

**MINUTES OF THE NOVEMBER 30, 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 November 30 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:07 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	Present

Also present at the meeting were Chief Bryan Harris, Assistant Chief Al Sterkx, Facilities Manager Heather Schwalbach, Human Resources Manager Megan Puri, Katie Maciejewski, District Chief Matthew Jensen, Richard Hancock, Robin Humphrey, Client Service Manager of HDL Companies (left at 7:18 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.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Mr. Ira A Coveler stated that the October 26, 2021 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 Robin Humphrey 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.

A Financial Report was not presented to the Board due to the District Accountant Rich Majeres being absent. No action taken.

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 \$78,654.45. Major items included:

- Chase Credit Card: \$15,483.46
- Wilding Wallbeds: \$8,296.00 for beds at Station 26 and Station 46

After discussion, a Motion was made by Ms. **HOEKSTRA** seconded by Mr. **LESSOR** to approve bills paid prior to the meeting. The Motion was approved by a vote of 5 to 0.

The Board also addressed District bills totaling to \$184,097.10 for them to approve. Major items included:

- Benchmark Insurance Company: \$105,908.00 for 2022 Workers Compensation
- Cummins Sales and Service: \$15,002.18 for Tower 26 Repairs, Station 26 Generator Maintenance, and Station 46 Generator Maintenance
- Siddons Martin: \$19,485.49 Tower 26 Repairs, Engine 16 Repairs, Engine 36 Repairs, Ladder 46 Repairs, Engine 26 Preventative Maintenance, and Engine 26 Repairs
- Harris County Appraisal District: \$9,789.00 for the Quarter 1 Appraisal fee.

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.

Before moving to the next agenda item, Chief Harris briefly discussed with the Board there are some purchases the District made have been ordered but may not be delivered until early 2022. Chief Harris therefore requested if it was acceptable to prepare checks in 2021 but, hold the checks until all of the ordered items arrive. Mr. Coveler and President **TUCKER** advised that it was acceptable to prepare the checks in the current budget year and hold them as requested.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE ACQUISITION OF NEW ELECTION EQUIPMENT FROM HART INTERCIVIC FOR FUTURE DISTRICT ELECTIONS.

Mr. Ira Coveler informed the Board that he is expecting to have the final pricing for the election equipment by the December meeting. Tabled.

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 first advised the Board that the overhead doors might deliver sooner than expected.

Ms. Schwalbach next updated the Board about the renovation progress of Station 46. She advised that the issues previously fixed at Station 26 had to be fixed at Station 46. There will be a ceiling inspection on December 2. The ceramic tile should be finished early next week. The

countertops are done. Mr. Ira Coveler asked Ms. Schwalbach what the plan was for the bay floors. Ms. Schwalbach informed him that only the bay floors for Station 26 will be redone. She is waiting on a quote. 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 #10 for LaW Construction is due. The Payouts are now only for the remodel of Station 46. The total amount due is \$125,509.25. The majority of the payment is for monument sign material and labor, case work, plumbing fixtures, and ceramic tile labor. Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** to approve the payment for LaW Construction in the amount of \$125,509.25 for the tenth 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 291 calls for the month of November as of the date of the meeting. 238 calls were in our territory, 25 calls were mutual aid, and 28 calls were in District 19. The average response time during the period was seven (7) minutes and eight (8) seconds.

Chief Harris provided an update on Opticom. All of the truck installations are complete. There are three county intersections that are having trouble with the antenna due to the conduits being collapsed. We will possibly need to go cellular if the conduit does not get fixed. Mr. Ira Coveler advised that he will schedule an appointment with a Harris County engineer to discuss fixing the conduit at the intersections affected.

- b. Fleet, equipment and stations report.

Chief Harris informed the Board that Ladder 46 is currently at Siddons Martin for its annual service. All other apparatuses are in service.

- c. Administrative report.

Human Resources Manager Megan Puri first advised the Board that Richard Hancock has been hired as the new Fleet Manager. Next, she informed them that based on promotional exams, 4 people will be promoted to Captains and 7 people will be promoted to Engine Operators on January 3, 2022. There could be a promotional ceremony in the future. Also, there will be a test for new firefighters in January 2022 for a February 14, 2022 start date. Lastly, she provided the date and time for the Christmas party: December 10, 2022 from 7-11 pm.

A Motion was made by Mr. **GIVENS**, seconded by Ms. **HOEKSTRA** 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 2021 BUDGET.

The Board took no action regarding any matters related to the District's 2021 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.

The Board took no action regarding any needed repairs, replacements, and 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.

Mrs. Puri informed the Board that C-Shift Officers will be attending an Officer Development Training in January. B-Shift Officers will be attending an Officer Development Training in February. 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 Lessor and Commissioner Tucker each claimed \$450. Commissioner Hoekstra and Commissioner Todd each claimed \$300. Commissioner Givens claimed \$150. After review, a Motion was made by Ms. **TODD**, seconded by Mr. **GIVENS** to approve payments for Commissioners **LESSOR**, **TUCKER**, **HOEKSTRA**, **TODD**, and **GIVENS**. After discussion, the Motion was approved by a vote of 5 to 0.

TO REVIEW AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH A PRIVATE LAW FIRM PURSUANT TO §6.30 OF THE TAX CODE FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES AND PROVIDING FOR THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT.

After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD**, to ratify a continuing contract with the law firm of Linebarger Goggan Blair & Sampson, LLP for the

collection of delinquent taxes, penalties, and interest. After discussion, President TUCKER called for a vote and the Motion passed 5 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO §33.07 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.

Ms. HOEKSTRA made a Motion to approve the imposition of additional penalty on delinquent taxes accruing prior to June 1, 2022. After discussion, Ms. TODD seconded the Motion. After discussion, President TUCKER called for a vote and the Motion passed 5 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES TO DEFRAY COSTS OF COLLECTION BY THE DISTRICT'S DELINQUENT TAX ATTORNEY, PURSUANT TO §33.08 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

After review, a Motion was made by Ms. HOEKSTRA, seconded by Ms. TODD, to approve the imposition of additional penalty on delinquent taxes accruing after June 1, 2022. After discussion, President TUCKER called for a vote and the Motion passed 5 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO §33.11 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

Ms. HOEKSTRA made a Motion to approve the imposition of early additional penalty for collection costs as presented. After discussion, Ms. TODD seconded the Motion. After discussion, President TUCKER called for a vote and the Motion passed 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 DECEMBER 28, 2021.

No specific items were requested for inclusion on the December meeting agenda. The December meeting date stayed the same.

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 8:00 p.m. The Board returned to open session at 8:07 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.

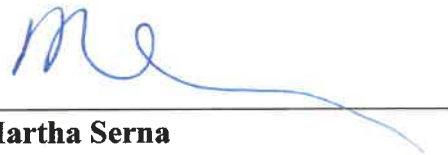
The Board did not exercise the option to enter Closed Session to discuss personnel matters.

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. **TODD** to adjourn the meeting. The meeting adjourned at 8:08 P.M.



Martha Serna
Assistant Secretary Treasurer