

MINUTES OF JANUARY 13, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Wednesday, January 13, 2021.

CALL TO ORDER.

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Present
David Parker	Present
Kenneth Latimer	Absent
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, L.P., and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public comment though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis explained that the invoice for LifeScan was billed in August, paid in November and the check signed in January 2021. The transaction was noted in the 2020 year-end report. A Motion was made by Mr. **Parker** seconded by Mr. **Escott** to approve the Treasurer's report as presented. The Motion passed 4 to 0.

Melanie Davis and Mr. Coveler next discuss the need for the District to issue 1099s. It appears that there may have been some 1099s missed in the past. This is a service that Better Bookkeepers, Inc., is not currently providing to the District, but can provide it going forward. Following a discussion of the issue, Mr. **Parker** then made another Motion to authorize Better Bookkeepers, Inc., to issue the District 1099's for 2020. Mr. **Escott** seconded the Motion. The Motion passed 4 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$245,568.15 for payroll and (2) \$24,127.35 for District administrative expenses. There was no requirement for an operations transfer at this meeting. Mr. **Escott** made a Motion, seconded by Mr. **Parker** to approve the transfer of funds as presented. The Motion passed 4 to 0.

Next, a Motion was made by Mr. **Escott** seconded by Mr. **Parker** to approve payment of the District bills as presented. The Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., for more detailed information. Mr. Morgan announced to the Board that he would notify Mr. **Latimer** of the requested transfers.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A REMODEL OF THE STATION 11 LOBBY AREA.

Ricardo Martinez of Martinez Architects presented an update on the remodel. He stated that Harris County has the plans under review, but that the County is running behind. A bid solicitation for contractors will be released on January 18, 2021 with a deadline to respond by February 2, 2021 for receipt of proposals. Selection of a contractor will be decided at a special meeting to be held the week of February 15th, but the date is yet to be determined.

Mr. Martinez also stated that the 11-month walk through for Station 12 is scheduled for January 20, 2021.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Escott** to approve the Minutes from the District's regular meeting held December 3, 2020. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON ENGAGEMENT OF MCCALL GIBSON SWEDLUND BARFOOT PLLC TO PREPARE DISTRICT'S 2020 AUDIT.

A Motion was made by Mr. **Parker** to authorize McCall Gibson Swedlund Barfoot PLLC to prepare the District's 2019 audit, within 3% of last year's fee. Mr. **Escott** seconded the motion. The motion passed 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month was again slower as the Department responded to ninety-six (96) calls the previous month of which 45% were EMS calls. The Department received mutual aid on three (3) calls and provided mutual aid on nine (9) calls. There were twenty-one (21) overlapping calls. The average response time of the in-District

emergency and non-emergency calls was 5:51 minutes and 5:26 minutes for in-District emergency calls only.

Chief Shelor reported the passing of TCFP with no issues. The Board held a discussion regarding Cypress Creek EMS and Harris County ESD No. 11.

After review, a Motion was made by Mr. **Parker**, seconded by Mr. Escott to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON A QUOTE FOR NEW RESCUE TOOLS RECEIVED FROM METRO FIRE APPARATUS SPECIALISTS, INC.

Fire Chief Dan Shelor reviewed the new tool option from Holmatro at a cost of \$26,198. A Motion was made by Mr. **Hogue** seconded by Mr. **Escott** to approve the purchase of tools from Holmatro not to exceed \$30,000. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

Chief Shelor presented information about a Fire Chief 2nd in Command Class for a fee of \$1,200. After review, A Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to approve payment for Farand Hardy's attendance as requested by Chief Shelor. The Motion passed 4 to 0.

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

Discussion was held regarding the amendment of 9.0 Retention Pay and Article 11 as well as the adoption of TCDRS retirement allowance and uniform allowance. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the adoptions and amendments as presented. The Motion passed 4 to 0. Please see the red-lined report prepared by Chief Shelor for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATION OR RELATED FACILITIES.

No requests were received by the Board.

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 received by the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR FEBRUARY 4, 2021.

The next regular meeting is tentatively scheduled for Thursday, February 4, 2021, to commence at 4:00 p.m. A line item pertaining to Health and Safety Code §775.038 authorizing Commissioner compensation for work performed in service to the District will be placed on the agenda.

A special meeting is scheduled for Thursday, February 18, 2021, to commence at 11:00 a.m. The agenda will address selection of contractors for the remodel of Station 11 lobby.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:44 P.M. The motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on April 1, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____

David Parker
District Secretary

**MINUTES OF FEBRUARY 4, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, February 4, 2021.

CALL TO ORDER.

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Present
David Parker	Absent
Kenneth Latimer	Present
Bill Hogue	Absent

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., and Nicole Pierce of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public comment though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. A Motion was made by Mr. **Latimer** seconded by Mr. **Escott** to approve the Treasurer's report as presented. The Motion passed 3 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$31,033.44 for operations; (2) \$275,838.71 for payroll; and (3) \$17,937.08 for District administrative expenses. A Motion was made by Mr. **Escott** seconded by Mr. **Latimer** to approve the transfer of funds as presented. The Motion passed 3 to 0.

Ms. Davis presented the Board with the District bills for approval, including one to Coverler & Peeler, P.C. for legal fees in the amount of \$10,825.00; and one related to three (3) months of COBRA in the amount of \$5,745.00. She also advised that there was check to Metro Fire in the amount of \$31,761.00 and one to Cypress Creek EMS in the amount of \$20,000.00 that Chief Shelor related the Board to approve but that he would hold until the agreement has been approved by CCEMS. A Motion was made by Mr. **Latimer** seconded by Mr. **Escott** to approve payment of the District bills as presented. The Motion passed 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE SELECTION OF A CONTRACTOR TO REMODEL THE STATION 11 LOBBY AREA.

No action taken.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled review of the prior meeting Minutes.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that for the month of December, the Department responded to 113 calls of which 35% were EMS related calls. Mr. **Escott** asked if the Department still sends out false alarm letters. Chief Shelor stated that "yes" the Department sends out false alarm letters for repeat calls. Mr. **Morgan** asked why the decrease in EMS calls since before the pandemic the EMS calls were closer to 50%. Chief Shelor stated that the decrease in EMS calls is due to changes in dispatching protocols related to the pandemic and that a fire truck is not always requested on each call which has decreased the EMS calls for the Department. He reported that there was twelve (12) overlapping calls. The average response time of the in-District emergency and non-emergency calls was 5:51 minutes and 5:53 minutes for in-District emergency calls only. He reported that there were three (3) major incidents for the month, which one was an apartment kitchen fire.

Chief Shelor also presented the annual 2020 report. For the year 2020, the Department responded to 1,069 calls which was slightly down from 2019. He reported that fire calls were up but that EMS calls had slightly decreased. He reported that 40% of the total calls were EMS related. The Department received mutual aid on 38 calls and provided mutual aid on 130 calls for the 2020 year. There were 168 overlapping calls for the year. The average response time of the in-District emergency and non-emergency calls for the year was 5:47 minutes and 5:36 minutes for in-District emergency calls only for the year. Mr. **Morgan** asked why Engine 11 had so many more calls than the other engines at 475 calls for the year. Chief Shelor responded that the Department split the District and that Station 11 responds to 65% of the calls whereas Station 12 responds to 35% of the calls. He stated that is why Engine 11 had more calls than Engine 12. He also stated that Engine 10 is used as reserve engine. He stated that for the 2020 year there were two (2) civilian injuries and thirteen (13) structure fire incidents.

Chief Shelor reported on an apartment complex fire that occurred at the end of January 2021 that was started by a car fire. He reported that one firefighter and two sheriff deputies had minor (non-life threatening) injuries. Mr. **Escott** asked about an update on the work being done by the Fire Marshall and Chief Shelor provided an update and stated that the Fire Marshall is working on the map within the District.

After review, a Motion was made by Mr. **Escott**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 3 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

Chief Shelor stated that the new rescue tools have arrived and that a junkyard and wrecking company will deliver twelve (12) calls to Station 12 for the firefighters to practice the new rescue tools on. He stated the cost is \$60.00 per vehicle. He stated that the training is expected to begin tomorrow and last through next week. He requested \$720.00 for the cost of the twelve (12) vehicles. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve the \$720.00 request for twelve calls to be used by the firefighters for training and practice with the new rescue tools. The Motion passed 3 to 0.

Chief Shelor requested to attend the Texas Fire Chiefs Association Annual Conference in College Station, Texas scheduled for April 5th – 8th, 2021. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve payment for Chief Shelor's attendance as requested in an amount not to exceed \$1,200.00. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A POLICY TO IMPLEMENT HEALTH & SAFETY CODE §775.038 AUTHORIZING COMMISSIONER COMPENSATION FOR WORK PERFORMED IN SERVICE TO THE DISTRICT.

Ms. Pierce provided an overview of Health & Safety Code §775.038. She discussed that the commissioners are allowed to receive compensation in an amount up to \$150.00 per day for each day actually spent performing the duties of a commissioner, in an amount not to exceed \$7,200 for the year. She also discussed that the District has a whole can adopt such a policy but that does not mean that each individual commissioner must request/accept the compensation if they choose not to. After discussion, the Board requested to table the agenda item until the Board had the full Board to discuss and vote on this agenda item. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE ADOPTION OF A RECORDS MANAGEMENT PROGRAM AND APPOINTMENT OF RECORDS MANAGEMENT OFFICERS AND RELATED ORDERS.

Ms. Pierce stated that Mr. Coveler has requested that the District adopt a new Records Management Program in order to file a more current and updated Program with the Texas State Library and Archives Commission. Ms. Pierce requested that the Board table this agenda item for their special meeting on February 18th or for their regular Board meeting held in March. No action was taken by the Board.

TO REVIEW AND TAKE ACTION ON RECORDS DISPOSITION LOG(S) PER DISTRICT'S RECORDS MANAGEMENT PROGRAM.

Ms. Pierce stated that Chief Shelor requested that she review and dispose of any and all records in accordance with the Records Retention Schedules by the TSLAC. Ms. Pierce stated that she reviewed the documents at both Station 11 and Station 12 and has prepared the Records Disposition Logs. She requested that the Board hold on approving the Logs until after the Board adopts and files their new Records Management Program with the TSLAC. She requested that the Board table this agenda item for their special meeting on February 18th or for their regular Board meeting held in March. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Chief Shelor gave a PowerPoint presentation related to an overview of the dispatching matters. He also provided an update on the matters related to Cypress Creek EMS and Harris County ESD No. 11. There was no action required by the Board.

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

No requests were received by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATION OR RELATED FACILITIES.

No requests were received by the Board.

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.

The request to dispose of two (2) computer desktops; three (3) computer laptops and (1) security DVR was received. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the disposal of the salvage items as presented. The Motion passed 3 to 0.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR MARCH 4, 2021.

The next regular meeting is tentatively scheduled for Thursday, March 4, 2021, to commence at 4:00 p.m.

A special meeting is scheduled for Thursday, February 18, 2021, to commence at 11:00 a.m. The agenda will address selection of contractors for the remodel of Station 11 lobby. The Board also requested that the agenda items related to the approval of the Records Management Program and Records Disposition Logs also be placed on the special meeting agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

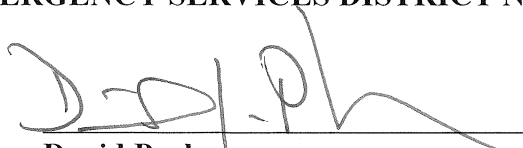
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to adjourn the meeting at 5:44 P.M. The motion passed 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on April 1, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:



David Parker
District Secretary

MINUTES OF MARCH 4, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, March 4, 2021.

CALL TO ORDER.

The meeting was called to order at 4:02 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Present
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Absent

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez and Sarah Reed of Martinez Architects, L.P., and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public comment though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted that Better Bookkeepers, Inc., would be providing an additional service to the District related to the preparation of 1099s to the District's vendors. Due to the increased services, Better Bookkeepers, Inc., was increasing its rate from \$1,500 to \$1,600 per month. A Motion was made by Mr. **Parker** seconded by Mr. **Latimer** to approve the Treasurer's report as presented. The Motion passed 4 to 0.

A Motion was also made by Mr. **Parker** and seconded by Mr. **Latimer** to approve the increased fee to Better Bookkeepers, Inc. The Motion passed 4 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$85,620.84 for operations;

(2) \$249,504.93 for payroll; and (3) \$18,202.64 for District administrative expenses. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer** seconded by Mr. **Escott** to approve the transfer of funds as presented. The Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Latimer** seconded by Mr. **Escott** to approve payment of the District bills as presented. The Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA AS WELL AS MAKE SUCH OTHER IMPROVEMENTS AS AGREED.

Ricardo Martinez of Martinez Architects, LP reviewed the design progress of the Station 11 lobby area with the Board including a discussion on the contract for same. A presentation on the look of lobby area was reviewed. Mr. Martinez relayed that the additional windows in the reception/work office will cost approximately \$3,900. This matter was further discussed and modified during the meeting. Mr. Martinez reported that a design change would be needed related to the removal of the sliding glass window in the lobby.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled review of the prior meeting Minutes.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to ninety (90) calls the previous month of which 52% were EMS calls. The Department provide mutual aid eight (8) times and received mutual aid two (2) times. Chief Shelor noted eleven (11) calls were overlapping. The average response time of the in-District emergency and non-emergency calls was 5:44 minutes and 5:26 minutes for in-District emergency calls only.

Chief Shelor then offered information pertaining to the freeze event which took place February 14th – 19th noting one hundred forty-three (143) total incidents of which five (5) were structure fires. The Department provided mutual aid on ten (10) calls during this period. Several water calls, due to broken pipes, were received and 911 calls originating as direct calls to the station. Ms. Cheryl Rogers kept the Districts VOIP phone in her possession during the freeze and provided continued assistance to the Department during the time.

Chief Shelor reported the Department's response to a major apartment fire at 1960 as well as the Department's mutual aid given to the Houston Fire Department at a large fire in northwest Houston at an aerosol/cleaner company. The tanker was on site providing water shuttle services during the entire response. The tower was also on location.

Chief Shelor shared the Fire Prevention Program underway and the thirty-one (31) inspections are being conducted by William McDugle. Chief Shelor closed his report noting Department was now staffing one (1) additional firefighter at each station.

After review, a Motion was made by Mr. **Escott**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

Chief Shelor shared that he would be attending the Grapevine Fire Chief Academy. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve payment for Chief Shelor's attendance as requested in an amount not to exceed \$2,000 for the costs of the course, a per diem and other incidental costs. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON ENTERING INTO AN AGREEMENT WITH RSB ENVIRONMENTAL FOR STORMWATER QUALITY PERMIT RENEWAL SERVICES.

The company that built the detention pond at Station 12, ECO Services, has provided a quote of approximately \$3,000 a year to provide monthly maintenance, annual inspections, clean baskets and other services for the maintenance of the pond. RSB Environmental, however, will provide the same services for \$900 per year with an annual fee of \$250 to be paid to Harris County for permit costs. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to approve the agreement with RSB Environmental as presented. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE ADOPTION OF A RECORDS MANAGEMENT PROGRAM AND APPOINTMENT OF RECORDS MANAGEMENT OFFICERS AND RELATED ORDERS.

The Board reviewed the information provided by Ms. Pierce at the February meeting pertaining to a new Records Management Program in order to file a more current and updated Program with the Texas State Library and Archives Commission. After review, a Motion was made by Mr. **Escott**, seconded by Mr. **Latimer** to adopt the new Records Management Program as presented by Counsel. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON RECORDS DISPOSITION LOG(S) PER DISTRICT'S RECORDS MANAGEMENT PROGRAM.

The Board next took action on the records disposition logs presented. Mr. Coveler stated that the board had previously met in February with Ms. Pierce from his office and that she had shared the work she, Chief Shelor and Cheryl Rogers performed to organize the records for disposal. Additionally, Mr. Coveler again reviewed with the Board the records disposition logs that had been prepared along with photographs of the boxes of records to be destroyed. Following a review of the prepared logs and a discussion of the process related to reviewing the records to be destroyed, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to dispose of the records identified in the records disposition logs as presented by Counsel. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A POLICY TO IMPLEMENT HEALTH & SAFETY CODE §775.038 AUTHORIZING COMMISSIONER COMPENSATION FOR WORK PERFORMED IN SERVICE TO THE DISTRICT.

After review, a Motion was made by Mr. **Escott**, seconded by Mr. **Latimer** to adopt a policy to implement Health & Safety Code §775.038 allowing the commissioners to receive compensation in an amount up to \$150.00 per day for each day actually spent performing the duties of a commissioner, in an amount not to exceed \$7,200 for the year. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

The Board discussed the possibility of being dispatched by CCEMS, ESD 11 as well as other options during the course of the meeting. However, no action was taken at the meeting regarding dispatch matters.

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

Chief Shelor presented a resolution related to allowing businesses to supply fire suppression services through a natural water source as opposed to a tank of other system. Following the discussion, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve a Fire Resolution regarding water supply which has been reduced to a writing in Department Policy No. 14. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

No requests were received by the Board though violations were noted for the sprinkler system at Station 12.

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.

Chief Shelor presented a listing of items to be disposed of as either surplus or salvage property. The request to dispose of eight (8) bunker coats, nine (9) pair of pants, two (2) hoods, two (2) pair of gloves and four (4) books was received. After review, Mr. **Parker** made a Motion, seconded by Mr. **Escott** to approve the disposal of the salvage items to Texas Forestry Services as presented. The Motion passed 4 to 0.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR APRIL 1, 2021.

The next regular meeting is tentatively scheduled for Thursday, April 1, 2021, to commence at 4:00 p.m. The agenda will include an item regarding engagement of Municipal Information Systems to prepare an economic report for the District.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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


ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to adjourn the meeting at 6:15 P.M. The motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on April 1, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:



David Parker
District Secretary

MINUTES OF APRIL 1, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, April 1, 2021.

CALL TO ORDER.

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present (Arrived at 4:08 p.m.)
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez and Sarah Reed of Martinez Architects, L.P., and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public. Mr. Latimer introduced two new constables.

The Board also took a moment to remember a member of the department who recently passed away. Don Stamps, who was with the Department from 2006 through 2021, passed away unexpectedly during a back surgery. The Board remembered Mr. Stamps and his service to the Department. Chief Shelor also shared some personal comments about Mr. Stamps. Everyone present recognized that the premature departure of Mr. Stamps was a tragic loss for our community.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted that the District would be receiving a credit on the workers' compensation coverage. Chief Shelor explained that the District initially prepaid the annual fee for the policy. The credit occurred when the District changed its payment method to a monthly basis. A Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve the Treasurer's report as presented. The Motion passed 3 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$46,933.87 for operations; (2) \$228,980.21 for payroll; and (3) \$12,023.84 for District administrative expenses. Mr. Hogue inquired as to how many individuals were on the payroll. Chief Shelor explained that the Department employed eighty (80) personnel, comprised of both part-time and full-time employees. Chief Shelor also shared that fifty (50) of the employees are staffed at Station 11 and thirty (30) employees are staffed at Station 12. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve the transfer of funds as presented. The Motion passed 3 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve payment of the District bills as presented. The Motion passed 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

No requests received by the Board.

DAVE PARKER JOINED THE MEETING AT THIS TIME, 4:08 P.M.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA AS WELL AS MAKE SUCH OTHER IMPROVEMENTS AS AGREED.

Ricardo Martinez of Martinez Architects, LP reviewed the design progress of the Station 11 lobby area with the Board including a discussion on the contract for same. After review, a Motion was made by Mr. **Hogue** seconded by Mr. **Latimer** to proceed with the remodel and permit Mr. Morgan to execute the related documentation on behalf of the District. The Motion passed 4 to 0.

A Motion was made by Mr. Parker seconded by Mr. Latimer to approve the additional cost of \$17,500 to modify the reception area of Station 11 install the Level II bullet protection glass in the reception area and make the other requested modifications. The Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to approve the Minutes from the District's regular meetings held January 13, 2021, February 4, 2021 and March 4, 2021. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2021.

Following a discussion, a Motion was made by Mr. **Latimer**, to adopt the same exemptions as those taken in 2020. Mr. Latimer motioned for a Homestead Exemption of 0%, an Over-65 Exemption of \$75,000 and Disability Exemption of \$100,000. Mr. **Hogue** seconded the Motion. The Motion passed 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to two hundred twenty-six (226) calls, more than double the usual call volume due to the freeze. The Department provide mutual aid twenty-one (21) times and received mutual aid seven (7) times. The estimated average response time of the in-District emergency and non-emergency calls was 6:16 though this number is not entirely accurate due to the freeze related responses. Chief Shelor relayed information on seven (7) major incidents. In addition, the Department responded to five (5) major fires including a vehicle fire and the plant fire at Hwy 249.

Chief Shelor shared that William McDugle had utilized twenty-eight (28) hours toward the Fire Prevention Program and pre-planned twenty-one (21) inspections.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

WITHOUT OBJECTION, THE BOARD MOVED TO AGENDA ITEM NO. 9:

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Mr. Coveler and Chief Shelor presented matters related to dispatch to the Board. There was discussion of several possible options including seeking a relationship with ESD 11 for dispatch services, looking for another entity to provide dispatch services to the District or standing up a new facility jointly operated by Spring Fire Department (ESD 7), Cypress Creek Fire Department (ESD 13), Klein Fire Department (provider to ESD 16), Ponderosa Fire Department (provider to ESD 28) and Champions Emergency Services District (ESD 29).

Chief Shelor and Mr. Coveler discussed the proposal received from Cypress Creek Emergency Medical Services Association (“CCEMS”) offer for funding CCEMS for dispatching services after August 2021 and the purchase of the Comm Center building located at 7111 Five Forks for a minimum cost of \$3.5 million. That proposal was rejected by all five (5) of the surrounding ESDs.

The Board of Spring Fire Department (ESD 7), Cypress Creek Fire Department (ESD 13), Klein Fire Department (provider to ESD 16), Ponderosa Fire Department (provider to ESD 28) have all approved joining together to start a new dispatch service. These different ESDs would join together under a non-profit corporation known of as Texas Emergency Communications Center, Inc. (“TECC”). Until TECC can find a permanent location, TECC will be housed out of and operate from Klein Fire Department Headquarters Building meeting room located at

16810 Squyres Road, Klein, Texas 77379. That building will be modified at a shared cost to accommodate the needs of the members of TECC.

The goal is to have TECC operation on or before the end of August 2021.

Chief Shelor next discussed the need to provide initial funding for TECC. The initial commitment from the District is \$300,000 to purchase equipment, software, modify the Klein Fire Department Headquarters Building meeting room and other expenses related to the operation of a new dispatch center for the District. Chief Shelor noted that the old FM 1960 communications center had been sold to CCEMS in 1996 and that we were heading back in that direction with this move.

After review and much discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to appoint Dan Shelor as the representative for the District on the TECC Board and to approve the \$300,000 funding commitment to TECC. The Motion passed 4 to 0.

MR. MORGAN EXCUSED HIMSELF AT THIS POINT IN THE MEETING AT 5:00 P.M., AS HE HAD ANOTHER COMMITMENT TO ATTEND TO SEPARATE FROM DISTRICT BUSINESS.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

No requests were received by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION ON POSITIVE PAY INCLUDING SPECIFIED ACCOUNTS AND DESIGNATION OF PERSON(S) TO ACCESS SAME.

Mr. Latimer presented information on Positive Pay for the District's accounts. He shared that the fee for the Positive Pay service is \$50 per month. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve Positive Pay as presented. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH DR. RON WELCH OF MUNICIPAL INFORMATION SERVICES TO PREPARE AN ECONOMIC REPORT FOR THE DISTRICT.

The Board next discussed engaging Dr. Ron Welch with Municipal Information Services regarding development of the annual report he presents to the District regarding the District's future expected values and other demographic information. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to enter into an agreement with Municipal Information Services as presented. The Motion passed 3 to 0.

TO REVIEW AND TAKE ACTION REGARDING THE DISTRICT'S DEBT OBLIGATIONS.

Mr. Coveler presented data in relation to the District's debt obligations. A discussion was also held regarding the intermittent expenses related to Station 12. Chief Shelor also made a

presentation regarding the District's financial obligations under TCDRS. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to allow up to \$250,000 to be contributed toward the TCDRS unfunded liability. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

The Board next addressed the District's 2021 Budget. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to amend the Motion to modify the District's budget to account for the contribution to TECC in the amount of \$300,000 to establish a new dispatch center in service to the District. The Motion passed 3 to 0.

Mr. **Hogue** then made a Motion, seconded by Mr. **Latimer** to increase TCDRS budget amount by \$250,000. The Motion passed 3 to 0.

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

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

The Board addressed an issue with one of the showers in which water "spills" or runs out of the encasement. After review, a Motion was made by Mr. Latimer, seconded by Mr. Hogue to add a lip to the shower, not to exceed \$3,000, to remedy the water intrusions. The Motion passed 3 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 to the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR MAY 6, 2021.

The next regular meeting is tentatively scheduled for Thursday, May 6, 2021, to commence at 4:00 p.m. The agenda will include an item regarding engagement of Municipal Information Systems to prepare an economic report for the District.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:26 P.M. The motion passed 43 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on May 6, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:


David Parker
District Secretary

MINUTES OF MAY 6, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, May 6, 2021.

CALL TO ORDER.

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez and Sarah Reed of Martinez Architects, L.P., and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Dr. Ron Welch of Municipal Information Systems was also in attendance.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted the need to fund additional monies to the Payroll Account to ensure no shortfall is experienced next month. A Motion was made by Mr. **Parker** seconded by Mr. **Hogue** to approve the Treasurer's report as presented including the funding of \$400,000 to the Payroll account. The Motion passed 4 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$386,808.04 to be transferred to the District's for operations account; (2) \$332,854.53 to be transferred to the District's for payroll account; and (3) \$23,573.45 to be transferred to the District's administrative account. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by

Mr. **Latimer** seconded by Mr. **Hogue** to approve the transfer of funds as presented. The Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve payment of the District bills as presented. The Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

No requests received by the Board. Counsel will provide Mr. Latimer with a compensation form.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA AS WELL AS MAKE SUCH OTHER IMPROVEMENTS AS AGREED.

Ricardo Martinez of Martinez Architects, LP reviewed the current design progress with the Board related to the remodel of the of the Station 11 lobby area. Mr. Martinez shared that the specific start date for the project is not known at this time. Furthermore, he added that the contractor was working on procurement of various materials before the notice to proceed will be issued. Mr. Martinez, the contractor and Chief Shelor are coordinating a phasing plan for the project so the impact to operations is minimized. The modifications the Board previously discussed to the project regarding the interior window configuration in the lobby have been issued to the contractor. Mr. Martinez stated that he expected the notice to proceed would be issued within the next thirty (30) days.

TO RECEIVE A PRESENTATION FROM DR. RON WELCH WITH MUNICIPAL INFORMATION SERVICES.

The Board next received a presentation from Dr. Ron Welch with Municipal Information Services regarding the District's future expected values and other demographic information. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to accept the report from Municipal Information Services as presented. The Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to approve the Minutes from the District's regular meeting held April 1, 2021. The Motion passed 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to ninety-nine (99) calls of

which 36% were EMS. The Department provide mutual aid eleven (11) times and received mutual aid five (5) times. The estimated average response time of the in-District emergency and non-emergency calls was 5:32. Chief Shelor relayed information on three (3) vehicle fires.

Chief Shelor shared that William McDugle continued his efforts toward the Fire Prevention Program as he had prepared thirty-seven (37) pre-plan reports within the District and the related inspections.

Chief Shelor also informed the Board that new Engine 11 had been struck by an apartment automatic gate during response to a call, but that the damage to the truck was minor and being repaired at no cost to the District.

After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION TO SELECT A VENDOR TO PROVIDE CLASS A UNIFORMS FOR THE DEPARTMENT AND TO ACQUIRE CLASS A UNIFORMS FOR THE DEPARTMENT PERSONNEL.

The Board then addressed the provision of Class A uniforms for the Department. Mr. Parker and Chief Shelor discussed the need for the Class A uniforms. Currently, when there is an event requiring Class A uniforms, Chief Shelor asks the Department Members to bring their Class A uniforms from their other jobs. The result is an inconsistent look of the Champions Fire Department. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to purchase Class A uniforms for the Department and Department personnel not to exceed \$34,000. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S INSURANCE POLICY RENEWALS.

Pat Hall with McNeil & Co., provided a summary of insurance premiums for the District's policies noting an overall premium increase of approximately 6%. A discussion was held regarding the premium increases which largely resulted from modifications to the agreed value of the District's assets. There was also a discussion of whether there were ways to decrease the District's insurance cost which now is \$87,504 per year. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the insurance policy renewal as presented. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

The attendance at the Texas Fire Chief Academy in June was previously approved by the Board.

TO REVIEW AND TAKE ACTION REGARDING THE DISTRICT'S DEBT OBLIGATIONS.

The Board held a discussion regarding the District's debt obligations though no action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

The Board next addressed the District's 2021 Budget. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to amend the District's budget to allocate \$35,000 for Class A uniforms The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Chief Shelor and Mr. Coveler informed the Board about the activities at Texas Emergency Communications, Center, Inc., and answered questions from the Board. There was no action following the discussion.

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

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

No items were presented to the Board.

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 to the Board for sale or disposal.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests were presented to the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR JUNE 3, 2021.

The next regular meeting is tentatively scheduled for Thursday, June 3, 2021, to commence at 4:00 p.m. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

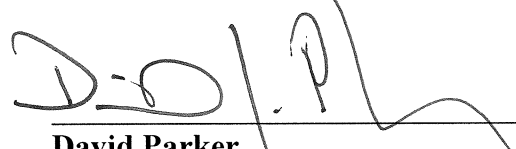
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 6:14 P.M. The motion passed 43 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on July 8, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____


David Parker
District Secretary

MINUTES OF JUNE 3, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12734 Cutten Road, Houston, Texas 77066** on Thursday, June 3, 2021.

CALL TO ORDER.

The meeting was called to order at 4:11 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Absent

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., and Nicole Pierce of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the Treasurer's report as presented. The Motion passed 3 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$79,756.90 to be transferred to the District's for operations account; (2) \$322,933.39 to be transferred to the District's for payroll account; and (3) \$14,916.72 to be transferred to the District's administrative account. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the transfer of funds as presented. The Motion passed 3 to 0.

Ms. Davis presented the Board with the District bills for approval, including a bill to HDL Companies in the amount of \$1,500.00 for the quarterly payment. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve payment of the District bills as presented. The Motion passed 3 to 0.

Mr. Latimer also discussed moving funds out of the District's Construction Account and into the District's property tax account. Following the discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to move the funds held in the Construction Account to the District's property tax account. The Motion passed 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the months of April and May for \$150 for each month. A Motion was made by Mr. **Parker**, seconded by Mr. **Morgan** to approve the compensation request. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA AS WELL AS MAKE SUCH OTHER IMPROVEMENTS AS AGREED.

Fire Chief Dan Shelor reported that the steel beams have been installed and that the concrete should be poured next week. He also reported that he has rearranged his office layout and no longer needs the additional office space that was originally planned. This change will save some money on the demolition costs for the project. No action was required by the Board.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. The Board tabled taking action on the May meeting minutes.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to one hundred nineteen (119). The Department provide mutual aid nineteen (19) times and received mutual aid two (2) times. There were nineteen (19) overlapping calls. The estimated average response time of the in-District emergency and non-emergency calls was 5:40 minutes. The average response time of the in-District emergency calls was 5:35 minutes. Chief Shelor relayed information on two (2) small fires and one (1) large fire in which there was a fatality.

Chief Shelor shared that William McDugle continued his efforts toward the Fire Prevention Program as he had conducted thirty-one (31) commercial inspections and pre-plan reports.

Chief Shelor informed the Board that the graphic company donated the new graphics, both their time and materials, being installed at the stations over the firefighter lockers. The Board requested that the Chief send the graphics company a thank you and a commemorative plaque in appreciation.

After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to accept the Fire Operations Report as presented. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PROPOSAL RECEIVED FROM LOFTIN EQUIPMENT FOR THE REPLACEMENT OF TWO (2) AUTOMATIC TRANSFER SWITCH CONTROLLERS.

Fire Chief Dan Shelor stated that there had been a lightning strike to Station 11 which caused damage to the generator transfer switches at Station 11. Both switches had to be replaced (one switch serves the ESD 11 side of the building and the other serves the Department side of the building). Chief Shelor reported that ESD 11 approved paying for the replacement cost for the automatic transfer switch controller on the EMS side. He was requesting the Board approve the cost for the automatic transfer switch controller on the fire side in the total amount of \$5,809.57. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the purchase of the automatic transfer switch controller in the total amount of \$5,809.57. The Motion passed 3 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

The attendance at the Texas Fire Chief Academy in June was previously approved by the Board. The Board discussed attendance at the upcoming SAFE-D Conference in Fort Worth in September. No action was required at this time.

TO REVIEW AND TAKE ACTION ON RECORDS DISPOSITION LOG(S) PER DISTRICT'S RECORDS MANAGEMENT PROGRAM.

Ms. Pierce presented the Board with a Records Disposition Log dated May 18, 2021 related to documents, reports and training records in preparation of the ISO study from 2007, 2011 through 2016. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the Records Disposition Log dated May 18, 2021. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Fire Chief Dan Shelor provided an update on the matters related to dispatching. He reported that the TECC meets every Friday. He reported that the bid for the modifications to be made at

the Klein Administrative Building, which will serve as the new dispatching center for TECC, was awarded to Christensen Group. Chief Shelor also presented the formula proposed for how the dispatching operations cost would be split between the Districts that comprise the TECC group (ESDs 7, 13, 16, 28 and 29) would be seventy-five percent (75%) based on each ESD's square miles and twenty-five percent (25%) based on ESD's call volume. He reported that based on this model, the District's expected annual cost for dispatching would be approximately \$85,000. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the TECC's proposed 75/25 model based on square miles and call volume as presented by Chief Shelor for the dispatching operations costs. The Motion passed 3 to 0.

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

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

Fire Chief Dan Shelor reported that some of the parking striping was coming off at Station 12, but that the company is coming back and redoing the work. No action was required by the Board.

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 to the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR JULY 1, 2021.

The next regular meeting is scheduled for Thursday, July 8, 2021, to commence at 4:00 p.m. at the Cutten Road location. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

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

No action was required by the Board.

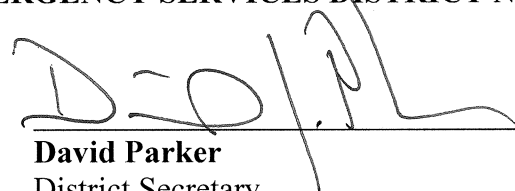
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 5:25 P.M. The motion passed 3to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on July 8, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:

A handwritten signature in black ink, appearing to read 'D. Parker', is written over a horizontal line. The signature is stylized and cursive.

David Parker
District Secretary

MINUTES OF JULY 8, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12734 Cutten Road, Houston, Texas 77066** on Thursday, July 8, 2021.

CALL TO ORDER.

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present (entered at 4:08 p.m.)

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE THE DISTRICT'S 2020 AUDIT REPORT AND TAKE ANY ACTION RELATED TO THE REPORT.

The Board tabled any action on the District's 2020 Audit.

Mr. Hogue entered the meeting at this time, 4:08 p.m.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted that the April numbers changed due to a credit received on the District's workers' compensation insurance. Ms. Davis also reported an unissued check to Construction Masters this month. Mr. Morgan asked, "How are we doing on paying bills?" Ms. Davis assured the Board that no late fees had been incurred as the invoices that were causing trouble are set up on autopay now. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the Treasurer's report as presented. After discussion, President Morgan called for a vote and the Motion passed 3 to 0 with Mr. Latimer abstaining as he was out of the room during the vote on this matter.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$140,094.53 to be transferred to the District's for operations account; (2) \$231,922.28 to be transferred to the District's for payroll account; and (3) \$16,910.19 to be transferred to the District's administrative account. Ms. Davis noted sales tax in the amount of \$263,609 received to date and .3% interest received from Bancorp back to May 1, 2021. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the transfer of funds as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve payment of the District bills as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the month of June for \$150. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After discussion, President Morgan called for a vote and the Motion passed 3 to 0 with Mr. Latimer abstaining from the vote.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Completion of the project is anticipated on October 17, 2021. Some of the phasing of the work was changed due to materials being back-ordered. Cheryl Rogers made some small modifications based on how she will use space. Mr. Martinez stated that Phase II of the renovation, which includes the lobby, downstairs offices and three (3) bedrooms upstairs had been completed. Phase III, which includes the conference room, is now the focus of the ongoing work. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve Pay Application No. 1 in the amount of \$76,901.75 and Change Order No. 1 in the amount of \$17,403.70. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to approve the Minutes from the District's regular meetings

held May 6, 2021 and June 3, 2021. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to ninety-two (92) calls for service of which thirty-five (35) were EMS-related and fifty-seven (57) were fire-related. The Department provide mutual aid nine (9) times and received mutual aid two (2) times. There were twelve (12) overlapping calls. The estimated average response time of the in-District emergency and non-emergency calls was 5:22 minutes. The average response time of the in-District emergency calls was 5:35 minutes. Chief Shelor relayed information on one (1) building fire, one (1) passenger vehicle fire and one (1) cooking fire.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to accept the Fire Operations Report as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

No action was required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Fire Chief Dan Shelor provided an update on the matters related to dispatching. He reported that the TECC meets every Friday. He reported that proposed dispatching operations cost would be approximately \$1.6 million which is high noting the District's approximate annual cost for dispatching to be \$89,000. Chief Shelor also reported on the backup of dispatching through the Cy-Fair Fire Department. He also stated that the construction at Station 11 is 50% complete. No action taken.

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

Chief Shelor provided information regarding a modified training and attendance policy for the District known of as policy 1008. A discussion was held regarding the eligibility and reimbursement requirements. Candidates are eligible for a 50% reimbursement upon Deputy Chief's approval and the training must apply to District business. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve policy 1008. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

No requests received for consideration.

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 to the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE PURCHASE OF OFFICE FURNITURE FOR TWO (2) OFFICES AT STATION 11.

Chief Shelor provided information on the about the Murphy bed frames he wanted to purchase for extra staffing events. He also provided information about L-shaped desks, office chairs and guest seating for offices. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the purchase of items presented in the amount of \$13,652.50. After discussion, President Morgan called for a vote and the Motion passed 4 to 0. Chief Shelor noted that it would be necessary to subsequently purchase mattresses as well for the Murphy beds.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE REPLACEMENT OF TABLES AND CHAIRS IN THE STATION 11 TRAINING PURCHASE OF OFFICE FURNITURE FOR TWO (2) OFFICES AT STATION 11.

Chief Shelor shared that he needed to purchase some tables and chairs as follows for Station 11 training room. He requested twelve (12) six-foot (6') tables with wheels that lock, and twenty-four (24) new chairs for the training room. He also requested eight (8) dining room chairs for the kitchen. Mr. **Parker** made a Motion to approve the purchase of tables and chairs in an amount not to exceed \$16,000, from Letourneau Interests, Inc. Mr. **Latimer** seconded the Motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Chief Shelor also stated that he wanted to have some electrical boxes installed in the floor to provide powers to the tables just approved. The estimated cost for the electrical boxes, for outlets, the coring of the floor and the related gromets is less than \$5,000. Following a discussion, Mr. Parker made a Motion, seconded by Mr. Latimer to approve the complete installation of the electrical boxes for outlets and the related coring in an amount not to exceed \$5,000. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION TO PROPOSAL RECEIVED FROM MCNEIL & CO. AND ARCH NETSAFE REGARDING CYBER-SECURITY INSURANCE.

The cost for the cyber-security insurance is \$4,087 per year. The Board will discuss once detailed information is received on the matter. No action taken.

TO REVIEW AND TAKE ACTION ON 2022 BUDGET AND 2021 TAX RATE ADOPTION PLANNING.

Mr. Coveler next explained the tax rate adoption planning. The Board took no action on the District 2022 budget and 2021 District tax rate as these items will be addressed at the District's August meeting.

TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2021.

Mr. Coveler discussed that his office would not be preparing the tax rate calculations this year but would instead be verifying the calculations prepared by the Harris County Tax Assessor-Collector's Office. Mr. **Parker** made a motion to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax calculations for 2021. Mr. **Latimer** seconded the Motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2021 TAX RATE SETTING NOTICES.

Mr. **Latimer** made a Motion to authorize District counsel to publish the necessary 2021 Tax Rate setting notices. Mr. **Hogue** seconded the motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR AUGUST 5, 2021.

The next regular meeting is scheduled for Thursday, August 5, 2021, to commence at 4:00 p.m. at the Cutten Road location. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board entered Closed Session regarding personnel matters at 5:15 p.m. and returned to Open Session at 5:27 p.m.

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

After review, a Motion was made by Mr. Parker, seconded by Mr. Latimer to fund Dan Shelor's insurance through TECC at a cost not to exceed \$1,925.00 per month. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

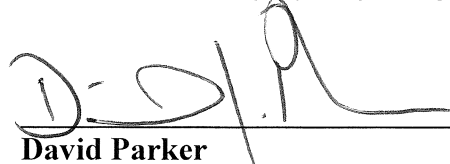
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:31 P.M. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:

A handwritten signature in black ink, appearing to read 'D. Parker', written over a horizontal line.

David Parker
District Secretary

MINUTES OF JULY 8, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12734 Cutten Road, Houston, Texas 77066** on Thursday, July 8, 2021.

CALL TO ORDER.

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present (entered at 4:08 p.m.)

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE THE DISTRICT'S 2020 AUDIT REPORT AND TAKE ANY ACTION RELATED TO THE REPORT.

The Board tabled any action on the District's 2020 Audit.

Mr. Hogue entered the meeting at this time, 4:08 p.m.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted that the April numbers changed due to a credit received on the District's workers' compensation insurance. Ms. Davis also reported an unissued check to Construction Masters this month. Mr. Morgan asked, "How are we doing on paying bills?" Ms. Davis assured the Board that no late fees had been incurred as the invoices that were causing trouble are set up on autopay now. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the Treasurer's report as presented. After discussion, President Morgan called for a vote and the Motion passed 3 to 0 with Mr. Latimer abstaining as he was out of the room during the vote on this matter.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$140,094.53 to be transferred to the District's for operations account; (2) \$231,922.28 to be transferred to the District's for payroll account; and (3) \$16,910.19 to be transferred to the District's administrative account. Ms. Davis noted sales tax in the amount of \$263,609 received to date and .3% interest received from Bancorp back to May 1, 2021. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the transfer of funds as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve payment of the District bills as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the month of June for \$150. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After discussion, President Morgan called for a vote and the Motion passed 3 to 0 with Mr. Latimer abstaining from the vote.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Completion of the project is anticipated on October 17, 2021. Some of the phasing of the work was changed due to materials being back-ordered. Cheryl Rogers made some small modifications based on how she will use space. Mr. Martinez stated that Phase II of the renovation, which includes the lobby, downstairs offices and three (3) bedrooms upstairs had been completed. Phase III, which includes the conference room, is now the focus of the ongoing work. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve Pay Application No. 1 in the amount of \$76,901.75 and Change Order No. 1 in the amount of \$17,403.70. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to approve the Minutes from the District's regular meetings

held May 6, 2021 and June 3, 2021. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to ninety-two (92) calls for service of which thirty-five (35) were EMS-related and fifty-seven (57) were fire-related. The Department provide mutual aid nine (9) times and received mutual aid two (2) times. There were twelve (12) overlapping calls. The estimated average response time of the in-District emergency and non-emergency calls was 5:22 minutes. The average response time of the in-District emergency calls was 5:35 minutes. Chief Shelor relayed information on one (1) building fire, one (1) passenger vehicle fire and one (1) cooking fire.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to accept the Fire Operations Report as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

No action was required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Fire Chief Dan Shelor provided an update on the matters related to dispatching. He reported that the TECC meets every Friday. He reported that proposed dispatching operations cost would be approximately \$1.6 million which is high noting the District's approximate annual cost for dispatching to be \$89,000. Chief Shelor also reported on the backup of dispatching through the Cy-Fair Fire Department. He also stated that the construction at Station 11 is 50% complete. No action taken.

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

Chief Shelor provided information regarding a modified training and attendance policy for the District known of as policy 1008. A discussion was held regarding the eligibility and reimbursement requirements. Candidates are eligible for a 50% reimbursement upon Deputy Chief's approval and the training must apply to District business. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve policy 1008. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

No requests received for consideration.

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 to the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE PURCHASE OF OFFICE FURNITURE FOR TWO (2) OFFICES AT STATION 11.

Chief Shelor provided information on the about the Murphy bed frames he wanted to purchase for extra staffing events. He also provided information about L-shaped desks, office chairs and guest seating for offices. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the purchase of items presented in the amount of \$13,652.50. After discussion, President Morgan called for a vote and the Motion passed 4 to 0. Chief Shelor noted that it would be necessary to subsequently purchase mattresses as well for the Murphy beds.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE REPLACEMENT OF TABLES AND CHAIRS IN THE STATION 11 TRAINING PURCHASE OF OFFICE FURNITURE FOR TWO (2) OFFICES AT STATION 11.

Chief Shelor shared that he needed to purchase some tables and chairs as follows for Station 11 training room. He requested twelve (12) six-foot (6') tables with wheels that lock, and twenty-four (24) new chairs for the training room. He also requested eight (8) dining room chairs for the kitchen. Mr. **Parker** made a Motion to approve the purchase of tables and chairs in an amount not to exceed \$16,000, from Letourneau Interests, Inc. Mr. **Latimer** seconded the Motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Chief Shelor also stated that he wanted to have some electrical boxes installed in the floor to provide powers to the tables just approved. The estimated cost for the electrical boxes, for outlets, the coring of the floor and the related gromets is less than \$5,000. Following a discussion, Mr. Parker made a Motion, seconded by Mr. Latimer to approve the complete installation of the electrical boxes for outlets and the related coring in an amount not to exceed \$5,000. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION TO PROPOSAL RECEIVED FROM MCNEIL & CO. AND ARCH NETSAFE REGARDING CYBER-SECURITY INSURANCE.

The cost for the cyber-security insurance is \$4,087 per year. The Board will discuss once detailed information is received on the matter. No action taken.

TO REVIEW AND TAKE ACTION ON 2022 BUDGET AND 2021 TAX RATE ADOPTION PLANNING.

Mr. Coveler next explained the tax rate adoption planning. The Board took no action on the District 2022 budget and 2021 District tax rate as these items will be addressed at the District's August meeting.

TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2021.

Mr. Coveler discussed that his office would not be preparing the tax rate calculations this year but would instead be verifying the calculations prepared by the Harris County Tax Assessor-Collector's Office. Mr. **Parker** made a motion to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax calculations for 2021. Mr. **Latimer** seconded the Motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2021 TAX RATE SETTING NOTICES.

Mr. **Latimer** made a Motion to authorize District counsel to publish the necessary 2021 Tax Rate setting notices. Mr. **Hogue** seconded the motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR AUGUST 5, 2021.

The next regular meeting is scheduled for Thursday, August 5, 2021, to commence at 4:00 p.m. at the Cutten Road location. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board entered Closed Session regarding personnel matters at 5:15 p.m. and returned to Open Session at 5:27 p.m.

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

After review, a Motion was made by Mr. Parker, seconded by Mr. Latimer to fund Dan Shelor's insurance through TECC at a cost not to exceed \$1,925.00 per month. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:31 P.M. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____
David Parker
District Secretary

**MINUTES OF AUGUST 2, 2021 SPECIAL MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A special meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12734 Cutten Road, Houston, Texas 77066** on Monday, August 2, 2021.

CALL TO ORDER.

The meeting was called to order at 9:13 a.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Ira Coveler of Coveler & Peeler, P.C., District legal counsel was also present at the meeting.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO PROPOSE THE DISTRICT 2022 BUDGET.

A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the proposed District 2022 Budget. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

TO PROPOSE THE DISTRICT 2021 TAX RATE.

Mr. **Latimer** made a Motion to propose a rate of \$0.10/\$100 as the District 2021 tax rate. Mr. **Parker** seconded the Motion. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2021 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.

Mr. **Hogue** made a Motion to schedule the public hearing and meeting to adopt the 2021 tax rate to be held on Monday, August 23, 2021, at 9:00 a.m., at Champions Fire Station No. 12 located at 12734 Cutten Road, Houston, Texas 77066. Mr. **Latimer** seconded the Motion. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 2, 2021.

- a. Approve an Order of Election under Texas Tax Code Section 26.07.
- b. To review and take action to hold an election jointly with other jurisdictions.
- c. To review and take action to contract with Harris County Elections Office for election services.
- d. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to call for an election on November 2, 2021, to approve an Order of Election under Texas Tax Code §26.07, to take necessary action to hold an election jointly with other jurisdictions, to take action to contract with Harris County Elections Office for election services, and to call for the District election. Following the discussion, President **Morgan** called for a vote and the Motion was approved by a vote of 4 to 0.

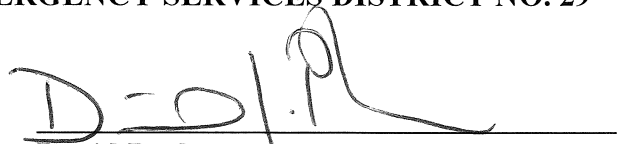
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 9:21 a.m. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on September 2, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:



David Parker
District Secretary

**MINUTES OF AUGUST 2, 2021 SPECIAL MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A special meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12734 Cutten Road, Houston, Texas 77066** on Monday, August 2, 2021.

CALL TO ORDER.

The meeting was called to order at 9:13 a.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Ira Coveler of Coveler & Peeler, P.C., District legal counsel was also present at the meeting.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO PROPOSE THE DISTRICT 2022 BUDGET.

A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the proposed District 2022 Budget. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

TO PROPOSE THE DISTRICT 2021 TAX RATE.

Mr. **Latimer** made a Motion to propose a rate of \$0.10/\$100 as the District 2021 tax rate. Mr. **Parker** seconded the Motion. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2021 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.

Mr. **Hogue** made a Motion to schedule the public hearing and meeting to adopt the 2021 tax rate to be held on Monday, August 23, 2021, at 9:00 a.m., at Champions Fire Station No. 12 located at 12734 Cutten Road, Houston, Texas 77066. Mr. **Latimer** seconded the Motion. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

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- a. Approve an Order of Election under Texas Tax Code Section 26.07.
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- c. To review and take action to contract with Harris County Elections Office for election services.
- d. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to call for an election on November 2, 2021, to approve an Order of Election under Texas Tax Code §26.07, to take necessary action to hold an election jointly with other jurisdictions, to take action to contract with Harris County Elections Office for election services, and to call for the District election. Following the discussion, President **Morgan** called for a vote and the Motion was approved by a vote of 4 to 0.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 9:21 a.m. After discussion, President **Morgan** called for a vote and the Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on September 2, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____
David Parker
District Secretary

MINUTES OF AUGUST 5, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station No. 12** located at **12734 Cutton Road, Houston, Texas 77066** on Thursday, August 5, 2021.

CALL TO ORDER.

The meeting was called to order at 4:08 p.m. by **David Parker**, Secretary.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Absent
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Brian Toldan of McCall Gibson Swedlund Barfoot PLLC, the District's auditor and Jason Hensberger with the Champions Fire Department were also in attendance.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE THE DISTRICT'S 2020 AUDIT REPORT AND TAKE ANY ACTION RELATED TO THE REPORT.

Brian Toldan of McCall Gibson Swedlund Barfoot PLLC presented the District's 2020 Audit. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 4 to 0.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$114,736.60 to be transferred to the District's for operations account; (2) \$230,729.27 to be transferred to the District's for payroll account; and (3) \$18,559.13 to be transferred to the District's administrative account. Ms. Davis noted the large sum to be transferred to the operations account due to the sizeable TECC payment of \$27,740. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve the transfer of funds as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve payment of the District bills as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the months of July for \$150. A Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to approve the compensation request. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Mr. Martinez shared that he was working of (1) finalizing the station layout, (2) have the layout reviewed and approved by the Department and the Board of Commissioners and (3) coring of the floor for the conduit runs to be made will be completed this month. Mr. Martinez stated that the downstairs is scheduled for completion by August 20th with the entire remodel to be finished in mid-October. No action taken.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of prior meeting Minutes.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to one hundred seven (107) calls for service of which 46% were EMS-related. The Department provide mutual aid eleven (11) times and received mutual aid one (1) time. There were eighteen (18) overlapping calls. The estimated average response time of the in-District emergency and non-emergency calls was 5:43

minutes. The average response time of the in-District emergency calls was 5:41 minutes. Chief Shelor stated that fire prevention was slow though Will McDugle reached out to five (5) businesses.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the attendance of four (4) individuals to attend the SAFE-D Conference in September at a cost not to exceed \$5,000. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Fire Chief Dan Shelor provided an update on the matters related to dispatching. He reported that Harris County ESD No. 11 will have an ambulance at Station 11. No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN INTERLOCAL AGREEMENT FOR DISPATCH SERVICES.

Mr. **Latimer** made a Motion to enter into an interlocal agreement with the following Emergency Services Districts for dispatch services.

Harris County ESD 7
Harris County ESD 13
Harris County ESD 16
Harris County ESD 28

Following the discussion, Mr. **Hogue** seconded the Motion. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING TERMINATION OF ANY AGREEMENTS THE DISTRICT HAS WITH CYPRESS CREEK EMERGENCY MEDICAL SERVICES ASSOCIATION DOING BUSINESS AS CYPRESS CREEK EMS..

After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to terminate any and all agreements with Cypress Creek EMS. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

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

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

No requests received for consideration.

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 to the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE REPLACEMENT OF TABLES AND CHAIRS IN THE STATION 11 TRAINING ROOM.

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON PROPOSAL RECEIVED FROM McNEIL & Co. AND ARCH NETSAFE REGARDING CYBER-SECURITY INSURANCE.

The Board tabled discussion on the cyber-security insurance.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR SEPTEMBER 2, 2021.

The next regular meeting is scheduled for Thursday, September 2, 2021, to commence at 4:00 p.m. at the Cutten Road location. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

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

No action taken.


ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:03 P.M. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:



David Parker
District Secretary

MINUTES OF AUGUST 5, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station No. 12** located at **12734 Cutten Road, Houston, Texas 77066** on Thursday, August 5, 2021.

CALL TO ORDER.

The meeting was called to order at 4:08 p.m. by **David Parker**, Secretary.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Absent
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Brian Toldan of McCall Gibson Swedlund Barfoot PLLC, the District's auditor and Jason HERNBERGER with the Champions Fire Department were also in attendance.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE THE DISTRICT'S 2020 AUDIT REPORT AND TAKE ANY ACTION RELATED TO THE REPORT.

Brian Toldan of McCall Gibson Swedlund Barfoot PLLC presented the District's 2020 Audit. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 4 to 0.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

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Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve payment of the District bills as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the months of July for \$150. A Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to approve the compensation request. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

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Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Mr. Martinez shared that he was working of (1) finalizing the station layout, (2) have the layout reviewed and approved by the Department and the Board of Commissioners and (3) coring of the floor for the conduit runs to be made will be completed this month. Mr. Martinez stated that the downstairs is scheduled for completion by August 20th with the entire remodel to be finished in mid-October. No action taken.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of prior meeting Minutes.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to one hundred seven (107) calls for service of which 46% were EMS-related. The Department provide mutual aid eleven (11) times and received mutual aid one (1) time. There were eighteen (18) overlapping calls. The estimated average response time of the in-District emergency and non-emergency calls was 5:43

minutes. The average response time of the in-District emergency calls was 5:41 minutes. Chief Shelor stated that fire prevention was slow though Will McDugle reached out to five (5) businesses.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the attendance of four (4) individuals to attend the SAFE-D Conference in September at a cost not to exceed \$5,000. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Fire Chief Dan Shelor provided an update on the matters related to dispatching. He reported that Harris County ESD No. 11 will have an ambulance at Station 11. No action taken.

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Mr. **Latimer** made a Motion to enter into an interlocal agreement with the following Emergency Services Districts for dispatch services.

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Harris County ESD 13
Harris County ESD 16
Harris County ESD 28

Following the discussion, Mr. **Hogue** seconded the Motion. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING TERMINATION OF ANY AGREEMENTS THE DISTRICT HAS WITH CYPRESS CREEK EMERGENCY MEDICAL SERVICES ASSOCIATION DOING BUSINESS AS CYPRESS CREEK EMS..

After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to terminate any and all agreements with Cypress Creek EMS. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

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

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

No requests received for consideration.

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 to the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE REPLACEMENT OF TABLES AND CHAIRS IN THE STATION 11 TRAINING ROOM.

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON PROPOSAL RECEIVED FROM MCNEIL & CO. AND ARCH NETSAFE REGARDING CYBER-SECURITY INSURANCE.

The Board tabled discussion on the cyber-security insurance.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR SEPTEMBER 2, 2021.

The next regular meeting is scheduled for Thursday, September 2, 2021, to commence at 4:00 p.m. at the Cutten Road location. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

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

No action taken.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:03 P.M. After discussion, Chairman **Parker** called for a vote and the Motion passed 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____

David Parker
District Secretary

**MINUTES OF AUGUST 23, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station No. 12** located at **12734 Cutten Road, Houston, Texas 77066** on Monday, August 23, 2021.

CALL TO ORDER.

The meeting was called to order at 9:00 a.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Escott** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting was Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT AND CONDUCT THE PUBLIC HEARING/OPEN FORUM TO ALLOW INTERESTED PARTIES TO ADDRESS THE BOARD OF COMMISSIONERS AND BE HEARD REGARDING THE PROPOSED PROPERTY TAX RATE SETTING.

The Board opened the floor for public comment though none was offered.

CONCLUDE PUBLIC HEARING ON TAX INCREASE.

The Board moved to item 3, to conclude the Public Hearing on Tax Increase.

TO ADOPT THE DISTRICT'S 2022 BUDGET.

The Board next reviewed the proposed District 2022 budget. After discussion by the Board, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to adopt the District 2022 budget as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO ADOPT THE DISTRICT 2021 TAX RATE.

The Board addressed the adoption and ratification of the District's 2021 tax rate. There was extensive discussion had by the Board regarding whether to set the District Tax Rate at the No-New-Revenue-Rate or to leave the rate unchanged at \$.10/\$100. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to adopt a rate of

\$.10/\$100 as the 2020 District tax rate. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

CANCEL THE DISTRICT'S TAX RATE ELECTION.

Mr. Coveler informed the Board that the tax rate adopted by the Board was lower than the voter approval rate and the District did not need to call for an election to adopt \$.10/\$100 as the 2021 District tax rate. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to cancel the election to be held November 2, 2021. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO DISCUSS AND TAKE ACTION WITH RESPECT TO ANY CONSTRUCTION MASTERS' PAY APPLICATIONS FOR THE STATION 11 REMODEL PROJECT.

After review and discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the transfer of funds in the amount of \$74,160 to then release payment in the amount of \$74,236.55 to Construction Masters. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE PAYMENT OF HOUSTON CHRONICLE INVOICE FOR PUBLICATION OF NOTICE OF PUBLIC HEARING ON TAX INCREASE.

The Board tabled this matter to be addressed at the District's regular meeting scheduled for September 2, 2021.

ADJOURNMENT.

There being no further business brought before the Board, the meeting adjourned the meeting at 9:38 a.m.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____
David Parker
District Secretary

MINUTES OF AUGUST 23, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station No. 12** located at **12734 Cutten Road, Houston, Texas 77066** on Monday, August 23, 2021.

CALL TO ORDER.

The meeting was called to order at 9:00 a.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Escott** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting was Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT AND CONDUCT THE PUBLIC HEARING/OPEN FORUM TO ALLOW INTERESTED PARTIES TO ADDRESS THE BOARD OF COMMISSIONERS AND BE HEARD REGARDING THE PROPOSED PROPERTY TAX RATE SETTING.

The Board opened the floor for public comment though none was offered.

CONCLUDE PUBLIC HEARING ON TAX INCREASE.

The Board moved to item 3, to conclude the Public Hearing on Tax Increase.

TO ADOPT THE DISTRICT'S 2022 BUDGET.

The Board next reviewed the proposed District 2022 budget. After discussion by the Board, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to adopt the District 2022 budget as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO ADOPT THE DISTRICT 2021 TAX RATE.

The Board addressed the adoption and ratification of the District's 2021 tax rate. There was extensive discussion had by the Board regarding whether to set the District Tax Rate at the No-New-Revenue-Rate or to leave the rate unchanged at \$.10/\$100. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to adopt a rate of

\$.10/\$100 as the 2020 District tax rate. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

CANCEL THE DISTRICT’S TAX RATE ELECTION.

Mr. Coveler informed the Board that the tax rate adopted by the Board was lower than the voter approval rate and the District did not need to call for an election to adopt \$.10/\$100 as the 2021 District tax rate. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to cancel the election to be held November 2, 2021. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO DISCUSS AND TAKE ACTION WITH RESPECT TO ANY CONSTRUCTION MASTERS’ PAY APPLICATIONS FOR THE STATION 11 REMODEL PROJECT.

After review and discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the transfer of funds in the amount of \$74,160 to then release payment in the amount of \$74,236.55 to Construction Masters. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE PAYMENT OF HOUSTON CHRONICLE INVOICE FOR PUBLICATION OF NOTICE OF PUBLIC HEARING ON TAX INCREASE.


The Board tabled this matter to be addressed at the District’s regular meeting scheduled for September 2, 2021.

ADJOURNMENT.

There being no further business brought before the Board, the meeting adjourned the meeting at 9:38 a.m.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: 
David Parker
District Secretary

**MINUTES OF AUGUST 23, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station No. 12** located at **12734 Cutten Road, Houston, Texas 77066** on Monday, August 23, 2021.

CALL TO ORDER.

The meeting was called to order at 9:00 a.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Escott** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting was Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT AND CONDUCT THE PUBLIC HEARING/OPEN FORUM TO ALLOW INTERESTED PARTIES TO ADDRESS THE BOARD OF COMMISSIONERS AND BE HEARD REGARDING THE PROPOSED PROPERTY TAX RATE SETTING.

The Board opened the floor for public comment though none was offered.

CONCLUDE PUBLIC HEARING ON TAX INCREASE.

The Board moved to item 3, to conclude the Public Hearing on Tax Increase.

TO ADOPT THE DISTRICT'S 2022 BUDGET.

The Board next reviewed the proposed District 2022 budget. After discussion by the Board, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to adopt the District 2022 budget as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO ADOPT THE DISTRICT 2021 TAX RATE.

The Board addressed the adoption and ratification of the District's 2021 tax rate. There was extensive discussion had by the Board regarding whether to set the District Tax Rate at the No-New-Revenue-Rate or to leave the rate unchanged at \$.10/\$100. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to adopt a rate of

\$.10/\$100 as the 2020 District tax rate. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

CANCEL THE DISTRICT'S TAX RATE ELECTION.

Mr. Coveler informed the Board that the tax rate adopted by the Board was lower than the voter approval rate and the District did not need to call for an election to adopt \$.10/\$100 as the 2021 District tax rate. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to cancel the election to be held November 2, 2021. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO DISCUSS AND TAKE ACTION WITH RESPECT TO ANY CONSTRUCTION MASTERS' PAY APPLICATIONS FOR THE STATION 11 REMODEL PROJECT.

After review and discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the transfer of funds in the amount of \$74,160 to then release payment in the amount of \$74,236.55 to Construction Masters. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE PAYMENT OF HOUSTON CHRONICLE INVOICE FOR PUBLICATION OF NOTICE OF PUBLIC HEARING ON TAX INCREASE.

The Board tabled this matter to be addressed at the District's regular meeting scheduled for September 2, 2021.

ADJOURNMENT.

There being no further business brought before the Board, the meeting adjourned the meeting at 9:38 a.m.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____
David Parker
District Secretary

MINUTES OF SEPTEMBER 2, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12734 Cutten Road, Houston, Texas 77066** on Thursday, September 2, 2021.

CALL TO ORDER.

The meeting was called to order at 4:09 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted \$54,000 in bills which included payments to Q4, Benchmark Insurance, McCall Gibson Swedlund Barfoot PLLC, and Station 12 Pay Application. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the Treasurer's report as presented and approval of the online payments to Home Depot and Lowe's as submitted to Chief Shelor. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$52,821.37 to be transferred to the District's for operations account; (2) \$242,772.49 to be transferred to the District's for payroll account; and (3) \$18,421.31 to be transferred to the District's administrative account. In addition, Ms. Davis requested approval of the wire transfer in the amount of \$354,102.33 for the annual loan

payment to Capital One Public Funding, LLC for Station 12 construction project. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Hogue** seconded by Mr. **Parker** to approve the transfer of funds as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to approve payment of the District bills as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the month of August for \$150. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Mr. Martinez shared that he (1) anticipated completion of the Station 11 Renovation Project to occur on or before October 17, 2021, (2) all flooring in the Station 11 upstairs is completed with the exception of the training room, (3) the fire alarm panel needs to be replaced as it was red-tagged due to deficiencies discovered during one of the construction inspections (it was determined that the panel would not pass final inspection by the Harris County Fire Marshal). The panel is no able to be repaired or upgraded due to the age of the unit. In addition, the Board reviewed (1) a purchase order for a new desk for Chief Shelor, (2) a request for the cubicles to be disposed of as they are beyond their useful life, (3) a proposal to replace the stair edging with metal right angle piece which is a better product and will reduce the trip hazard on the station stairs and (4) a proposal to add a call button to the station's front door. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve payment in the amount of \$9,162.91 for the addition of sensors and replacement of fire alarm panel as well as approval of the other proposals and items requested. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of prior meeting Minutes.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to one hundred six (106) calls for service including two (2) house fires, one (1) apartment fire and one (1) hotel fire. Of

these calls 50% were EMS-related. The Department provide mutual aid fifteen (15) times and received mutual aid two (2) times. There were sixteen (16) overlapping calls. The estimated average response time of the in-District emergency and non-emergency calls was 5:40 minutes. The average response time of the in-District emergency calls was 5:41 minutes. Chief Shelor Chief Shelor stated that fourteen (14) businesses had been contacted under the Fire Safety/Inspection Program.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the attendance of District personnel attend the SAFE-D Conference in September, not to exceed \$3,900.00. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Fire Chief Dan Shelor provided an update on the matters related to dispatching. Chief Shelor stated that September 2, 2021 (today) was the first day of operations for the Texas Emergency Communications Center which is known of as Northcom. He stated that operations commenced at 9:00 a.m.. He shared with the Board that today marks the end of services being provided by CCEMS to any third-party provider and that only Pearland had elected to move to ECOM. He reported that Harris County ESD No. 11 has an ambulance at Station 11 and two (2) calls had occurred with ESD 11's EMS service thus far. Chief Shelor shared that the radio communication with ESD 11 is a bit awkward and that the CAD link between ESD 11 and TECC had been turned off as the ESD 11 Logis Dispatching System was crashing for some reason. No action taken.

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

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

Chief Shelor stated the need to protect the tile floors in the bathroom for which a contractor had been contacted. No action taken.

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.

Chief Shelor reported the disposal of three (3) cubicles that the Board approved earlier in the meeting.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE REPLACEMENT OF TABLES AND CHAIRS IN THE STATION 11 TRAINING ROOM.

No action taken.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR OCTOBER 7, 2021.

The next regular meeting is scheduled for Thursday, October 7, 2021, to commence at 4:00 p.m. at the Cutten Road location. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

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


A discussion was held regarding the sale of land in front of Station 12 and the need to involve Brad Dill with same.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 4:55 P.M. The motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: 

David Parker
District Secretary

**MINUTES OF SEPTEMBER 2, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12734 Cutten Road, Houston, Texas 77066** on Thursday, September 2, 2021.

CALL TO ORDER.

The meeting was called to order at 4:09 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted \$54,000 in bills which included payments to Q4, Benchmark Insurance, McCall Gibson Swedlund Barfoot PLLC, and Station 12 Pay Application. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the Treasurer's report as presented and approval of the online payments to Home Depot and Lowe's as submitted to Chief Shelor. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$52,821.37 to be transferred to the District's for operations account; (2) \$242,772.49 to be transferred to the District's for payroll account; and (3) \$18,421.31 to be transferred to the District's administrative account. In addition, Ms. Davis requested approval of the wire transfer in the amount of \$354,102.33 for the annual loan

payment to Capital One Public Funding, LLC for Station 12 construction project. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Hogue** seconded by Mr. **Parker** to approve the transfer of funds as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to approve payment of the District bills as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the month of August for \$150. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Mr. Martinez shared that he (1) anticipated completion of the Station 11 Renovation Project to occur on or before October 17, 2021, (2) all flooring in the Station 11 upstairs is completed with the exception of the training room, (3) the fire alarm panel needs to be replaced as it was red-tagged due to deficiencies discovered during one of the construction inspections (it was determined that the panel would not pass final inspection by the Harris County Fire Marshal). The panel is no able to be repaired or upgraded due to the age of the unit. In addition, the Board reviewed (1) a purchase order for a new desk for Chief Shelor, (2) a request for the cubicles to be disposed of as they are beyond their useful life, (3) a proposal to replace the stair edging with metal right angle piece which is a better product and will reduce the trip hazard on the station stairs and (4) a proposal to add a call button to the station's front door. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve payment in the amount of \$9,162.91 for the addition of sensors and replacement of fire alarm panel as well as approval of the other proposals and items requested. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

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After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the attendance of District personnel attend the SAFE-D Conference in September, not to exceed \$3,900.00. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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There was no action required at this time.

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

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

Chief Shelor stated the need to protect the tile floors in the bathroom for which a contractor had been contacted. No action taken.

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.

Chief Shelor reported the disposal of three (3) cubicles that the Board approved earlier in the meeting.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE REPLACEMENT OF TABLES AND CHAIRS IN THE STATION 11 TRAINING ROOM.

No action taken.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR OCTOBER 7, 2021.

The next regular meeting is scheduled for Thursday, October 7, 2021, to commence at 4:00 p.m. at the Cutten Road location. No specific items were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

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

A discussion was held regarding the sale of land in front of Station 12 and the need to involve Brad Dill with same.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 4:55 P.M. The motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 7, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By: _____
David Parker
District Secretary

MINUTES OF OCTOBER 7, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday, October 7, 2021.

CALL TO ORDER.

The meeting was called to order at 4:07 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Absent
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted the insurance expense appeared to be high due to the quarterly installment to McNeil/Provident. Ms. Davis relayed that she and Cheryl Rogers are cleaning up a few items on the report. Expense items include two (2) payments to Construction Masters during current cycle, LifeScan Wellness and the remaining 50% of furniture cost to LaTourneau Furniture. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the Treasurer's report as presented. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$307,690.62 to be transferred to the District for operations account; (2) \$340,071.29 to be transferred to the District for payroll account; and (3) \$16,675.10 to be transferred to the District's administrative account. Funds

provided will be applied toward the purchase of coats, pants, and gear to NAFCO as well as a new set of Personal Protective Equipment. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve the transfer of funds as presented. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve payment of the District bills as presented. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION OF THE DISTRICT'S 2021 INVESTMENT POLICY.

Mr. Coveler next presented and reviewed with the Board the District's 2021 Investment Policy. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the Resolution Regarding 2021 Review of the Adopted Investment Policy. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the month of September for \$100. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the compensation request. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Mr. Martinez shared that the project was 99% complete as some punch items remain. A list of all items to be addressed is being submitted to the subcontractor. The project will be complete on October 17, 2021 at which time the punch list will once again be reviewed. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve payment in the amount of \$75,897.64 for Pay Application No. 3 and \$92,334.50 for Pay Application No. 4. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to approve the Minutes from the District's regular meetings held July 8, 2021, August 5, 2021, and September 2, 2021, and the special meetings held August 2, 2021 and August 23, 2021. The Motion passed 3 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to one hundred fifty-two (152) calls for service of which seventy-eight (78) were EMS calls. Of these calls 52% were EMS-related resulting in a notable increase for EMS activity. The Department provided mutual aid twenty (20) times and received mutual aid seven (7) times. The estimated average response time of the in-District non-emergency calls was 5:59 minutes and 5:56 minutes for emergency calls. No major fire losses were to be reported. Chief Shelor stated that Will McDugle has applied forty (40) hours toward the Fire Safety/Inspection Program as twelve (12) businesses had been contacted.

Chief Shelor recognized that Engine 12 backed into Cy-Fair Station 9 during the funeral for Hugo Guevara so the members of Cy-Fair Station 9 could participate in the funeral service.

After review, a Motion was made by Mr. **Latimer**, seconded by Mr. Hogue to accept the Fire Operations Report as presented. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

No requests received.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

There was no action required at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO TECC DISPATCHING.

Fire Chief Dan Shelor provided an update on the matters related to dispatching. Chief Shelor stated there were no major issues to report. He did share that another dispatcher was hired though two (2) dispatcher positions remain to be filled. Chief Shelor noted that the technology portions of the center are working well. Chief Shelor also relayed that monthly TECC Board meetings would be conducted along with UAB meetings for those departments serviced by TECC. No action taken.

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

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

Chief Shelor stated the need for additional chairs and tables for the Station 11 conference room. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the purchase of chairs and tables as requested. After discussion, President Morgan called for a vote and the Motion passed 3 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.

Chief Shelor reported the following items to be disposed of as salvage property. Five (5) bookshelves, three (3) file cabinets, eleven (11) gray tables, five (5) folding chairs, sixteen (16) metal chairs, two (2) small televisions and one (1) small refrigerator. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to approve the items as presented as salvage. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE PURCHASE OF AVIGILON ACCESS CONTROL LICENSES THROUGH ASAP SECURITY SERVICES.

Chief Shelor relayed that the Door Access System is at maximum capacity for the number of doors that system can control. Additionally, the service license needs an upgrade, and the hardware server requires these additional licenses to function properly. This newer system and upgrade will provide control of the door access at both of the District stations as opposed to trying to control the Stations through two (2) different systems. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the purchase of Avigilon access control system upgrade and additional licenses through ASAP Security Services. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR NOVEMBER 4, 2021.

The next regular meeting is scheduled for Thursday, November 4, 2021, to commence at 4:00 p.m., at Station 11. Items pertaining to the purchase of election equipment and TCDRS were requested for placement on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

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 §551.074 TO DISCUSS PERSONNEL MATTERS.

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

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

No action taken.

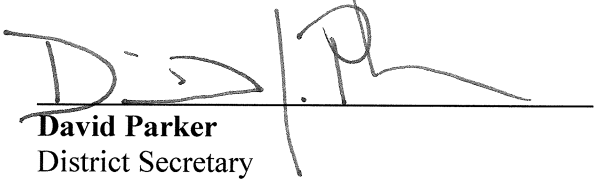
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 4:50 P.M. After discussion, President Morgan called for a vote and the Motion passed 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on November 4, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:


David Parker
District Secretary

MINUTES OF NOVEMBER 4, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday, November 4, 2021.

CALL TO ORDER.

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, Brad Dill of BD Realty Advisors, LLC, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

Brad Dill of BD Realty Advisors, LLC was present for public comment. He prepared a report for the Board to review related to the District's obligations regarding the sale of the front portion of the Station 12 property. Mr. Dill reported that the District needed to market the property pursuant to the agreement with MUD 191 to be able to obtain sales tax reimbursements related to the water and sewer lines installed at Station 12. The Board thanked Mr. Dill for attending the meeting.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis noted the reallocation of some expenses in the financial reports and made particular note of the disbursement of funds for the two (2) pay applications related to the remodel of the lobby and other construction work at Station 11. Other than these items, Ms. Davis reported that the rest of the District's bills and financial matter were related to normal and customary items. Ms. Davis stated that the District had paid its TECC expenses through December of 2021 and that the current McNeil Insurance

payments were included as expense items in the financial report. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was discussed next by the Board. Mr. **Latimer** requested approval of the following bank transfers: (1) \$50,055.78 to be transferred to the District operations account, (2) \$224,659.98 to be transferred to the District payroll account and (3) \$32,957.03 to be transferred to the District's administrative account. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Hogue** seconded by Mr. **Latimer** to approve the transfer of funds as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve payment of the District bills as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

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

Mr. Coveler next presented and reviewed with the Board the District's 2021 Investment Policy. He further explained that the 2021 Investment Policy was the same as the prior year's policy and that no modifications were being recommended by Coveler & Peeler this year. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the Resolution Regarding 2021 Review of the Adopted Investment Policy reappointing Ken Latimer as the as the District's Investment Officer. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for the month of October for \$150. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Ricardo Martinez of Martinez Architects, LP provided an update to the Board regarding the Station 11 remodel project. Mr. Martinez relayed that overall, the project appears to be in good

shape. He then presented two (2) change orders for the project. Mr. Martinez presented Change Order 5 which modified the stairs in the station removing the rubber step strip and replacing with a metal stair strip. The second change order presented, Change Order 7 modified building signage, addressed certain electrical issues, additional floor stock and modifications to the alarm system for the station. Following the presentation, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve Change Order 5 and Change Order 7, in an amount not to exceed \$11,344.50. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Mr. Martinez advised that Board that Change Order 6 does not exist as it was inadvertently skipped. Therefore, the sixth (6th) change order is Change Order 7.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to approve the Minutes from the District's regular meeting held October 7, 2021. The Motion passed 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that the previous month the Department responded to one hundred and three (103) calls for service of which 44% were EMS-related. Thirteen (13) of the one hundred and three (103) responses were overlapping calls. The estimated average response time of the in-District non-emergency calls was 5:58 minutes and 5:37 minutes for emergency calls. The Department responded to one house fire which resulted from a lightning strike to the house. Chief Shelor stated that Will McDugle has applied eighteen (18) hours toward the Fire Safety/Inspection Program and that twenty-one (21) businesses had been reviewed under the District's Fire Safety/Inspection Program.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to accept the Fire Operations Report as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

Chief Shelor requested authority to attend the Volunteer & Combination Officers Symposium (VCOS) to be held in Clearwater, Florida for a total budget of \$2,500 including airfare and room accommodations. Additionally, there was a request for Commissioner Ken Latimer to participate in the investment officer training in an amount not to exceed \$250. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the training classes as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

Chief Shelor made a presentation to the Board regarding compensation of the Department. As part of that discussion, he discussed with the Board several items within the 2022 Budget that the Board needs to review. These revisions, include the following payroll related categories:

- 1) Change the TCDRS contribution by the District to a 150% match. Chief Shelor reviewed spreadsheets with the Board and discussed the cost implication of this change. After review and discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve changing the TCDRS contribution rate to a 150% match. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.
- 2) Next Chief Shelor discussed Certification Pay. Chief Shelor provided back down on this pay rate incentive, how it is earned and qualified for and what the program costs. He requested that the Certification Pay premium be increased from 4% to 5%. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve increasing the Certification Pay premium from 4% to 5%. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.
- 3) Next Chief Shelor discussed the premium paid to firefighters who work the Weekend Shift. Currently, the weekend shift differential is an 8.33 % increase over the base rate of pay. Chief Shelor requested that the Weekend Shift premium be increased from 8.33 % to 12%. After review and discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the Weekend Shift premium pay increase from 8.33% to 12%. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.
- 4) Next Chief Shelor presented a revised rate schedule for the Engine Operator position. Chief Shelor requested that the firefighter sitting in the Engine Operator position receive a 6% premium over the normal pay rate when working as an Engine Operator. After review and discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve a 6% increase in pay for Engine Operator(s). After discussion, President Morgan called for a vote and the Motion passed 4 to 0.
- 5) Finally, Chief Shelor presented a revised "Ride-Up" rate schedule whereby the Ride-Up premiums would be changed to a 6%, 15%, 18% or 24% rate premium based upon the position being filled for the workday. After review and discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to increase Ride-Up Rates as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

The total cost implication of the changes requested by the Chief related to the above was summarized and reviewed with the Board. Chief Shelor requested that the Payroll and Operating

Budgets be modified to accommodate the approved compensation rule changes. Chief Shelor reviewed with the Board his spreadsheet showing these costs over time and the availability of additional revenue being available to fund these cost increases. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve increasing the 2022 Payroll Budget to \$3,410,000 and the total 2022 Operating Budget be increased to \$4,620,000. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MODIFICATIONS OF THE DISTRICT'S 457(B) PLAN.

The Board next received a presentation from Dustin Creager a financial advisor with Edward Jones. Mr. Creager stated that the International City/County Management Association (ICMA) is not an available option for the management of the District's 457(b) plan. He explained that under the NOVA program that the District's 457(b) plan could be managed and that the cost of the program decreases on the margin as the value of the assets in the 457(b) plan increases. Mr. Creager noted the flat annual fee for the service is \$1,500 for the ESD with a 1% fee charged to the firefighters. No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN.

Chief Shelor included as part of his presentation regarding the costs above that the District's related payroll modifications approved by the Board created a shortfall in the TCDRS funding. The Board next discussed what percentage of an unfunded liability was acceptable for the TCDRS program. At this time, the Board stated that the unfunded liability was too great and that with the changes to the plans made earlier in the meeting, the shortfall should be reset to zero. Therefore, after review and discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve a TCDRS contribution up to \$510,000 to bring fund to 100% funded. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

The Board next addressed the acquisition of new election equipment from Hart InterCivic for future District elections. Mr. Coveler explained that the District's election equipment no longer satisfies the requirements of Texas law. The new requirement is for the District's election equipment to provide a paper ballot verification of a vote, record that vote and provide a better audit tracing procedure in addition to other changes to the election system as required by Texas law. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the acquisition of new election equipment as presented by Counsel. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

There was general discussion related to the ESD pay changes and the impact that is expected on the crews. Chief Shelor shared that a truck was browned out last month due to staff being unavailable to fully staff an apparatus. The Board discussed this matter, but no action was taken. The Chief requested time to see how the recent changes would improve things at the Department. The Board did not take any additional action following the discussion.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

No action taken.

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 action taken.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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 Mr. **Hogue**, seconded by Mr. **Latimer**, 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 Morgan called for a vote and the Motion passed 4 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.

Mr. **Hogue** made a Motion to approve the imposition of additional penalty on delinquent taxes accruing prior to June 1, 2022. After discussion, Mr. **Latimer** seconded the Motion. After discussion, President Morgan called for a vote and the Motion passed 4 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 Mr. **Hogue**, seconded by Mr. **Latimer**, to approve the imposition of additional penalty on delinquent taxes accruing after June 1, 2022. After discussion, President Morgan called for a vote and the Motion passed 4 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.

Mr. **Hogue** made a Motion to approve the imposition of early additional penalty for collection costs as presented. After discussion, Mr. **Latimer** seconded the Motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR DECEMBER 2, 2021.

The next regular meeting is scheduled for Thursday, December 2, 2021, to commence at 4:00 p.m., at Station 11. No specific items were requested at the time of the meeting to be placed on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

The Board entered Closed Session to consult with legal counsel at 6:25 p.m. and returned to Open Session at 6:58 p.m.

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 regarding personnel matters.

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

Mr. **Latimer** made a Motion to approve listing the District's excess property in front of Station 12 on Cutten Road with BD Realty Advisors LLC at the sales price of \$15/foot. After discussion, Mr. **Parker** seconded the Motion. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

The Board continued discussion regarding personnel matters. The Board discussed hosting a 40th anniversary party for Hilland Hardy to be held at Perry's Steakhouse on January 5, 2022. Mr. Hent is a long time member of the Department whose contributions to the community and the Department are incalculable and the Board discussed honoring him at a reception. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer** to approve the party including a budget not to exceed \$5,000 for the event. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

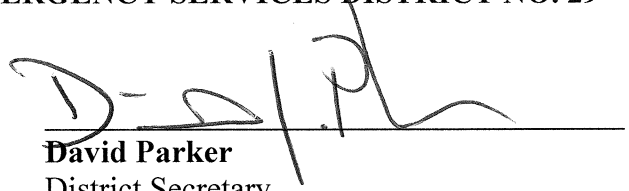
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 7:02 P.M. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on December 2, 2021.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:



David Parker
District Secretary

MINUTES OF DECEMBER 2, 2021 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday, December 2, 2021.

CALL TO ORDER.

The meeting was called to order at 4:03 p.m. by **David Parker**, Secretary and acting Chairman for the meeting.

ROLL CALL AND ESTABLISH QUORUM.

Mr. **Parker** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present (<i>Mr. Morgan arrived at 4:29 p.m.</i>)
Richard Escott	Absent
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Dustin Creager, financial advisor with Edward Jones, was also in attendance at the meeting.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public comment though none was offered.

TO RECEIVE A REPORT FROM THE DISTRICT BOOKKEEPER, TO REVIEW AND TAKE ACTION ON THE TREASURER'S REPORT.

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis stated that the October financials were normal. She noted the payments for Pay Application No. 5, Harris County Appraisal District, and ASAP Security. Ms. Davis relayed the expectation of one last pay application approximately \$37,000, balance due plus retainage, though no funds will be released until the project is completed. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After discussion, Chairman Parker called for a vote and the Motion passed 3 to 0.

TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONS, PAYROLL EXPENSES AND CAPITAL EXPENSES.

The payment of District bills and the approval of transfer of funds was discussed next by the Board. Mr. **Latimer** requested approval of the following bank transfers: (1) \$99,452.73 to be transferred to the District operations account, (2) \$811,643.09 to be transferred to the District

payroll account (includes the \$581,000 TCDRS contribution), and (3) \$19,759.23 to be transferred to the District's administrative account. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Hogue** seconded by Mr. **Latimer** to approve the transfer of funds as presented. After discussion, Chairman Parker called for a vote and the Motion passed 3 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve payment of the District bills as presented. After discussion, Chairman Parker called for a vote and the Motion passed 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for \$425.00 for training. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the compensation request. After discussion, Chairman Parker called for a vote and the Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Chief Shelor provided an update to the Board regarding the Station 11 remodel project on behalf of Ricardo Martinez of Martinez Architects. Chief Shelor presented a pay application in the amount of \$51,628.58 related to the Station 11 Lobby Project. Chief Shelor reported the chair railing previously ordered was being ordered. That replacement for the front window glass which cracked will be shipped this month and that the extra flooring is expected to be shipped around the end of December. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the pay application as presented. After discussion, Chairman Parker called for a vote and the Motion passed 3 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer** to approve the Minutes from the District's regular meeting held November 4, 2021. After discussion, Chairman Parker called for a vote and the Motion passed 3 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report and the Fire Inspection Report. Chief Shelor stated that for the month of October the Department responded to seventy (70) calls for service of which 60% were EMS-related. The call volume was down approximately 30%. The Department gave mutual aid nine (9) times and received mutual aid once. The estimated average response time of the in-District non-emergency calls was 6:11 minutes and 5:55 minutes for emergency calls. Chief Shelor reported on training taking place with ESD 11 on their equipment

as well as one hour of online training. Chief Shelor stated that Will McDugle had reviewed six (6) businesses under the District's Fire Safety/Inspection Program and had started communications with the new apartment complex on FM 1960. He also stated that the Department was participating in several public relations events. Finally, Chief Shelor relayed that the medical student group at Klein Forrest High School purchased Bundt cakes for ESD 11 and Champions personnel.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After discussion, Chairman Parker called for a vote and the Motion passed 3 to 0.

Mr. Morgan arrived at 4:29 p.m. and Chairman Parker yielded the chair to President Scott Morgan to run the remainder of the meeting.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

Chief Shelor requested authority to personally attend the Texas Fire Chief Workshop in San Antonio for a total budget of \$1,300 including conference fee, hotel accommodations, and per diem. Chief Shelor also wished to attend the TEEX Leadership Conference in San Marcos though requested funding for the conference and hotel in the amount of \$2,500. Additionally, there was a request for Cheryl Rogers to attend the administrative conference and second-in-command training at College Station for a fee of \$500.00. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the training classes as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.

The Board discussed the decrease in property tax from \$3,050,000 to \$2,950,000 and increase in sales tax from \$2,750,000 to \$3,300,000. The total revenue for 2021 was up from \$5,800,000 to \$6,251,000. Allowance for sales tax assistance from HdL in the amount of \$10,000 was also requested. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to request Chief Shelor apply changes to the District's 2021 Budget. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MODIFICATIONS OF THE DISTRICT'S 457(B) PLAN.

The Board next received a presentation from Dustin Creager a financial advisor with Edward Jones. Mr. Creager explained that under the NOVA program that the District's 457(b) plan could be managed and that the cost of the program decreases on the margin as the value of the assets in the 457(b) plan increases. Mr. Creager noted NOVA is a compliance group which verifies annual documentation with a \$1,125 total fee. Therefore, the flat annual fee for the service is \$1,500 for the ESD with a 1% fee charged to the firefighters. After review and discussion, Mr. **Parker** made a Motion, seconded by Mr. **Hogue** to approve participation in the NOVA program as presented by Mr. Creager. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN.

Chief Shelor reported the TCDRS contribution required to bring the TCDRS program to 100% funded totaled \$581,169 which was \$71,169 over the \$510,000 estimated contribution approved at the November meeting. Therefore, after review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the TCDRS update provided by Chief Shelor. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY AMENDMENTS TO THE DISTRICT'S BUDGET.

Chief Shelor requested a few changes to the 2022 Budget. He first shared that the property tax for 2022 is anticipated to be \$3,050,000 and that sales tax is estimated to be \$3,330,000. Chief Shelor stated the fee for preparation of the District Audit, previously budgeted at \$30,000 had been decreased to \$25,000. After review and discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve setting anticipated 2022 Sales Tax to \$3,330,000 and reducing the Audit cost to \$25,000. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

Discussion was held regarding the Payroll Policy modifications reflecting the changes previously approved by the Board at the November ESD meeting. The Purchasing Policy, indicating the need to provide a P.O. for any purchase over \$2,000.00, and the Debit and Petty Cash Policy were also presented. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer** to approve the policies as discussed. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.

Chief Shelor explained that the custodial contract had changed therefore bids had been solicited for a new maintenance contract. Lone Star Military Maintenance submitted a bid in the amount of \$2,514.00 per month and another bid was received in the amount of \$2,560.00 from an alternate vendor. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to accept and sign the agreement with Lone Star Military Maintenance as presented. After discussion, President Morgan 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 action taken.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR JANUARY 6, 2022.

The next regular meeting is scheduled for Thursday, January 6, 2022, to commence at 4:00 p.m., at Station 11. No specific items were requested at the time of the meeting to be placed on the agenda.

TO MEET IN CLOSED SESSION, PURSUANT TO §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 AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

The Board entered Closed Session to consult with legal counsel at 5:16 p.m. and returned to Open Session at 5:27 p.m.

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 regarding personnel matters.

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

No action taken.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:30 P.M. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on January 6, 2022.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**

By:



David Parker
District Secretary