

**MINUTES OF THE OCTOBER 26, 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, October 26 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 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, Human Resources Manager Megan Puri, Katie Maciejewski (left at 8:00 pm), 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.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board reviewed the September 28, 2021 meeting minutes. Thereupon after review, a Motion was made by Ms. **TODD**, seconded by Ms. **HOEKSTRA** to approve the September 28, 2021 Meeting Minutes. The Motion was approved by a vote of 5 to 0.

TO RECEIVE A REPORT FROM THE DISTRICT'S SALES TAX CONSULTANT.

The Board next received the Sales Tax Report presented by Chief Harris. Mr. Tucker requested that Robin with HdL attend the November meeting. 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 District Accountant Rich Majeres. The projected cash reserve 12/31/2021 is \$7,923,287. The current cash balance is \$10,185,551. The estimated amount remaining 2021 Sales Tax Collections is \$950,000. The estimated payroll costs to be reimbursed is \$583,000. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2021 Donations/Other is \$37,590. The Remaining 2021 Budget Expenses is \$2,961,179. The total debt service outstanding as of 8/24/2021 is \$13,434,625. The total amount of liabilities and equity is \$11,140,135.42. District Counsel Mr. Ira Coveler requested

that Mr. Majeres look at all the payments made to Trustmark since August 2020. After discussion, Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** 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

Chief Harris asked the Board about finding a new account that would bring more interest income for TexPool. Mr. Ira Coveler advised Chief Harris that there are no places that have good interest rates on investments at this time.

The Board next addressed District bills paid prior to the meeting totaling to \$ \$73,717.09. This included the Chase Credit Card payment of \$11,803.87. 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 \$129,019.29 for them to approve. Major items included:

- McNeil & Co: \$56,466.00 for vehicle insurance
- Benjamin Landscaping: \$12,500.00 for the Station 26 retaining wall and landscaping for all five Stations. Mr. Tucker asked if this charge included vegetation. Chief Harris confirmed that it did.
- Higginbotham : \$850.00 for the Treasurer Bond Renewal
- HdL Companies: \$11,562.00 for the July-September Sales Tax Commissions

After review, Ms. **TODD** made a Motion, seconded by Ms. **HOEKSTRA** 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.

Mr. **GIVENS** also made a Motion, seconded by Ms. **HOEKSTRA** to approve Human Resources Manager Megan Puri to wire transfer \$631,175.00 from the TexPool account to fund the District's annual payment for the Trustmark Loan. The Motion was approved by a vote of 5 to 0.

TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE NECESSARY ACTION.

Ms. **TODD** made a Motion, seconded by Mr. **LESSOR** to renew the District's Investment Policy naming Robyn Hoekstra as the Investment Officer. 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.

Chief Harris first advised the Board that the overhead door delivery has been delayed from November 4th to November 29th. After that, it will take a week to install them. He informed the Board that Station 26 opened back up last week.

Chief Harris next updated the Board about the renovation progress of Station 46. The drywall finishing is at about 80%. The bay is almost completely painted. The base cabinets have been installed. Tile is going in the restrooms. The electricians are finishing running wire. They are planning to start painting inside on Monday November 1. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING PAY APPLICATIONS RECEIVED FROM LAW CONSTRUCTION AND APPROVED BY JOINER ARCHITECTS.

Chief Harris addressed to Board that Payout #9 for LaW Construction is due. The Payouts are now only for the remodel of Station 46. The total amount due is \$279,134.70. \$150,000 of it is for roofing materials. \$46,000 is for labor. The rest is mainly drywall, plumbing, and the electric duct heaters. Mr. **GIVENS** made a Motion, seconded by Ms. **HOEKSTRA** to approve the payment for LaW Construction in the amount of \$279,134.70 for the ninth 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 October as of the date of the meeting. 232 calls were in our territory, 16 calls were mutual aid, and 19 calls were in District 19. The average response time during the period was six (6) minutes and forty-six (46) seconds.

Chief Harris provided an update on Opticom. The interlocal agreements with Harris County and the Texas Department of Transportation are now complete. Hardware for the last truck will be installed on October 27. The intersections are currently being worked on. He hopes that they will be finished next week.

- b. Fleet, equipment and stations report.

Chief Harris informed the Board that Tower 26 returned today from Cummins. After the GIT install, the truck will go back to Siddons Martin for a waterway installation. He hopes to have Tower 26 back in service late next week. All other apparatuses are in service.

- c. Administrative report.

No administrative report was provided.

A Motion was made by Mr. **GIVENS**, seconded by Ms. **TODD** to accept the report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

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

Mr. Lessor advised the Board that he decided that ManageEngine was the best company to move forward with for a network management software. After review, Mr. LESSOR made a Motion, seconded by Ms. HOEKSTRA to approve the expenditure of the quoted price \$3,942.00 from ManageEngine. 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.

Chief Harris first presented a quote to the Board from "Harris County ESD No. 46" for five new portable radios and their accessories for \$4,471.50. Mr. GIVENS made a Motion, seconded by Ms. TODD to approve the expenditure of the quoted price \$4,471.50 from "Harris County ESD No. 46". The Motion was approved by a vote of 5 to 0.

Chief Harris then presented a quote from "United Tool and Fastener" for extrication and driver gloves for \$7,692.00. Ms. TODD made a Motion, seconded by Mr. LESSOR to approve the expenditure of the quoted price \$7,692.00 from "United Tool and Fastener". The Motion was approved by a vote of 5 to 0.

Mr. Ira Coveler asked what measures were being taken for hoods after a firefighter was injured. Assistant Chief Sterkx advised him that those hoods are out of service. They will be using layered hoods.

Chief Harris next presented two quotes from "Benjamin Landscaping" for landscaping at the front of Station 36. One option is \$28,784.44. The second option is \$30,157.32. The difference between the two options is the amount of materials being used. Mr. Tucker wants to consult with Facilities Manager Heather Schwalbach before making a decision. Tabled.

Chief Harris also presented a \$5,300.00 quote from "Pro Structures of Huffman" for a facilities storage building. He advised that we would need pavers to have the building be above ground. The building will also need to be insulated. After discussion, a Motion was made by Ms. HOEKSTRA, seconded by Ms. TODD to approve the expenditure of the quoted price \$5,300.00 from "Pro Structures of Huffman". The Motion was approved by a vote of 5 to 0.

Chief Harris informed the Board that there are generator issues at Station 26 and Station 36. At Station 26, someone has to manually turn the generator on and off in order for it to work. At Station 36, the transfer switch has gone bad. It is estimated to cost a little under \$10,000 to replace. He is considering filing a claim on it after consulting with insurance.

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 Ms. Schwalbach is at her annual conference this week. No action taken.

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

Chief Harris briefly noted to the Board that he is currently working on the policies and procedures. No action taken.

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 Lessor claimed \$750. Commissioner Hoekstra claimed \$450. Commissioner Givens and Commissioner Todd each claimed \$150. A Motion was made by Mr. LESSOR, seconded by Ms. HOEKSTRA to approve payments for Commissioners TUCKER, LESSOR, HOEKSTRA, GIVENS, and TODD. 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 NOVEMBER 23, 2021.

No specific items were requested for inclusion on the November meeting agenda. Mr. Coveler was instructed to prepare the meeting notice after Thanksgiving and for the November meeting to be held on November 30, 2021.

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 8:06 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 8:09 P.M.



Martha Serna
Assistant Secretary Treasurer