

**MINUTES OF THE JANUARY 22, 2018 MEETING OF THE
GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

A Meeting was duly called of the **GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**, which was held on January 22, 2018 at **Santa Fe Fire and Rescue Station 1**, 13112 Highway 6, Santa Fe, Texas.

The Meeting was called to order at 6:03 p.m. by President **JASON TABOR**. Those Commissioners present were **JASON TABOR**, **KEVIN O'BRIEN** and **SHARON FREE**. Also present were Fire Chief **TOMMY ANDERSON** from Santa Fe Fire and Rescue, as well as District Counsel **ADAM J. TABAK**, of **Coveler & Peeler, P.C.** Commissioner **KEITH GRAY** did not attend and Commissioner **ANDY MCDONALD** was not present at the start of the meeting.

A quorum being present, the meeting proceeded.

Mr. **TABOR** opened the floor for public comment. No members of the public being present, nothing was offered. The Board moved on to the next item of business.

The Board addressed item 2, to review and take action to approve the Minutes of prior meeting(s). Mr. **O'BRIEN** moved to approve the minutes from the December 2017 meeting as presented. Ms. **FREE** seconded the motion. By a vote of 3 to 0, the motion carried.

The Board next addressed item 3, to review and take action on engagement of Auditor to prepare District 2017 Audit. Mr. **O'BRIEN** made a motion to authorize the auditor to move forward with the 2017 audit. Ms. **FREE** seconded the motion. By a vote of 3 to 0, the motion carried.

At this time, Commissioner **MCDONALD** arrived and joined the meeting. The board then addressed item 4, to review and take action to retain the law firm Coveler & Peeler, P.C. to serve as District Counsel. Adam Tabak presented an engagement letter to the Board. After a brief discussion, Ms. **FREE** made a motion, seconded by Mr. **MCDONALD**, to retain Coveler & Peeler. The motion carried by a vote of 4 to 0.

The Board then addressed item 5, to review and take action to retain Ham, Langston & Brezina, LLP to serve as District bookkeeper. The Board tabled this item until the next meeting.

The Board took no action on item 6, to review and take action on the financial matters of the District. The monthly financial report for the period ending

December 31, 2017 prepared by the District bookkeeper reflected income of \$516,628 from ad valorem taxes as well as interest income in the amount of \$40.36. As of December 31, 2017, the District possessed \$762,567.54 in checking account #2, \$20,000.00 in the primary checking account, as well as a CD at Texas First Bank in the amount of \$318,759.49. In addition, \$0.99 was held in reserve for the Department. In total, the District held \$1,101,327.03 in cash and cash equivalents. In addition, the District was presented with five payments to make.

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| 1. Commissioner Andy McDonald | \$46.17 |
| 2. Commissioner Jason Tabor | \$46.18 |
| 3. Coveler & Peeler, P.C. (Legal: December) | \$1,227.41 |
| 4. Ham, Langston & Brezina, L.L.P. (Bookkeeping) | \$725.00 |

The Board continued on to item 7, to receive a monthly report from Santa Fe Fire and Rescue. Chief **TOMMY ANDERSON** presented the Department's December report. During the month of December, the Department responded to 46 fire and 93 EMS calls. Throughout 2017, EMS responded to 1,979 calls. For the month of December, the department collected \$28,515.48 from EMS billing. As of December 31, 2017, the Department collected \$433,335 for the year, a significant reduction from the \$597,159 collected in 2016. The Chief went on to explain that the Department ceased responding to EMS mutual aid calls requested by Alvin during the night shift. They made this decision because the Department has only a single ambulance on duty at that time. Calls to and from Alvin leave no ambulance for the District for an extended period of time while most of the calls are disregarded and handled by a another ambulance before the Department arrives on scene. The Board took no action on this item.

The Board then addressed item 8, the payment of operations funding. For the month of December, the Department requested a payment of \$102,591 for the reimbursement of expenses incurred for monthly operations. This total amount was comprised of a request for \$71,165 for the recurring monthly allocation in addition to annual payments made to VFIS for renewal of the Department's insurance policies. Mr. **MCDONALD** made a motion to approve the requested payment. Ms. **FREE** seconded the motion. The Motion carried by a vote of 4 to 0.

The Board next addressed item 9, to review, discuss and take action on the District's 2018 investment policy and the district's investments. Ms. **FREE** made a motion to adopt the policy as presented. Mr. **MCDONALD** seconded the motion.

By a vote of 4 to 0, the motion carried. Next, Mr. **O'BRIEN** made a motion to appoint **Commissioner FREE** as the Investment Officer. Mr. **MCDONALD** seconded the motion. By a vote of 4 to 0, the motion carried. The Board signed an order implementing the policy and appointing **Commissioner FREE** as the Investment Officer.

The Board moved on to item 10, to review, discuss and take action on submittals received from the District's Commissioners seeking compensation as permitted by Texas Health & Safety Code §775.038. Mr. **MCDONALD** made a motion to approve the monthly compensation benefits to the Commissioners. Mr. **O'BRIEN** seconded the motion. By a vote of 4 to 0, the motion carried.

The Board took no action on item 11, to review, discuss and take action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health & Safety Code §775.251.

The Board took no action on item 12, to review, discuss and take action on the renewal of the service contract with Santa Fe Fire & Rescue.

The Board set the next regular meeting for Monday, February 26, 2018, at 6:00 p.m.

There being no further business brought before the Board, upon Motion made by Mr. **TABOR** and seconded by Mr. **MCDONALD**, the meeting adjourned at 6:59 p.m.

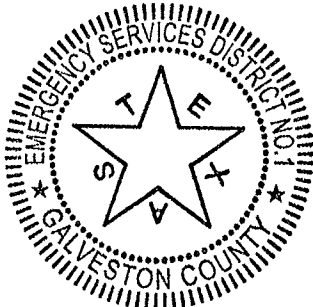
Secretary of the Board


NOTICE OF MEETING
GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1

Notice is hereby given that the Board of Commissioners of the **GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1** will hold a meeting on **Monday, January 22, 2018 at 6:00 P.M.** at the Offices of the **Santa Fe Fire & Rescue Station 1, 13112 Highway 6, Santa Fe, Texas.**

The District will consider and may act upon the following matters:

1. To receive public comment.
2. To review and take action to approve the Minutes of prior meeting(s).
3. To review and take action on engagement of Auditor to prepare District 2017 Audit.
4. To review and take action to retain the law firm Coveler & Peeler, P.C. to serve as District counsel.
5. To review and take action to retain Ham, Langston & Brezina, L.L.P. to serve as District bookkeeper.
6. To review and take action on financial matters of the District.
7. To receive a monthly report from Santa Fe Fire and Rescue.
8. To review and take action on the payment of operations funding pursuant to year 2018 budget and service agreement with Santa Fe Fire & Rescue.
9. To review, discuss and take action on the District's 2018 Investment Policy and the District's investments.
10. To review, discuss and take action on submittals received from the District's Commissioners seeking compensation as permitted by Texas Health and Safety Code §775.038.
11. To review, discuss and take action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
12. To review, discuss and take action on the renewal of the service contract with Santa Fe Fire & Rescue.
13. To set meeting date for February 2018.
14. Adjournment.





ADAM J. TABAK, ATTORNEY
GALVESTON COUNTY EMERGENCY
SERVICES DISTRICT NO. 1
820 Gessner, Suite 1710
Houston, Texas 77024
Telephone: (713) 984-8222
Facsimile: (713) 984-0670