

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**  
**11900 Cypress North Houston**  
**Cypress, Texas 77429-5948**  
**281 894-0151**

**MEETING AGENDA**

**Monday, August 23, 2021, 6:30 P.M.**

Call to Order

To receive comments from the public

Information Items:

- A. Fire Department Report
- B. Staff Report
- C. Treasurer Report

Action Items:

1. To review, discuss and take action regarding matters related to the sale of the District's Property located on Huffmeister.
2. To review, discuss and take action regarding matters related to the public relations of the District and receive a report from Touchstone District Services.
3. To review, discuss and take action regarding a boundary problem at the Station 25 property.
4. To review, discuss and take action regarding the construction and development of Station 25 including the approval of any pay applications presented.
5. Discuss, review, and approve service contract with TexasPGB for MS365 implementation services including migration to MS One Drive.
6. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
7. To review, discuss, and take action on dispatch services.
8. To discuss, review, and approve actions necessary for provision of EMS services in conjunction with HCESD#11.
9. To review, discuss and approve ordering a new 2022 F-350 in 2021 to be received and paid in 2022.
10. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
  - a. Sell reception desk to Spring/Klein Chamber of Commerce for \$10.00.
11. To review, discuss and approve upcoming Purchase Orders.

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**Meeting Agenda August 23, 2021 continued**

12. To pay District bills, ACH withdrawals and transfers for payroll as well as any other checks that are presented at the meeting.
13. To review and approve the Harris County E.S.D. No. 13 Financial Statements of July 31, 2021, as presented.
14. To consider approval of the minutes from the meetings held on July 26, 2021.
15. To review, update, and approve District and personnel matters and policies.
  - a. Travel Reimbursement Policy revision
  - b. FMLA revision
16. To review, discuss and take action on any District matters which need to be included on the September 2021 meeting agenda.
17. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
18. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
19. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
20. To take action on matters considered following any closed session meetings.

Adjourn.