

**MINUTES OF THE SEPTEMBER 28, 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, September 28 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 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, District Accountant, Rich Majeres (left at 7:27 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 first reviewed special meeting minutes needing clarification for the auditor. Thereupon after review, a Motion was made by Ms. **TODD**, seconded by Ms. **HOEKSTRA** to approve the revised special meeting minutes for August 3, 2020, August 12, 2020, and August 19, 2020. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next reviewed minutes for meetings held on July 27, 2021 and August 24, 2021. After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve the special meeting minutes for July 27, 2021 and the regular meeting minutes for July 27, 2021 and August 24, 2021. After discussion, the Motion was approved by a vote of 4 to 0.

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. Mr. Tucker requested Ms. Schwalbach to ask Robin with HdL if she sees the same trends that we have with other clients. 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 estimated amount remaining 2021 Sales Tax Collections is \$1,425,000. The current cash balance is \$10,583,836. The estimated amount remaining 2021 Property Tax Collections is \$0. The estimated payroll costs to be reimbursed is \$310,000. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2021 Donations/Other is \$44,195. The Remaining 2021 Budget Expenses is \$3,736,029. The projected cash reserve 12/31/2021 is \$7,618,958. The total debt service outstanding as of 8/24/2021 is \$13,434,625. The total amount of liabilities and equity is \$10,583,835.54. After discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** 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 addressed District bills paid prior to the meeting totaling to \$44,648.12. This included the Chase Credit Card payment of \$5,856.12.

The Board also addressed District bills totaling to \$103,699.41 for them to approve. Major items included:

- Siddons Martin: \$36,320.88 for Engine 46's air leak, Engine 26 heater, Tower 26 repairs, and Engine 36 repairs
- Pulk & Co: \$15,802.10 for August & September Retainer, laptops, miscellaneous computer supplies and miscellaneous radio supplies

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 MATTERS RELATED TO THE RENOVATION OF STATION 26 AND STATION 46, INCLUDING THE CONSIDERATION OF ANY CHANGE ORDERS PRESENTED AT THE MEETING.

Ms. Schwalbach first provided an update regarding the renovation progress of Station 26. Chad from Joiner will re-walk the punch list on 9/29/2021 or 9/30/2021. If that goes well, we will move back into Station 26. She plans to move in on October 5 in order to be operational by October 8.

Ms. Schwalbach next updated the Board about the renovation progress of Station 46. Most of the metal studs have been set up. The roof is almost complete. Plumbing and electrical inspections will be done next week. 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 #8 for LaW Construction is due. The total amount due is \$136,418.10. The bulk of this payment is for general conditions, the main sewer replacement, and electrical building materials. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the payment for LaW Construction in the amount of \$136,418.10 for the eighth 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 236 calls for the month of October as of the date of the meeting. 198 calls were in our territory, 21 calls were mutual aid, and 17 calls were in District 19. The average response time during the period was seven (7) minutes and four (4) seconds.

Chief Harris provided an update on Opticom. The interlocal agreement with Harris County is complete. He is waiting on the interlocal agreement with the Texas Department of Transportation.

Chief Harris informed the Board that we are waiting on \$600,000 from the California deployments. It should arrive soon. He also advised them that three firefighters were deployed to Del Rio last week for 4 days.

- b. Fleet, equipment and stations report.

Chief Harris informed the Board that Tower 26 is scheduled to return from Cummins this week but, it will need to go back to Siddons Martin for a waterway installation. He hopes to have Tower 26 back in service late next week.

- c. Administrative report.

Chief Harris advised the Board that the Fleet Manager Patrick Masters has resigned.

Human Resources Manager Megan Puri provided the Board with an update in regards to the personnel in the department.

Mrs. Puri also requested that the Board change the 30 years TCDRS plan to 20 years instead. If approved, the District will contribute 9.45% monthly to the TCDRS account.

District Counsel Ira Coveler and Mr. Tucker agreed to review and choose questions to create a survey for the firefighters to take.

A Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **LESSOR** to accept the report as presented as well as change the TCDRS plan to 20 years. 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.

Mr. Lessor advised the Board that the Information Technology Committee met up and discussed a few matters. The committee established a new method for connecting VPN connections. Mr. Lessor will test out those connections on the laptop he received after the meeting. The committee made progress on network documentation. The committee wants to understand the systems and make sure we everything is protected.

Mr. Lessor would like the District to use a network management software. He presented a quote of \$4,390 from ManageEngine as a possible option.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the expenditure of up to \$5,000 for a network management software pending the District's Information Technology Committee's decision on which company to use. 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.

Chief Harris provided a first draft of the District's 2022 Budget to the Board. A special meeting was then scheduled to further discuss next year's budget on October 6, 2021 at 6:30 pm. 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 informed the Board that during Tropical Storm Nicholas, water came in through the dayroom window at Station 16 on the firefighter's side. The window will need to be re-caulked.

Ms. Schwalbach also informed the Board that she spoke to the arborist about a way to provide privacy at Station 16 now that there is a truck stop being built next to it. The arborist suggested planting Carolina Laurel Cherry trees along the property line. They grow 15-20 feet tall, are evergreen, and native to Texas. Mr. Tucker asked Ms. Schwalbach if she could ask the arborist for a few different types of tree suggestions.

Chief Harris presented two (2) quotes.

1. "Texas Premier Communications" quote for 2 VHF Radios with their accessories: \$4,289.10
2. "Daco Fire Equipment" quote for 100 majestic fire apparel hoods, 12 sets of new gear coats and pants : \$53,929.84

After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **TODD** to approve the expenditure of the quoted prices from Texas Premier Communications and Daco Fire Equipment. 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 about training classes that are not being taught in house. Three people will be attending an Advanced Structural Collapse course October 4-8. Seven people will be attending the Wildland Fire School in Bastrop on various days between October 9 and October 21. 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 Todd claimed \$150. Commissioner Tucker claimed \$450. Commissioner Hoekstra claimed \$300. Commissioner Lessor claimed \$1,350. Commissioner Lessor also claimed \$1,273.58 for going to the SAFE-D conference. After review, a Motion was made by Mr. LESSOR, seconded by Ms. HOEKSTRA to approve payments for Commissioners TODD, TUCKER, HOEKSTRA, and LESSOR. 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 October 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.

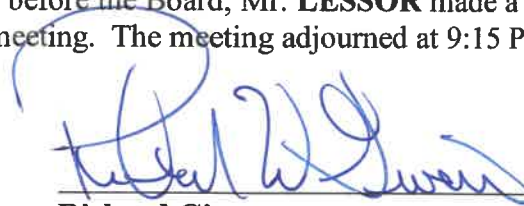
The Board entered Closed Session regarding personnel matters at 8:54 p.m., and returned to Open Session at 9:14 p.m.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.

Following closed session, a Motion was made by Ms. **HOEKSTRA**, seconded by Ms. **TODD** to approve modifying the title of the position held by Katie Maciejewski. The new title for Ms. Maciejewski shall be Accounting Coordinator. After discussion, the Motion was approved by a vote of 4 to 0.

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 9:15 P.M.



Richard Givens
District Secretary