They had to stop due to the rain.) Pictures were also presented to the Board. Ms. Schwalbach is hoping for the Station 46 remodel to begin on the first week of July and for the Station 26 remodel to be complete the week before that. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **LESSOR** to approve the expenditure of up to \$3,500 for Station 26 mattresses. The Motion was approved by a vote of 4 to 0.

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 4 for LaW Construction is due. The total amount due is \$220,801.85. \$75,000 of that total is materials needed for the roof. Ms. **TODD** made a Motion, seconded by Mr. **LESSOR** to approve the payment for LaW Construction in the amount of \$220,801.85 for the fourth (4th) 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 237 calls for the month of May as of the date of the meeting. 195 calls were in the District's territory, 17 calls were mutual aid, and 25 calls were in District 19. The average response time during the period was six (6) minutes and twenty (20) seconds.

Assistant Chief Sterkx advised the Board he received 2 pages that TIFMAS needs for a reconciliation. He will work on it with Mrs. Puri next week.

Chief Harris informed the Board that Harris County ESD No. 11 paid for the installation of the FM 1960 corridor intersections. He suggested approaching them to help pay a flat amount for the annual recurring cost for the 5 intersections that the Department uses and that the cost of the intersections would be shared proportionally between the District and Harris County ESD No. 11.

Chief Harris noted that he sent out a General Order on May 21 rescinding the order to require wearing masks. However, if the firefighters go out in public, they must honor a location's rules to wear a mask.

- b. Fleet, equipment and stations report.

Chief Harris and Fleet Manager Mr. Masters informed the Board that the Ladder 46 pump needs to be replaced. Around \$30,000 will have to be spent to replace the pump. Mr. Tucker

suggested to Chief Harris to look into having firefighters take refresher courses to prevent this from happening again.

c. Administrative report.

Mrs. Puri shared that 26 out of 87 employees have gotten vaccinated for COVID-19.

Mrs. Puri presented to the Board an EAP Program called ComPsych. It is through the Dearborn Life Insurance Company. It is a 5 session in person counseling package. This will include 5 face to face sessions, unlimited phone legal information, and unlimited phone information on financial issues. It is available for all employees and their families. Mr. Lessor requested Mrs. Puri to look into Optum's EAP Program.

A Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **LESSOR** to accept the report as presented as well as approve Mrs. Puri deciding on the best EAP Program she can find. After discussion, the Motion was approved by a vote of 4 to 0.

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

Chief Harris briefly presented a list of software currently used to the Board. The list showed who is in charge of each one and what they cost. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS RELATED TO THE TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM ("TCDRS") CONTRIBUTION RATE.

Mr. Ira A Coveler will be removing this Agenda Item for the next meeting. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE PURCHASE OF A NEW TANKER TRUCK FOR THE DISTRICT.

Chief Harris next presented a quote from Siddons Martin Emergency Group to the Board. The Board discussed the acquisition of the new tanker and how it would be deployed within the District. Following the discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the expenditure of \$278,870.48 for a new tanker truck for the District. 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 2021 BUDGET.

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 shared a few incidents with the Board. She first informed them that Station 16 and Station 36 have roof leaks. She has someone coming to look at the leaks. Next, she advised that Station 36 had a light switch that sparked. Also, Station 46 had to get a new AC unit. Lastly, the District may need to investigate having the electric and gas consumption metered separately at Station 16. 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 next was informed by Chief Harris that he is working on updating the handbook along with Mrs. Puri.

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 \$300. After review, a Motion was made by Ms. HOEKSTRA, seconded by Mr. LESSOR to approve payments for Commissioners TODD, TUCKER, and HOEKSTRA. 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.

No specific items were requested for inclusion on the June 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.

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. **LESSOR** made a Motion, seconded by Ms. **HOEKSTRA** to adjourn the meeting. The meeting adjourned at 8:53 P.M.



Richard Givens
District Secretary