

**MINUTES OF JANUARY 6, 2022 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, January 6, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:03 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	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. John Taylor of the public was also in attendance at the meeting.

**TO RECEIVE PUBLIC COMMENT.**

The Board opened the floor for public. John Taylor, resident of Greenwood Forest for twelve years, introduced himself to the Board. Mr. Taylor expressed his interest in the ESD as well as the Fire Department.

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022.**

The Board then reviewed and took action on calling a public election to be held on May 7, 2022 to elect two (2) commissioners to the District Board under Health & Safety Code, Sections 775.0345. The Board appointed and approved the following items: an agent for the election; an early voting clerk and deputy early voting clerk; designating election precincts and polling places; designating an early voting polling place; the form for the notice of election; any contract needed with Hart InterCivic, Inc. for services related to conducting the election; any contract with KNOWiNK for services related to conducting the election; as well as considered any additional related actions related to the election. Motion was made by Mr. Latimer, seconded by Mr. Hogue to approve the Order for the May 7, 2022 election, not to be held jointly with Harris County ESD No. 11. After further discussion, President Morgan 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. Ms. Davis stated that the insurance hit to McNeil to be unusual and relayed the webb uniform to be up. Ms. Davis noted payments for TECC health insurance for the period September 2021 to September 2022 in the amount of \$25,000, Lexipol insurance and Pay Application No. 6. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After further 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) \$93,579.80 to be transferred to the District operations account, (2) \$231,440.62 to be transferred to the District payroll account, and (3) \$19,578.11 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. **Parker** to approve the transfer of funds as presented. After further 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 further 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 REGARDING REVIEW OF THE TERMS OF THE EVERGREEN AUDIT ENGAGEMENT WITH MCCALL GIBSON SWEDLUND BARFOOT PLLC.**

Board then addressed the terms of the evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the terms of the audit engagement indicating fees between \$21,000 and \$23,000, as presented. After further 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 \$100.00 for participation in the December 2021 meeting. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After further 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.**

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 No. 6 in the amount of \$14,604.08. Chief Shelor reported that the tile in the kitchen, elevator and stairs was being installed though issues of tile popping up were being addressed. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the pay application as presented. After further 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 the Minutes of prior meetings.

**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 eighty-seven (87) calls for service. The Department gave mutual aid seven (7) times and received mutual aid twice. The estimated average response time of the in-District non-emergency calls was 5:21 minutes and 4:40 minutes for emergency calls. Chief Shelor stated that District's Fire Safety/Inspection Program had a position open, possibly as full-time. Mr. Morgan asked, "How soon are you wanting to make Fire Inspection personnel full-time?" Chief Shelor, "In the next month or so."

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After further 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 stated the Texas Fire Chief Workshop in San Antonio had been cancelled though Cheryl Rogers would still be attending the TEEX Leadership Conference, administrative conference and second-in-command training, at College Station. No action taken.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

The Board then discussed modification to the District's 2022 budget. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to amend the 2022 Budget to allocate \$250,000 to TCDRS 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 AMENDMENTS TO THE DISTRICT'S BUDGET.**

The Board next reviewed the District's 2021 budget. After review and discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to amend the 2021 Budget to reflect

a balance of \$580,000 as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON THE ENGAGEMENT OF AN ENGINEERING FIRM TO RESEARCH AND FORMULATE CURRENT DISTRICT BOUNDARIES AND TO PRODUCE A DIGITAL MAP OF THE DISTRICT'S BOUNDARIES.**

Mr. Coveler described the process involved to produce a map depicting the current boundaries of the District. 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.**

No items were presented 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.**

The Board discussed the disposal of Mr. Escott's laptop due to his demise. After review, Mr. Parker made a Motion, seconded by Mr. Latimer to dispose of the laptop. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

**TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.**

Discussion was held regarding life insurance for the commissioners in the sum of \$50,000 each. 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 FEBRUARY 3, 2022.**

The next regular meeting is scheduled for Thursday, February 3, 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 5:09 p.m. and returned to Open Session at 5:37 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.

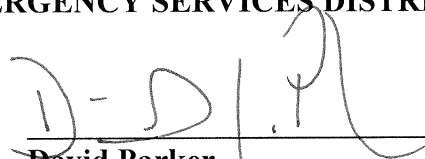
**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:38 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 February 3, 2022.

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

By:

  
\_\_\_\_\_  
**David Parker**  
District Secretary

**MINUTES OF FEBRUARY 3, 2022 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, February 3, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:01 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present <i>Arrived at 4:04 p.m.</i>

Also present at the meeting were Fire Chief Dan Shelor and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Jon Taylor and George Harlow, Jr., were also in attendance at the meeting.

**TO RECEIVE PUBLIC COMMENT.**

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

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022.**

Mr. Coveler provided an update on the election process. No action taken.

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

Mr. Latimer presented the District's financial report, prepared by Melanie Davis of Better Bookkeepers, Inc. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 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) \$114,462.63 to be transferred to the District operations account, (2) \$295,150.17 to be transferred to the District

payroll account, and (3) \$23,889.67 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. **Parker** seconded by Mr. **Latimer** to approve the transfer of funds as presented. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 3 to 0.

*Mr. Hogue arrived at this point in the meeting.*

Mr. Latimer then presented the Board with the District bills for approval. Chief Shelor discussed invoices for a tankless plumbing system and a new water heater for Station 12. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve payment of the District bills as presented. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 4 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for a more detailed presentation of the District's financial 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 2022 Investment Policy. He further explained that the 2022 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. **Hogue**, seconded by Mr. **Latimer** to approve the Resolution Regarding 2022 Review of the Adopted Investment Policy reappointing Ken Latimer as the District's Investment Officer. After discussion, President Morgan called for a vote and the Motion passed by a vote of 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 \$100.00 for participation in the January 2022 meeting. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 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.**

Chief Dan Shelor and Mr. **Parker** provided an update to the Board regarding the Station 11 remodel project. Chief Shelor stated that installation of all flooring had been completed though the chair rail was still outstanding and remained to be installed. Mr. **Parker** discussed that Pay Application No. 7 had not yet been certified by Martinez Architects, but that the request was in the amount of \$13,599.29. Chief Shelor stated that the Station 11 remodel project had passed the Fire Marshal inspection as well as the ADA inspection. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the pay application, pending certification by Mr. Martinez. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 4 to 0.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board then reviewed Minutes of prior meetings. Counsel presented the Minutes from the regular meetings held December 2, 2021 and January 6, 2022. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Minutes as presented. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 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 seven (107) calls for service of which fifty-one (51) were EMS. The Department gave mutual aid twelve (12) times and received mutual aid once. The estimated average response time of the in-District non-emergency calls was 6:05 minutes and 5:59 minutes for emergency calls. Chief Shelor stated that District's Fire Safety/Inspection Program had a position open, possibly as full-time.

Chief Shelor shared with the Board that an award was recently bestowed upon the Department related to "Operation Angel", which is the program intended to combat Human Trafficking and intervene in the victims' lives to free them from forced prostitution.

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

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the expenses related to attendance by the District Commissioners and Chief for the upcoming Safe-D conference. Such expenses are subject to the District's reimbursement policy and schedules for such events. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

The Board then discussed modification to the District's 2022 budget. Sales tax in the amount of \$104,324.51 was inadvertently paid to the ESD. The question was raised as to why HdL did not identify the overpayment. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to issue a check for \$104,324.51 to the Comptroller to return the funds received in error. After discussion, President Morgan called for a vote and the Motion passed by a vote of 4 to 0.



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

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 reported service on the water heater 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.**

No items were presented for consideration.

**TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.**

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 MARCH 3, 2022.**

The next regular meeting is scheduled for Thursday, March 3, 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. Mr. Hogue will be unable to attend the March meeting.

**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 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 to discuss personnel matters related to Chief Shelor at 5:03 p.m. and returned to Open Session at 5:23 p.m.

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

No action taken.

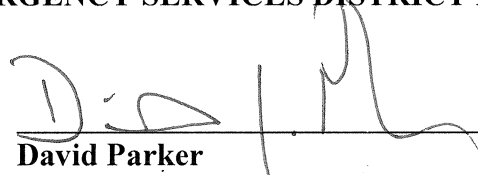
**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:25 P.M. After discussion, President Morgan called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on March 3, 2022.

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

By:

  
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**David Parker**  
District Secretary

**MINUTES OF MARCH 3, 2022 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, March 3, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:06 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Absent

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. George Harlow and Jon Taylor were also in attendance for all or a portion of this meeting.

**TO RECEIVE PUBLIC COMMENT.**

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

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022.**

Mr. Coveler provided an update on the election process. He informed the Board that two (2) new candidates have submitted their applications for a place on the May 7, 2022 ballot. Mr. Coveler reminded the Board of the early voting dates to commence on April 25, 2022 and end on May 3, 2022. No action taken.

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

Melanie Davis of Better Bookkeepers, Inc. presented the District's financial report. The most recent budget was submitted for review which reflected two (2) months of insurance disbursed in January and check written to TECC. Ms. Davis noted counsel was holding two (2) outstanding invoices from Safe Co which would be included in next month's report. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the Treasurer's report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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) \$165,197.71 to be transferred to the District operations account, (2) \$240,765.35 to be transferred to the District payroll account, (3) \$22,954.01 to be transferred to the District's administrative account, and (4) \$104,324.51 as a special sales tax transfer. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Parker** seconded by Mr. **Latimer** to approve the transfer of funds as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Mr. Latimer then presented the Board with the District bills for approval. Chief Shelor discussed invoices for a tankless plumbing system and a new water heater for Station 12. A Motion was made by Mr. **Parker** seconded by Mr. **Latimer** to approve payment of the District bills as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

**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 2022.**

After review, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to designate Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2022. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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).**

A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve compensation request(s). After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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 Dan Shelor and Mr. **Parker** provided an update to the Board regarding the Station 11 remodel project. Mr. **Parker** presented Pay Application No. 8 in the amount of \$21,010.65 certified by Martinez Architects. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the pay application as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board then reviewed Minutes of prior meetings. Counsel presented the Minutes from the regular meeting held February 3, 2022. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the Minutes as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated that the previous month the Department responded to one hundred twenty-three (123) calls for service of which fifty-eight (58) were EMS. The Department gave mutual aid twenty-two (22) times and received mutual aid five (5) times. The estimated average response time of the in-District non-emergency calls was 6:09 minutes and 5:46 minutes for emergency calls.

Chief Shelor also provided an ISO update. He reminded the Board of the request placed in May of 2020 to re-rate ESD 29, currently a Class 2/6 dual rating, due to the addition of Station 12. Chief Shelor stated that as of March 1, 2022, the re-rate had been completed and recommendation to change the Property Protection Class Rating. Chief Shelor proudly announced the ESD's new single class rating, ISO Class 1.

After review, a Motion was made by Mr. **Parker** seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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 is scheduled to attend the Texas Fire Chief Association conference in Waco. In addition, the Harris County FFA Field Day is scheduled for April 22 – 24, 2022. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the expenses related to attendance at both events, not to exceed \$16,000. Such expenses are subject to the District's reimbursement policy and schedules for such events. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action taken.

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

No action taken.

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

Discussion was held regarding group term life insurance and a bereavement policy. No action taken.

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

Chief Shelor reported a water leak at Station 11 due to the absence of epoxy-glue to join the plumbing pipes which resulted in an emergency plumber repair. 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 requested to donate nine (9) coats, nine (9) pants, one (1) pair of boots and one (1) helmet to Helping Hands. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer**, to approve the donation as requested. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

**TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.**

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 APRIL 7, 2022.**

The next regular meeting is scheduled for Thursday, April 7, 2022, to commence at 4:00 p.m., at Station 11. Items pertaining to life insurance coverage for commissioners and discussion regarding banking institutions 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 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 to discuss personnel matters related to Chief Shelor at 5:17 p.m. and returned to Open Session at 5:52 p.m.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING APPROVAL OF A RESOLUTION PURSUANT TO TEXAS HEALTH & SAFETY CODE §775.073 TO ALLOW IDENTIFIED DISTRICT EMPLOYEES TO SIGN AND AUTHORIZE THE DISBURSEMENT OF DISTRICT FUNDS IN AN AMOUNT WHICH DOES NOT EXCEED \$2,000 PER EXPENDITURE.**

Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to authorize Chief Shelor and Cheryl Rogers to sign and authorize the disbursement of District funds in an amount not to exceed \$2,000. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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


The Board then discussed Dan Shelor's compensation package, insurance coverage and extension of his employment contract for three (3) additional years. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the items pertaining to Chief Dan Shelor as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 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 5:53 P.M. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on June 2, 2022.

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF APRIL 7, 2022 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, April 7, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present (arrived at 4:15 p.m.)

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. George Harlow and Jon Taylor were also in attendance for all or a portion of this meeting.

**TO RECEIVE PUBLIC COMMENT.**

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

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022.**

Mr. Coveler presented an Amended Order for Election to the Board. Mr. Coveler explained the need to amend was due to the revision of voting precincts recently provided by Harris County. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the Amended Order for Election as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 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. presented the District's financial report. Ms. Davis explained a voided check as positive pay violation in which a new check would be prepared. Ms. Davis also noted the Loftin check had been caught by positive pay. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the Treasurer's report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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) \$47,084.20 to be transferred to the District operations account, (2) \$339,872.94 to be transferred to the District payroll account, and (3) \$24,554.60 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. **Parker** seconded by Mr. **Latimer** to approve the transfer of funds as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

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

Mr. **Hogue** entered the meeting at this time.

**TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE RECEIPT OF DOWNLOADABLE PAID-UP AND DELINQUENT REPORTS FROM THE TEXAS COMPTROLLER'S OFFICE.**

Mr. Coveler presented on this matter and explained this was a housekeeping matter to allow his office to receive these files digitally as opposed to being delivered as hard copies. After review, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve receipt of downloadable Paid-Up and Delinquent Reports from the Texas Comptroller's Office. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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).**

A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve compensation of \$150.00 to Mr. Latimer. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board tabled review of prior meeting Minutes.

**TO REVIEW, DISCUSS AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2022.**

Following a discussion of the cost of the exemptions to the District as well as the revenue effect of the exemptions granted, a Motion was made by Mr. **Parker**, to adopt the 2022 exemptions as follows:

Homestead Exemption at 0%  
Over-65 Exemption at \$100,000  
Disability Exemption at \$100,000

Mr. **Hogue** seconded the Motion. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated that the previous month the Department responded to ninety-four (94) calls for service. The estimated average response time of the in-District non-emergency calls was 6:20 minutes and 5:25 minutes for emergency calls.

Chief Shelor stated TECC has received its 501(c)(3) certification from the IRS. He continued with information on the new HAAS Alert and the purpose to alert drivers that emergency vehicles are on the road. Chief Shelor added Apple Maps and Waze to also utilizing alert systems.

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

**TO REVIEW, DISCUSS AND TAKE ACTION ON VIDEO CONFERENCE SYSTEM PROPOSAL RECEIVED FROM IEVOLVE TECHNOLOGY LLC.**

Chief Shelor provided particulars on the Video Conference System Proposal received from iEvolue Technology LLC and answered any questions presented by the Board. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the system purchase for \$4,199.98. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PROPERTY, GENERAL LIABILITY AND AUTOMOBILE INSURANCE PROPOSAL RECEIVED FROM ESIP THROUGH McNEIL & Co.**

The Board discussed the increase in the insurance proposal received from ESIP through McNeil & Co. Half of the increase is related to the cost of the District's building. The addition of another vehicle to the policy created an increase in rate as well though the remainder of the increase is strictly due the industry. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the insurance premium in the amount of \$97,393 as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE INSURANCE PROPOSAL RECEIVED FROM PROVIDENT AGENCY, INC.**

Chief Shelor presented information on the Group Term Life Insurance through Provident Agency, Inc. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to

approve Plan 1 of the insurance proposal as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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 requests were received for consideration by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action taken.

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

No action taken.

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

The Board then discussed a proposed bereavement policy for the District memorializing and reducing what is currently happening at the Department. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the bereavement policy "as-is". After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

Chief Shelor discussed a Firefighter Memorial to be created at Station 12. The Board looked at the preliminary drawings presented, and the concept was well received by the Board. Chief Shelor will present updates on this matter as it progresses. 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 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 MAY 5, 2022.**

The next regular meeting is scheduled for Thursday, May 5, 2022, though the Board opted to schedule the meeting later in the month to accommodate the canvass of the May 7, 2022 election.

Therefore, the next regular meeting will be held Thursday, May 12, 2022, to commence at 4:00 p.m., at Station 11. 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 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 to discuss personnel matters related to Chief Shelor at 5:30 p.m. and returned to Open Session at 5:39 p.m.

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

The Board then discussed the creation of a full-time position, Fire Life Safety Officer. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the establishment of the full-time Fire Life Safety Officer position as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

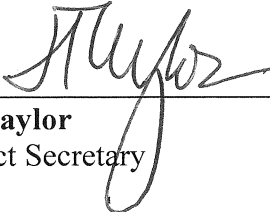
Chief Shelor also mentioned to the Board that for the District's 457 plan, thus far eleven (11) individuals had opted to participate in the plan.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 6:07 P.M. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on June 2, 2022.

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF MAY 12, 2022 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, May 12, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:04 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present

**Bill Hogue** was not present at the meeting. 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. George Harlow and Jon Taylor were also in attendance for all or a portion of this meeting.

**TO RECEIVE PUBLIC COMMENT.**

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

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022.**

Mr. Coveler stated that the special meeting to canvass the results of the election will be held Wednesday, May 18, 2022, at 10:00 a.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., presented the District's financial report. Ms. Davis stated there to be nothing out of the ordinary in the report. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the Treasurer's report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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) \$94,515.13 to be

transferred to the District operations account, (2) \$237,662.23 to be transferred to the District payroll account, and (3) \$24,226.83 to be transferred to the District's administrative account.

Mr. **Latimer** also reported that Bancorp Bank was changing to Cadence Bank though the account number(s) would remain unchanged. The need to meet with the bank regarding the depository pledge was also noted. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Parker** seconded by Mr. **Latimer** to approve the transfer of funds as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Mr. **Latimer** then presented the Board with the District bills for approval. The Board discussed the election costs including those for election equipment. Mr. Coveler expanded on the elections and matters related to the District's bank accounts. A Motion was made by Mr. **Parker** seconded by Mr. **Latimer** to approve payment of the District bills as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for a more detailed presentation of the District's financial 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 action taken.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board tabled review of prior meeting Minutes until the June, 2022 meeting.

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

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated that the previous month the Department responded to one hundred seventeen (117) calls for service, compared to ninety-nine (99) calls in March of 2021, of which 34% were EMS. The estimated average response time of the in-District emergency call was 5:18 minutes.

Chief Shelor expanded on a call that involved a child choking at Wunderlich. ESD 29 was notified thirty-nine (39) minutes after the initial call and a medic unit didn't arrive until 1 hour and 12 minutes after the initial 911 call. The ESD 11 dispatcher canceled the Department's response as Engine 11 was arriving. Five (5) minutes after being dispatched, the ESD 11 dispatcher called back two (2) minutes later to request a response and Engine 11. Engine 11 arrived on scene three (3) minutes after the most recent request for dispatch. This matter will be reviewed in greater detail in closed session.

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

Attendance at TEEEX for \$1,700 by Chief Shelor and Farand Hardy was presented to the Board as well as attendance at TFCA in Grapevine for up to \$2,800. Mr. **Parker** encouraged more groups to attend these types of training events. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the trainings as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action taken.

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

No action taken.

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

Chief Shelor requested authorization to acquire a Turbo Draft device to access static water sources that are not readily accessible using conventional drafting techniques. Upon discussion, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the acquisition of the Turbo Draft in the amount of \$4,000. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Chief Shelor also stated the generator was starting to fail and looking to get away from the Generac generator systems. Additionally, Chief Shelor discussed the need for electrical work for the District's generators. 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 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 JUNE 2, 2022.**

The next regular meeting is scheduled for Thursday, June 2, 2022, to commence at 4:00 p.m., at Station 11. The Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas, election of officers and bank card access 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 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 enter Closed Session to discuss personnel matters.

RECONVENE IN OPEN SESSION.

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

The Board then discussed the creation of a full-time Fire Life Safety Officer position that would offer compensation in the range of \$70,000 - \$90,000 depending on the experience of the applicant. Other positions were discussed including the creation of full time Driver Operator positions. Salary and qualifications were reviewed for the needed three (3) Driver Operator positions, which hopefully can be satisfied from the District's in-house personnel. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the establishment of the Fire Life Safety Officer position and the three (3) Driver Operator positions as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 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 5:39 P.M. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on June 2, 2022.

HARRIS COUNTY  
EMERGENCY SERVICES DISTRICT NO. 29

By:

  
\_\_\_\_\_  
**Jon Taylor**  
District Secretary



**MINUTES OF MAY 18, 2022 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 **12730 Champion Forest Drive, Houston, Texas 77066** on Monday, May 18, 2022.

**CALL MEETING TO ORDER.**

The meeting was called to order at 10:00 a.m. by **Scott Morgan**, President.

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

<b>Scott Morgan</b>	Present
<b>Ken Latimer</b>	Present

Also present at the meeting was Ira Coveler of Coveler & Peeler, P.C., District legal counsel. No members of the public in attendance.

**TO RECEIVE PUBLIC COMMENT.**

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

**TO CANVASS THE RESULTS OF THE DISTRICT'S ELECTION HELD ON MAY 7, 2022 AND ENTER SUCH ORDERS AND TAKE SUCH OTHER ACTION AS MAY BE NECESSARY ON THE MATTER:**

The Board addressed agenda item 3 to canvass the results of the District's election held on May 7, 2022. District Counsel presented the official results for the commissioner election. Mr. **Latimer** made a Motion, second by President **Morgan** to canvass the results of the District's election held on May 7, 2022, approve the Canvassing Order and declare the Scott Morgan and Jon Taylor as elected to serve as commissioners of Harris County Emergency Services District No. 29 for a four-year term beginning June 1, 2022. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 2 to 0. Please see the attached canvass order for the results of the election.


The Board then addressed agenda the payment of compensation to the election officials who assisted during the May 7, 2022 election. Mr. **Latimer** made a Motion to approve the payment of compensation to the election officials. President **Morgan** second the Motion. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 2 to 0.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by President **Morgan** to adjourn the meeting at 10:04\_a.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 2 to 0.

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

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

By:  \_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF JUNE 2, 2022 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, June 2, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Jon Taylor</b>	Present

**Bill Hogue** was not present at the meeting. 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. Kim Duncan and Traci Arellano of Frost Bank were also in attendance for all or a portion of this meeting.

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG.**

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

**TO ADMINISTER OATH(S) TO NEWLY ELECTED AND RE-ELECTED DISTRICT COMMISSIONERS.**

District Counsel Ira Coveler administered the oath to Commissioner **SCOTT MORGAN** and Commissioner **JON TAYLOR**.

**TO RECEIVE PUBLIC COMMENT.**

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

**TO ELECT DISTRICT OFFICERS.**

The Board then addressed agenda item number 5, to elect District officers. After review, Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to nominate **SCOTT MORGAN** as President. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to nominate **DAVE PARKER** as Vice-President. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to nominate **JON TAYLOR** for the position of Secretary. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Taylor** then made a Motion to nominate **KEN LATIMER** as Treasurer. Mr. **Parker** seconded the Motion. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Latimer** then made a Motion to nominate **BILL HOGUE** as the Assistant Secretary. Mr. **Taylor** seconded the Motion. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO RECEIVE A PRESENTATION REGARDING BANKING SERVICES TO THE DISTRICT.**

Traci Arellano and Kim Duncan of Frost Bank addressed the Board. Ms. Arellano relayed information about the financial institution. She expressed the wish that Frost Bank become the “one stop shop” and facilitator for the ESD. Kim Duncan explained the experience at Frost Bank was not “banking in a box”. She relayed the excellent online platform, good training and support provided by a successful team at Frost Bank. Ms. Duncan brought attention to the fact that the District had been working with several different banks noting the support team at Frost Bank remains in place and ready to serve the needs of the ESD. No action taken.

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

Melanie Davis of Better Bookkeepers, Inc. presented the District’s financial report. Ms. Davis noted the election equipment and payroll in the report. A Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor** to approve the Treasurer’s report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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) \$70,664.27 to be transferred to the District operations account, (2) \$230,954.28 to be transferred to the District payroll account, and (3) \$18,469.62 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. **Taylor** seconded by Mr. **Parker** to approve the transfer of funds as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**Mr. Latimer briefly stepped away from the meeting at this time.**

The Board then reviewed the District bills for approval. The Board discussed the election costs including those for election equipment. Mr. Coveler expanded on the allocation for election equipment, \$20,937.00, and services, and payment to Coveler & Peeler, P.C., to then be disbursed accordingly. A Motion was made by Mr. **Parker** seconded by Mr. **Taylor** to approve payment of the District bills, including the election allocation costs, as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

**Mr. Latimer returned to the meeting at this time.**

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AUTHORIZED SIGNERS ON THE DISTRICT BANK ACCOUNT(S).**

Mr. **Taylor** made a Motion seconded by Mr. **Latimer** to authorize the existing Board as signatories to the District's accounts and to increase the pledged amount to \$11 million. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH AN ELEVATOR COMPANY TO SERVICE THE DISTRICT'S ELEVATOR AT STATION 11.**

Chief Shelor stated the current elevator service provider, Kone Elevator, steadily increased its price, presently at a rate of \$1,800 per quarter. Ms. Rogers found a new, local company, TKE Elevator, with a rate of \$900 per quarter. After review, Mr. **Parker** made a Motion seconded by Mr. **Taylor** to engage the services of TKE Elevator. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ELECTRICAL WORK FOR THE DISTRICT'S EXISTING GENERATORS AND EMERGENCY GENERATORS.**

Chief Shelor provided an update on the District's generators as both stations require rewiring to accommodate a portable generator as backup should the primary generator fail. Chief Shelor also explained that, "the new parts came in though started leaking". "We will need to keep an eye on the generators for oil leaks". After review, Mr. Taylor made a Motion seconded by Mr. **Latimer** to approve repair on the generators, not to exceed \$30,000. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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).**

No action taken.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board then reviewed Minutes of prior meetings. Counsel presented the Minutes from the regular meetings held March 3, 2022, April 7, 2022 and May 12, 2022. After review, a Motion

was made by Mr. **Latimer**, seconded by Mr. **Taylor** to approve the Minutes as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated that the previous month the Department responded to one hundred twenty-eight (128) calls for service, compared to one hundred nineteen (119) calls in April of 2021, of which 34.38% were EMS. The Department provided mutual aid twenty-six times during the month received aid on four (4) occasions. The estimated average response time of the in-District emergency call was 5:12 minutes. Chief Shelor reported a mobile home fire, two passenger vehicle fires, a building fire and a couple trash/rubbish fires.

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

Attendance at VCOS Symposium in the Sun by Mr. Taylor and Mr. Morgan November 10 through November 13, 2022 in Clearwater, Florida was presented to the Board. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the trainings as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action taken.

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

No action taken.

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

Chief Shelor requested authorization to 1) extend chair rail and 2) install plastic corner protectors for a cost of \$3,425 in the Station 11 meeting room. Upon discussion, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the items as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.**

No action taken.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

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 JULY 7, 2022.

The next regular meeting is scheduled for Thursday, July 7, 2022, to commence at 4:00 p.m., at Station 11. 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 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 at 4:55 p.m. to discuss personnel matters and returned to Open Session at 5:07 p.m.


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

The Board discussed the four applicants, all internal candidates, for the three (3) Driver Operator positions and the question of insurance coverage for same. A Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor** to authorize insurance for the four (4) individuals as well as Chief Shelor. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 4, 2022.

HARRIS COUNTY  
EMERGENCY SERVICES DISTRICT NO. 29

By:

  
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF JULY 7, 2022 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 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday, July 7, 2022.

**CALL TO ORDER.**

The meeting was called to order at 5:31 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Jon Taylor</b>	Present
<b>Bill Hogue</b>	Present

Also present at the meeting were Fire Chief Dan Shelor, Krystine Ramon 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 PROPOSE THE DISTRICT 2023 BUDGET.**

Chief Shelor presented the 2023 Budget. Ad Valorem Tax was projected at \$3,190,000, Sales Tax was projected at \$3,750,000 with a total income of \$6,941,000. Chief Shelor reviewed several budget matters with the Board. Chief Shelor's 2023 Budget allocates for fire operations total funds of \$5,490,000, the Fire Marshal Inspection Program at \$175,000 and other fees and services including human resources services totaled \$238,000. Operating expenses totaled \$5,895,000, capital expenses totaled \$70,000, financing expenses totaling \$354,103 bringing the total budgeted expense to \$6,319,103.

The Board discussed the Fire Marshall Program and whether to use Harris County or hire internally with the District. Chief Shelor informed the Board that the communications budget is \$150,000. Payroll in the amount of \$3,606,000 with a 1.5% COLA adjustment and with a TCDRS contribution of 7.83%. The Insurance Budget category includes workers compensation insurance at \$80,000, property insurance at \$105,000, health insurance in the amount of \$344,000 and Disability insurance in the amount of \$14,000. Other operational expenses totaled \$572,000. Following the discussion, Mr. **Taylor** made a motion, seconded by Mr. **Latimer** to approve the



budget as submitted. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO PROPOSE THE DISTRICT 2022 TAX RATE.**

The Board net discussed the District's ta rate. Mr. Coveler stated that the Board should propose the tax rate at the maximum rate to allow for the greatest flexibility when actually adopting the District's tax rate in August of 2022. Mr. **Morgan** made a motion, seconded by Mr. **Taylor** to propose a ten cent per \$100 of valuation (\$.10/\$100) tax rate for the year 2022. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2022 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.**

No action.

**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 action taken.

**TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2022 TAX RATE SETTING NOTICES.**

Mr. **Latimer** made a motion, seconded by Mr. **Taylor** to authorize District Counselor Ira A. Coveler to publish notice of the 2022 tax rate. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 8, 2022.**


Mr. **Latimer** made a motion, seconded by Mr. **Taylor** to call for an election to be held on November 8, 2022. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0. Please see the District's election order for additional information.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Hogue** made a Motion, seconded by Mr. **Taylor** to adjourn at 6:11pm. **President Morgan** called for vote and the Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 4, 2022.

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF JULY 7, 2022 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, July 7, 2022.

**CALL TO ORDER.**

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

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Jon Taylor</b>	Present
<b>Bill Hogue</b>	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Krystine Ramon and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Rebecca Densmore with First In Resilience was also in attendance for a portion of this meeting.

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG.**

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

**TO RECEIVE A PRESENTATION FROM GUARANTY BANK.**

No one from Guaranty Bank was present. No action taken.

**TO RECEIVE A PRESENTATION FROM FIRST IN RESILIENCE AND SUPPORT TEAM.**

The Board then addressed agenda item number 5, to receive a presentation from Rebecca Densmore from First in Resilience and Resource Response (FIR). FIR is a nonprofit 501(c)(3) organization. Services provided are for ESD employees and their immediate family members. Services covered include unlimited onsite services to first responders. FIR is an organization that includes seven (7) board members who are all first responders to assist first responders in their personal support needs. Service fee for ESD employees and immediate family members are \$50.00 per employee.

Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to accept services from First in Resilience and Support Team in the amount of \$50.00 per employee. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DISTRICT'S 2021 AUDIT.**

No action taken.

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

Melanie Davis of Better Bookkeepers, Inc. presented the District's financial report. Ms. Davis noted that fire equipment gear was the highest expense for the month. A Motion was made by Mr. **Hogue** seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 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) \$140,820.73 to be transferred to the District operations account, (2) \$248,300.61 to be transferred to the District payroll account, and (3) \$25,000.08 to be transferred to the District's administrative account. Chief Shelor also presented that the HVAC unit at Station 11 failed and needed to be replaced in the amount of \$12,000. A Motion was made by Mr. **Taylor** seconded by Mr. **Hogue** to approve the bills as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for a more detailed presentation of the District's financial 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 action taken.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

No action taken.

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

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated one hundred and twenty two (122) calls were made for the month of May which is an increase from ninety-two (92) calls during the month of May 2021. Thirty-five (35) percent of the calls were for EMS and thirty-one percent were good intent calls. Mutual aid was used twenty-four (24) times

with ten (10) of the calls overlapping. Majority of the calls were outside the area of Champions. Average response time was 5:36 minutes and 5:03 for time in district. Five (5) calls were to assist Ponderosa. The formal ISO presentation to the Department will be held one September 1, 2022.

After review, a Motion was made by Mr. **Latimer** seconded by Mr. **Taylor** to accept the Fire Operations Report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 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 discussed two trainings for firefighters. First training approved was for FRI National Conference in San Antonio in the amount of \$1,700. The second training was for Water on the Fire in Pensacola Florida. Mr. **Taylor** made a motion which was seconded by Mr. **Parker** to authorize the training for FRI and authorize not to exceed \$3,000 for the Water on the Fire Conference in Pensacola Florida. President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action taken.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION AND AMENDMENTS TO THE 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 action taken, as item agenda 8 discussed and approved for the repair of the A/C unit.

**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 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 4, 2022.**

The next regular meeting is scheduled for Thursday, August 4, 2022, to commence at 4:00 p.m., at Station 11. Agenda items to add are a contractual agenda for Frost Bank and review of the District's Investment Policy.

**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 at 4:55pm and returned to open session at 5:29pm.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.**

The Board did not enter closed session on personnel matters.

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

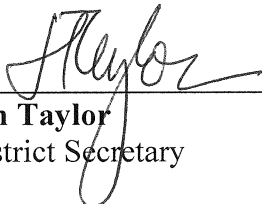
A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to fund the acquisition of the 7111 Five Forks property and that the District would contribute up to \$1,400,000 for the acquisition. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn at 5:30 p.m. President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 4, 2022.

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF AUGUST 4, 2022 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, August 4, 2022.

**CALL TO ORDER.**

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

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Jon Taylor</b>	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Krystine Ramon of Coveler & Peeler, P.C., District legal counsel. Traci Arellano from Frost Bank and Jennifer Day from McCall Gibson were present during part of the meeting.

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG.**

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

**TO RECEIVE PUBLIC COMMENT.**

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

**TO RECEIVE A PRESENTATION FROM FROST BANK REGARDING SERVICING THE DISTRICT.**

Traci Arellano was present from Frost Bank. Ms. Arellano presented the Board with a proposal for consolidating five (5) bank accounts. Ms. Arellano presented to the Board that no fees of service will be implemented by Frost Bank if an average of all bank accounts isn't below \$4,500,000. If the average gets below \$4,500,000 then a 0.45% will be charged. Ms. Arellano presented that the District will be getting a 1.5 % over bank standard rate.

Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to accept services from Frost Bank. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DISTRICT'S 2021 AUDIT.**

Jennifer Day from McCall Gibson was present to report on the District's 2021 Audit. Ms. Day presented that overall there were no issues with the District's 2021 Audit. Ms. Day presented the Statement of Activities and Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance ending December 31, 2021, was \$4,015,589 with a net increase of \$996,815. Ms. Day presented the Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund ending December 31, 2021, was \$5,176,291 with a net increase of \$996,815 and a variance positive of \$402,318. Ms. Day presented that note 11 needs to reflect the percentage owned by Harris County Emergency Service District No. 11.

Mr. **Taylor** made a Motion, seconded by Mr. **Latimer** to accept the District's 2021 Audit as presented, pending final changes. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Please see the District's 2021 Audit Report prepared by McCall Gibson, for a more detailed presentation of the District's Audit Report.

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

Melanie Davis of Better Bookkeepers, Inc. presented the District's financial report. Ms. Davis noted that insurance from McNeil & Co, Inc. did go up substantially. A Motion was made by Mr. **Latimer** seconded by Mr. **Taylor** to approve the Treasurer's report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

**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) \$165,591.29 to be transferred to the District operations account, (2) \$262,500.92 to be transferred to the District payroll account, and (3) \$28,335.77 to be transferred to the District's administrative account. A Motion was made by Mr. **Taylor** seconded by Mr. **Latimer** to approve the bills as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

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

The Board reviewed the Investment Policy for Harris County Emergency Services District No. 29 that was put in place on June 4, 2020. The Board discussed they reviewed the Investment



Policy and approved the adoption to renew the policy on February 3, 2022. The Board discussed further review of the policy. No changes were recommended by the District Counselor or Board.

A Motion was made by Mr. **Latimer**, seconded by Mr. Taylor to approve the Resolution Regarding 2022 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 by a vote of 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).**

No action taken.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board then reviewed Minutes of prior meetings. Counsel presented the Minutes from the regular meetings held June 2, 2022, July 7, 2022 and special meeting held July 7, 2022. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor** to approve the Minutes as presented. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 3 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated ninety-five (95) calls were made for the month of July which is a decrease from July of 2021. Forty (40) percent of the calls were for EMS. Mutual aid was used nineteen (19) times with six (6) of the calls overlapping. Majority of the calls were within the area of Champions. Average response time was 5:58 minutes and 5:09 for time in district. Mutual aid was provided to neighboring Departments on nineteen (19) service calls. The formal ISO presentation to the Department will be held one September 1, 2022. Two full-time firefighters started this month.

After review, a Motion was made by Mr. **Taylor** seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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 discussed the Symposium scheduled for November of 2022 and reminded the Board of dates. Chief Shelor discussed he will be attending the Annual Texas Fire Chiefs Workshop to be held December 14, 2022. Cheryl Rogers attended training with TCDRS for the month of June, which was \$1,200. No action taken.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action taken.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION AND AMENDMENTS TO THE 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 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 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 4, 2022.**

The next regular meeting is scheduled for September 1, 2022, to commence at 4:00 p.m., at Station 11. Agenda items to add are to receive ISO presentation and to review and take action on purchase of Knox keys for Station 11.

The next special meeting to adopt the 2022 tax rate is scheduled for August 23, 2022, to commence at 11:30 a.m., at Station 11.

**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 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 enter closed session on 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. **Latimer** made a Motion, seconded by Mr. **Taylor** to adjourn at 5:01 p.m. President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF AUGUST 23, 2022 SPECIAL MEETING  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular special 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, August 23, 2022.

**CALL TO ORDER.**

The meeting was called to order at 11:30 a.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Jon Taylor</b>	Present

Also present at the meeting were Fire Chief Dan Shelor, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Assistant Fire Chief Jason Hearnberger was also in attendance at this meeting.

**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 until 11:45 a.m. though none was offered.

**CONCLUDE PUBLIC HEARING ON TAX INCREASE.**

The Board moved to item 3, to conclude the Public Hearing on Tax Increase. Mr. **Taylor** made a Motion, seconded by Mr. **Latimer** to conclude the Public Hearing on Tax Increase. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO ADOPT THE DISTRICT'S 2023 BUDGET.**

The Board next reviewed the proposed District 2022 budget. After discussion by the Board, a Motion was made by Mr. **Taylor**, seconded by Mr. **Latimer** to adopt the amended District 2023 budget as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO ADOPT THE DISTRICT 2022 TAX RATE.**

The Board addressed the adoption and ratification of the District's 2022 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. **Taylor**, wherein he stated:

“I move/motion that property tax rate be increased by the adoption of a tax rate of \$.10/\$100, which is effectively a 11.16% increase in the tax rate.”

The Motion was seconded by Mr. **Latimer**. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 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 2022 District tax rate. A Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor** to cancel the election to be held November 8, 2022. After discussion, President **Morgan** called for a vote and the Motion passed 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 11:54 a.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF SEPTEMBER 1, 2022 SPECIAL MEETING  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular special 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, September 1, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:00 PM. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Jon Taylor</b>	Present
<b>Bill Hogue</b>	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Skip Gibson of ISO, 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 PRESENTATION REGARDING THE DISTRICT'S ISO RATING FROM MR. SKIP GIBSON THE ISO TEXAS REGIONAL MANAGER.**

The Board received a presentation from Mr. Skip Gibson, Texas Regional Manager for ISO. Mr. Gibson reviewed classes of ISO with the Board and was pleased to report that ESD 29 had received a straight ISO 1 classification, which is very rare among the 45,521 Fire Districts in the United States. Mr. Gibson stated the Class I rating applied to all areas throughout ESD 29 including water supply, dispatch services, risk reduction and the fire department. This rating signifies that District 29 exemplified a better rate of fire protection, and a lower rate of fire destruction. Texas as a whole has one of the best classifications in the United States, and District 29 is to be congratulated for its dedication to excellence in this rating. There will be a plaque presentation based on this performance on November 3, 2022. The Board thanked Mr. Gibson for his report.

**TO RECEIVE A REPORT FROM BETTER BOOKKEEPERS, INC., THE DISTRICT'S BOOKKEEPER AND TAKE ACTION ON THE TREASURER'S REPORT.**

The Board next received a report from Ms. Melanie Davis of Better Bookkeepers on the Treasurer's report. A discussion was held concerning the pledge amount allotted for Bancorp South, which was then reduced from \$11 to \$9 million. A motion for this action was called for by Mr. **Taylor** and seconded by Mr. **Hogue**. President Morgan called for a vote and the Motion passed by a vote of 5 to 0.

Mr. **Latimer** then made a motion to approve the treasurer's report, which was seconded by Mr. **Hogue**. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

**TO PAY DISTRICT BILLS, AUTHORIZE OR RATIFY DISTRICT BILLS AND AUTHORIZE FUN 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) \$66,007.82 to be transferred to the District operations account, (2) \$244,255.92 to be transferred to the District payroll account, and (3) \$22,072.16 to be transferred to the District's administrative account. Following the presentation and a 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 further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Mr. Latimer then 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 further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next discussed the payment for the District's Capital One loan which had been sold and assigned to First Security Bank. The Board discussed the assignment and requested that Counsel confirm that the transfer and invoice are legitimate. Subject to review by District counsel, the Board discussed and took action on the payment of the debt obligation. Following the discussion of the District's Station 12 loan, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer** to approve the funding of the loan payment in the amount of \$354,102.33 as presented, subject to confirmation of the assignment of the loan to First Security Bank. After the discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 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 §775.038 (A-1)**

The Board took no action on this item.

**TO APPROVE THE DISTRICT MEETING MINUTES OF PRIOR MEETING(S).**

The Board chose to table approval of meeting minutes from prior meetings.

**TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF A KNOX RAPID ACCESS SYSTEM FOR THE DISTRICT'S FIRE TRUCKS.**

A discussion was held regarding Knox Rapid Access System and other options with respect to implementing a compliant system for the Knox keys to be stored on the District's vehicles. Ultimately, the Board approved a budget of up to \$5,000 for lock boxes to be installed in Department and staff vehicles. A Motion to approve the budget for acquisition was made by Mr. **Parker**, and seconded by Mr. **Latimer**. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0. The Board tabled action on any system purchase to provide Chief Shelor time to investigate alternate options for the lock boxes.

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT.**

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor provided a TECC update for the Board related to the bankruptcy court and the efforts of the TECC Board to possibly negotiate the acquisition of the Comm Center building from One Main/City Ambulance.

Chief Shelor also reported that there were one hundred twenty-seven (127) calls for service for the month of July, including one (1) major fire event. Chief Shelor reported that 31% of the Department responses were EMS-related and 18% were fire-related. The Chief and the Board discussed continued growth and responses within the District's territory and the use of the HAAS emergency vehicle warning system. The Department provided mutual aid on twenty-five (25) calls and received assistance on three (3) calls. The estimated average response time of the in-District non-emergency calls was 6:01 minutes. A Motion to accept the Fire Operation's report was made by Mr. **Hogue**, seconded by Mr. **Taylor**. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 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.**

Mr. Morgan, Mr. Taylor, and Deputy Chief Farand Hardy will be attending the VCOS Conference in November. Chief Dan Shelor will also attend a Fire Chief's workshop in December. Following the discussion, a Motion to approve the upcoming training expenses was made by Mr. **Parker**, seconded by Mr. **Latimer**. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

The Board took no action on this item.



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

The Board took no action on this item.

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

The Board took no action on this item.

**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 Board took no action on this item.

**TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULAR MONTHLY MEETING CURRENTLY SCHEDULED FOR OCTOBER 6, 2022.**

The next regular meeting is scheduled for October 6, 2022, to commence at 4:00 p.m., at Station 11. An agenda item pertaining to review of financial institution matters, specifically Frost Bank documentation, was requested for placement on the agenda by Mr. Morgan.

Mr. Morgan advised the Board he would be unable to attend the meeting scheduled for November 3, 2022.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.**

The Board did not 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 enter Closed Session to discuss personnel matters.

**TO RECONVENE IN OPEN SESSION TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.**


The Board took no action on this item.

**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. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF OCTOBER 6, 2022 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 6, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:00 PM. by **Scott Morgan**, President and Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present

**Jon Taylor** was absent from the meeting due to a death in his family. Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ron Welch, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG**

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

**TO RECEIVE PUBLIC COMMENT.**

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

**TO RECEIVE A REPORT FROM MUNICIPAL INFORMATION SERVICES, INCLUDING BUT NOT LIMITED TO INFORMATION ON DISTRICT PROPERTY TAX, DISTRICT DEVELOPMENT, AND DISTRICT GROWTH.**

The Board received a report from Ron Welch regarding District's future property tax collections, property and business development and anticipated growth. Mr. Welch reviewed with the Board (1) the status of property tax evaluations by the Harris County Appraisal District, as well as the Harris County Realtors Association, (2) information he collects from different water utility districts located within the District boundaries and (3) the recent 2020 census data. Though appraisals are always subject to change based on major events including economic fluctuations in the state and country, as well as weather incidents (hurricanes, disasters, floods), the estimated real property values for ESD 29 are anticipated to continue to increase. He added that in 2022, the expected revenue for the District rose to \$3.23 million. Dr. Welch noted that continued development in the MUD district of new homes, condominiums, and apartment complexes has led

to an increase in revenues for the District, and encourages continued growth in the industrial and commercial sectors as well, which continues to impact the District in terms of potential revenue and services rendered. Further information regarding rates and economic statistics for the Houston area was referenced in the printed report packet provided to the Board by Mr. Welch. At the conclusion of his report, the Board thanked Dr. Welch for attending the meeting and providing the requested report.

**TO RECEIVE A REPORT FROM BETTER BOOKKEEPERS, INC., THE DISTRICT'S BOOKKEEPER, AND TAKE ACTION ON THE TREASURER'S REPORT.**

The Board next received a report from Melanie Davis of Better Bookkeepers Inc. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer**, to approve the Treasurer's report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY FINANCIAL INSTITUTION MATTERS.**

The Board next discussed financial matters including accounts and pledges held by various institutions. Mr. **Latimer** announced that the Cadence Bank merger with Bancorp South had been completed. He next reported that the Board needed to authorize him to finalize bank documents with Frost Bank so the District's funds could be deposited with that institution and for the Commissioners and other authorized persons to become signers on those accounts. Next, the Board discussed how payments to the District's vendors could be made by ACH payment. Finally, Mr. **Latimer** stated that the pledge amount for the District's account at Cadence Bank should be reduced from \$11 million, to \$9 million.

Following the discussion, Mr. **Parker** then made a motion to take action on financial matters as discussed, which was seconded by Mr. **Latimer**. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4-0. The Board made one motion to execute the Frost Bank documents subject to final legal review and confirming the reduction in the pledged amount as described above.

**TO PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, 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) \$113,176.56 to be transferred to the District operations account, (2) \$358,537.56 to be transferred to the District payroll account, and (3) \$23,137.10 to be transferred to the District's administrative account. Following the presentation and a 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 further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

After discussion, Mr. **Hogue** made a Motion to pay District bills, and transfer necessary funds for the District accounts, seconded by Mr. **Parker**. After further discussion, President **Morgan** called for a vote, and the Motion passed 4-0.

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

**TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.038(A-1).**

No action was taken by the Board.

**TO APPROVE THE DISTRICT MEETING MINUTES OF PRIOR MEETING(S).**

The Board reviewed minutes from August 4<sup>th</sup> regular meeting, the August 23<sup>rd</sup> Special meeting, and the September 1<sup>st</sup> regular meeting. After review, Mr. **Hogue** made a Motion to accept the minutes, which was seconded by Mr. **Latimer**. President **Morgan** then called for a vote, and the motion passed 4-0

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT.**

The Board next received a presentation from Chief Shelor on the Department's Fire Operations Report for the month of August. Chief Shelor advised the Board that there had been 103 total callouts in August, including sixteen (16) mutual aid calls where ESD 29 responded and provided mutual aid to its neighboring departments, and one (1) where aid was received. The average response time from dispatch to arrival was 5:35 for non-emergency calls and 5:14 for emergency calls. Chief Shelor also noted that the Department's response time had considerably decreased for 2022 when compared to 2021 times. After discussion, Mr. **Latimer** made a motion to accept the report. Mr. **Hogue** seconded the motion. After discussion, Mr. **Morgan** called for a vote, and the motion passed 4-0.

**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 taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action was taken by the Board.

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

No action was taken by the Board.

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

The Board next reviewed necessary improvements and repair to District facilities. Chief Shelor addressed the Board and advised that repair or replacement of the Station 11 water heater

was imminent. The current water heater has a pin hole leak, which required the valves to be closed off to isolate said leak. The leak caused a buildup of moisture which required the use of a dehumidifier to resolve. At this time, bids are being sought for work with the water heater, and an insurance claim is being filed against the plan's \$2,500 deductible. Going forward, Chief Shelor was asked to look into acquiring an instant water heater, and a new water softener system.

**TO REVIEW DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUESTS FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES**

No action was taken 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 action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING AMONGST HARRIS COUNTY FIRST RESPONDERS REGARDING ACTIVE SHOOTER AND HOSTILE EVENT INCIDENTS.**

The Board received an explanation of the Memorandum of Understanding from Chief Shelor. After discussion, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to accept the Memorandum.. After further discussion, President **Morgan** called for a vote and the Motion passed 4-0.

**TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR NOVEMBER 3, 2022.**

The Board was advised that an agenda item would be required to discuss ISO ratings, and another to discuss matters with the Fire Marshal.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY.**

The Board adjourned to Closed Session at 5:09 PM, and reconvened for Open Session at 5:24 P.M., to consult with District legal counsel.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.**

The Board adjourned to Closed Session at 5:09 PM, and reconvened for Open Session at 5:24 PM. This discussion was regarding Chief Shelor's employment contract.

**TO RECONVENE IN OPEN SESSION TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.**

At this time, the Board discussed Chief Shelor's new contract with the District which was discussed in closed session. After discussion, Mr. **Latimer** made a Motion to approve the new contract, seconded by Mr. **Hogue**. After discussion, President **Morgan** then called for a vote and the Motion passed 4-0.

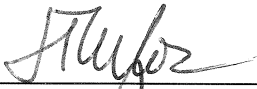
President **Morgan** and the rest of the Board joined together to congratulate Aldine Fire Chief David Parker on his recent election victory. Chief Parker will be the newly elected 3<sup>rd</sup> vice-president of the Texas Fire Chief Association. The stated job of the Texas Fire Chiefs Association is to be the liaison between the Texas Fire Service leadership and the legislative members of the State of Texas, attempting to further strengthen and logically apply proposed and current regulations which actively enhance the safety of the citizens of the State of Texas while protecting the career and volunteer firefighters throughout the State.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion seconded by Mr. **Latimer** to adjourn the meeting at 5:34 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on November 4, 2022.

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

By:   
\_\_\_\_\_  
**Jon Taylor**  
District Secretary

**MINUTES OF NOVEMBER 3, 2022 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 3, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:00 PM. by **David Parker**, Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present
<b>Jon Taylor</b>	Present

Commissioner **Scott Morgan** was absent from the meeting.

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. Other persons present during the meeting include Jamie Chebra, Interim CEO for Harris County ESD No. 11, Dorothy Dalton, Harris County ESD No. 11 Commissioner, and member of the public, Mr. Larry Lipton. Also present at the meeting from the Texas State Fire Marshal's Office was Mr. Joel Duke.

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG**

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

**TO RECEIVE PUBLIC COMMENT.**

The Board opened the floor for public comment. Jamie Chebra, Interim CEO for Harris County ESD No. 11, introduced himself and expressed his enthusiasm for the relationship between ESD 11 and the District. He stated that going forward he expected the parties would enjoy a "great partnership" and that he looked forward to the District and ESD 11 coordinating more together in the near future.

Commissioner Dorothy Dalton next introduced herself to the Board and stated that she was one of the newly elected commissioners to the ESD 11 (May 2022 election) Board and that they wanted to observe the manner in which other ESD meetings were being conducted.



Finally, Mr. Larry Lipton stated he was interested in the success of ESD 11 and that he looked forward to the District working more closely with ESD 11 in the future for the benefit of the community.

**TO RECEIVE A PRESENTATION REGARDING THE DISTRICT'S ISO RATING FROM MR. SKIP GIBSON, THE ISO TEXAS REGIONAL MANAGER.**

Mr. Joel Duke with Texas State Fire Marshal's Office introduced himself to the Board and explained the Insurance Services Office's Public Protection Classification. He then announced that the District's Department was ranked as a straight Class 1 by ISO, meaning the department provides "superior property fire protection" to the entire community it serves. He added that ISO was a company who provides analysis and insurance claims, which evaluate fire protection efforts in communities throughout the United States and shared that only 1% of fire departments in the United States earn the Class 1 ranking.

Mr. Duke explained that he was present on behalf of the State Fire Marshal's office and that Marshal Orlando Hernandez with the Texas State Fire Marshal Officer extends his congratulations to the Board.

Mr. Duke offered his congratulations to the District Board and its members for this remarkable achievement. Chief Shelor next took a moment to thank the firefighters, community, MUD Districts and TECC dispatch communications system all of whom provided information related to the District's submission to ISO and the evaluation of all facets of the Department's operations.

Chief Shelor also requested that the contribution of Robert Goerner who was largely responsible for the preparation and submission of the District's report to ISO be recognized by the Board and the Board did applaud and recognize Chief Goerner's efforts for the Department.

Mr. Coveler noted that to the best of his knowledge, Harris County Emergency Services District No. 29 was the first District in Harris County to earn a straight 1 rating and that while there were other PPC Class 1 organizations in Harris County, they had a split rating from ISO meaning parts of their territory were not designated as Class 1.

Chairman **Parker** congratulated Chief Shelor, the Board applauded the entire Department and thanks Mr. Duke for making his presentation to the Board.

**TO RECEIVE A REPORT FROM BETTER BOOKKEEPERS, INC., THE DISTRICT'S BOOKKEEPER, AND TAKE ACTION ON THE TREASURER'S REPORT.**

The Board next received a report from Melanie Davis of Better Bookkeepers Inc. Ms. Davis relayed to the Board that all except \$100K retained by TECC related to the funds that had been deposited for the acquisition of the CCEMS property at 7111 Five Forks. She also presented the invoice for the loan payment for Station 12 which had been assigned from Capital One Public Financing to First Security Finance. Lastly, Ms. Davis noted that the District had received the third-Quarter invoice from TECC and that the payment for the District's medical physicals had been disbursed. A Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor**, to

approve the Treasurer's report as presented. After discussion, Chairman **Parker** called for a vote, and the motion passed 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY FINANCIAL INSTITUTION MATTERS.**

The Board next discussed financial matters of the District including accounts and pledges of the District that are held by various institutions. Mr. **Latimer** also announced that the Cadence Bank merger with Bancorp South had been completed. He reported that there was a brief password issue following the merger, but that overall, the merger had gone well, and the District funds were properly accounted for by Cadence Bank. No action taken.

**TO PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, 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) \$74,085.74 to be transferred to the District operations account, (2) \$242,909.62 to be transferred to the District payroll account, and (3) \$24,409.55 to be transferred to the District's administrative account. Following the presentation and a discussion of the District's bills, invoices and funds on hand, a Motion was made by Mr. **Taylor**, seconded by Mr. **Hogue**, to pay the District bills, and approve the transfer of the necessary funds for the District accounts. After discussion, Chairman **Parker** 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 a more detailed presentation of the District's financial information.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH AN ELEVATOR MAINTENANCE COMPANY TO SERVICE THE DISTRICT'S ELEVATOR AT STATION 11.**

Mr. Coveler shared with the Board the particulars of the elevator maintenance contract with TK Elevator Corporation and addressed the structure and cost of the agreement. He stated that he requested some modifications to the contract but after review of the responses from TK Elevator Corporation there was not a significant need for revision to the proposed contract. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Taylor**, to approve the execution of the Agreement as presented by legal counsel. After discussion, Chairman **Parker** called for a vote, and the motion passed 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT EXECUTING THE TEXAS EMERGENCY COMMUNICATIONS CENTER INTERLOCAL AGREEMENT.**

Mr. Coveler discussed the details of the Texas Emergency Communications Center (TECC) Interlocal Agreement. Following Mr. Coveler's presentation, the Board discussed action regarding the District executing the TECC Interlocal Agreement. Mr. Coveler advised the Board that they had previously reviewed the Agreement between ESDs 7, 13, 16, 28, 29 and that it was now necessary to approve this final version of the Agreement. Commissioner **Latimer** asked if any changes were made, and Mr. Coveler replied that clarifications had been made regarding approval of costs on the TECC side. After review, Mr. **Taylor** made a Motion, seconded by

Mr. **Latimer**, to approve the execution of the Agreement as presented. After discussion, Chairman **Parker** 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 §775.038(A-1).**

No action was taken by the Board.

**TO APPROVE THE DISTRICT MEETING MINUTES OF PRIOR MEETING(S).**

The Board reviewed minutes from the special meeting held May 18, 2022 and the regular meeting held October 6, 2022. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Taylor** to approve the minutes as presented. After discussion, Chairman **Parker** called for a vote, and the motion passed 4 to 0.

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT.**

The Board next received a presentation from Chief Shelor on the Department's Fire Operations Report for the month of September. Chief Shelor stated the Department responded to ninety-three (93) calls for service during the month of September of which thirty-seven (37) were EMS related calls. Chief Shelor also made note that the Department provided mutual aid at least eighteen (18) times. The estimated average response time of the in-District and non-emergency calls was 5 minutes, 29 seconds and 5 minutes, 16 seconds for emergency calls. Chief Shelor spoke of one incident in which a vehicle passenger drove into an active accident scene where two Northwest firefighters had been struck and a CESD firefighter's finger was injured.

This accident led to a discussion between Chief Shelor and the Board regarding the replacement and repair of the fire trucks. Chief Shelor reported that fire trucks were now taking between 2 to 3 years to get from the date the truck is ordered and is placed with the vendor. Chief Shelor shared he was monitoring the mileage and vehicle repair costs and balancing the anticipated extended wait times for a new apparatus. Chief Shelor will prepare a report for the Board related to the age of the fleet and a revised replacement schedule for same.

After discussion, Mr. **Taylor** made a motion to accept the report. Mr. **Hogue** seconded the motion. After discussion, Chairman **Parker** 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 taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

Chief Shelor presented an AFLAC policy for consideration by the Board for the District's employees. A discussion was held regarding the desire to provide an accident policy for the

members which would be funded by the District. Mr. **Parker** shared that in his opinion and based upon his experience providing this type of policy is “becoming more standard in the industry”. After review and discussion, Mr. **Hogue** made a Motion, seconded by Mr. **Taylor** to 1) approve the implementation of accidental insurance coverage for full-time employees and their families as an expense of the District and 2) approve the Cancer policy for full-time personnel only. After discussion, Chairman **Parker** called for a vote and the Motion passed 4 to 0.

Chief Shelor next presented a proposal to provide Group Term Life Insurance for the District’s employees. Mr. **Parker** also stated that this practice was becoming more common due to the dangerous nature of the service the employees are providing to the community. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer** to approve the Group Term Life Insurance of \$100,000 for full-time District employees and \$50,000 for all other District personnel. After discussion, Chairman **Parker** 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 CONTRIBUTION.**

Chief Shelor discussed the TCDRS program and how it works and provides a pension to the District’s employees. He explained that the 2023 budget allowed for 175% match to the plan contribution, but stated that to remain competitive with surrounding departments we should increase the District match to 200%. After review and discussion of the program and the costs of increasing the funding as requested, Mr. **Hogue** made a Motion, seconded by Mr. **Taylor** to increase the District’s contribution to a 2:1 ratio match, which in the current year yields an annual contribution of 8.68% at a cost that will not exceed \$175,000 for the “catch-up contribution” related to the changed contribution amount. After discussion, Chairman **Parker** 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.**

No action was taken by the Board.

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

The Board next reviewed necessary improvements and repairs for the District facilities. Chief Shelor reported all repairs had been made to the water heater at Station 12, but the floor was damaged as a result of the leak and those repairs remained to be corrected. Chief Shelor also stated that a tankless water heating system would be installed the following Monday, similar to what is present at Station 12. Station 12 has three (3) systems and Station 11 will have two (2) systems. He also explained that installing a water softener at Station 11 is not feasible because of the manner in which the building is plumbed, and it was therefore recommended that the District install a Water Descaler System to help protect the District’s plumbing systems at Station 11. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to approve the repairs as presented, not to exceed a total of \$11,000. After discussion, Chairman **Parker** called for a vote and the Motion passed 4 to 0

**TO REVIEW DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUESTS FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES**

No action was taken 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**

Chief Shelor relayed set(s) of gear may be considered at the December meeting though no items would be presented for consideration at that time. No action was taken by the Board.

**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. **Taylor**, 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, Chairman **Parker** 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. **Taylor** made a Motion to approve the imposition of additional penalty on delinquent taxes accruing prior to June 1, 2023. After discussion, Mr. **Latimer** seconded the Motion. After discussion, Chairman **Parker** 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. **Taylor**, seconded by Mr. **Latimer**, to approve the imposition of additional penalty on delinquent taxes accruing after June 1, 2023. After discussion, Chairman **Parker** 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. **Taylor** 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, Chairman **Parker** 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 REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR DECEMBER 1, 2022.**

The next regular meeting will be held Thursday, December 1, 2022, to commence at 4:00 p.m. An item pertaining to new banking information for 2023 would be placed on the agenda.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY.**

The Board entered Closed Session to consult with legal counsel at 5:55 PM, and returned to Open Session at 6:04 P.M.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.**

The Board entered Closed Session to discuss personnel matters at 5:55 PM, and returned to Open Session at 6:04 P.M.

**TO RECONVENE IN OPEN SESSION TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.**

The Board took no action on personnel or real estate 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 5:34 p.m. After discussion, Chairman **Parker** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on February 9, 2023.

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

By: \_\_\_\_\_

  
**Jon Taylor**  
District Secretary

**MINUTES OF DECEMBER 1, 2022 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 1, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:01 PM. by **Scott Morgan**, President and Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present
<b>Jon Taylor</b>	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. Other persons present during the meeting include Jamie Chebra,

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG**

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

**TO RECEIVE PUBLIC COMMENT.**

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

**TO RECEIVE A REPORT FROM BETTER BOOKKEEPERS, INC., THE DISTRICT'S BOOKKEEPER, AND TAKE ACTION ON THE TREASURER'S REPORT.**

The Board next received a report from Melanie Davis of Better Bookkeepers Inc. Ms. Davis discussed construction matters as well as Masters and the floor repair as a result of damage caused by the hot water leak. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker**, to approve the Treasurer's report as presented. After discussion, President **Morgan** called for a vote, and the Motion passed 5 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY FINANCIAL INSTITUTION MATTERS.**

The Board next discussed financial matters of the District including accounts and pledges of the District that are held by various institutions. Mr. **Latimer** stated the need for five (5)

documents with original signatures. Action to redirect HCAD and sales tax deposits to Frost Bank was requested. Mr. Latimer noted the \$170,000 funding to TCDRS to be instant. A Motion was made by Mr. Taylor, seconded by Mr. Latimer, to approve the Treasurer's report as presented. After discussion, President Morgan called for a vote, and the Motion passed 5 to 0.

**TO PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, 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) \$128,892.57 to be transferred to the District operations account, (2) \$247,901.95 to be transferred to the District payroll account, and (3) \$26,157.44 to be transferred to the District's administrative account. Following the presentation and a discussion of the District's bills, invoices and funds on hand, a Motion was made by Mr. Taylor, seconded by Mr. Latimer, to pay the District bills, and approve the transfer of the necessary funds for the District accounts. After discussion, President Morgan called for a vote, and the Motion passed 5 to 0.

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

**TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.038(A-1).**

No action was taken by the Board.

**TO APPROVE THE DISTRICT MEETING MINUTES OF PRIOR MEETING(S).**

The Board tabled reviewed of the minutes from the regular meeting held November 3, 2022.

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT.**

The Board next received a presentation from Chief Shelor on the Department's Fire Operations Report for the month of October. Chief Shelor stated the Department responded to one hundred eleven (111) calls for service during the month of October of which thirty-eight (38) were EMS related calls. Chief Shelor also made note that the Department provided mutual aid sixteen (16) times, received mutual aid two times (2) and eighteen (18) calls overlapped. The estimated average response time of the in-District and non-emergency calls was five (5) minutes, twenty-seven (27) seconds and five (5) minutes, one (1) second for emergency calls. Chief Shelor reported two (2) incidents in which a building fire resulted in \$5,000 loss and a passenger vehicle fire which resulted in a \$60,000 loss.

Chief Shelor relayed Lone Star Military Maintenance was going out of business, Ms. Rogers would be gathering pricing information from other vendors.

After discussion, Mr. Latimer made a Motion to accept the report. Mr. Taylor seconded the Motion. After discussion, President Morgan called for a vote, and the Motion passed 5 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 the request for four (4) individuals to attend two (2) classes offered in January for an amount of \$46,000 to take place in Frisco, Texas. Chief Shelor also placed a request for Ms. Rogers to attend a TFC admin workshop for a fee of \$1,000. After review, a Motion was made by Mr. **Hogue** to approve the requests for training as received. Mr. **Taylor** seconded the Motion. After discussion, President **Morgan** called for a vote, and the Motion passed 5 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING HIRING A FIRE & LIFE SAFETY OFFICER TO PROVIDE INSPECTION SERVICES WITHIN THE DISTRICT TERRITORY.**

Chief Shelor stated the hiring of a Fire & Life Safety Officer had been tabled as it was previously posted in May. The Board had improved the pay range and contacted the Fire Marshal program directly thereafter. After review, a Motion was made by Mr. **Hogue** seconded by Mr. **Taylor** to refrain from contracting with Harris County and to hire the District's own Fire & Life Safety Officer. After discussion, President **Morgan** called for a vote, and the Motion passed 5 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2023 BUDGET.**

Chief Shelor presented information on COLA to be included in the 2023 Budget. Mr. **Parker** posed a question if it is required that staff put in one weekend a month? Chief Shelor replied, it was not a requirement. A discussion was held on how to measure or require personnel to work nights and/or weekends. The Board tabled the matter to allow further discussion.

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

No action was taken by the Board.

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

No action was taken by the Board.

**TO REVIEW DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUESTS FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES**

No action was taken 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 action was taken by the Board.

**TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR JANUARY 5, 2023.**

The next regular meeting will be held Thursday, January 5, 2023, to commence at 4:00 p.m. An item regarding the monitoring of the HVAC system at Station 12 annually would also be reflected on the upcoming agenda.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY.**

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 to discuss personnel matters.

**TO RECONVENE IN OPEN SESSION TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.**

The Board took no action on personnel or real estate matters.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:29 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on February 9, 2023.

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

By: \_\_\_\_\_

  
**Jon Taylor**  
District Secretary