

**MINUTES OF FEBRUARY 1, 2024 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A Meeting was duly called by the Board of Commissioners of the **Harris County Emergency Services District No. 29** on February 1, 2024 at **District Fire Station 11** located at **12730 Champion Forest Drive, Houston, Texas 77066**.

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:

Scott Morgan	Present
David Parker	Present
Jon Taylor	Absent
Kenneth Latimer	Present
Bill Hogue	Absent

Commissioners **Taylor** and **Hogue** were not present for this meeting. Also present at the meeting were Fire Chief **Dan Shelor**, Captain **Dustin Ledford**, **Drew Hamilton** of **Better Bookkeepers, Inc.**, **Ira Coveler** and **Melissa Wiggins** of **Coveler & Peeler, P.C.**, District Legal Counsel, and other members of the Department.

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 then opened the floor to public comment though none was forthcoming.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 4, 2024

Mr. **Coveler** advised the Board that the three (3) Commissioners up for re-election had all submitted applications. If no additional applications were submitted for this election by 5:00 p.m. on February 16th, the election would be cancelled at the District's March meeting. No action was taken at this time.

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

Mr. **Latimer** informed the Board that some issues had been noted with Texpool which he would be addressing in the following week with Cadence Bank, but no further updates were available. Mr. Coveler in turn stated he was working with Texas Traditions Bank regarding the pledge system to deposit funds into the account, and would follow up with them for more information. No further action was taken.

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

The Board next received the Bookkeeper's report from Mr. Drew Hamilton of Better Bookkeepers, Inc. Mr. Hamilton stated that bill expenses were high as this month would contain three (3) payroll periods. He then questioned the amount of revenue which should be delineated for 2024 ad valorem taxes which was received in December. Mr. Coveler advised that a report would be provided showing that information, and suggested holding off on any fund transfers until further discussion was held in March. When asked for clarification, Mr. Coveler explained that adjustments were usually made by the District auditor to show the difference in revenue between 2023 and 2024 regarding tax income, but that reports generated by the County tax office would also provide information to that end which could be used to move funds later on.

There being no further questions, Mr. **Parker** made a Motion, seconded by Mr. **Latimer**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board next reviewed fund transfers required to address District bills and expenses. Mr. Hamilton stated transfers would need to be approved in the following amounts:

1. Operations - \$281,104.28
2. Payroll - \$352,658.56
3. Admin. - \$50,472.31

The combined transfer request totaled \$684,235.15. After review, Commissioner **Parker** made a Motion, seconded by Commissioner **Latimer**, to authorize payment of the District's bills and transfers as presented. Thereafter, 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 & SAFETY CODE §775.038 (A-1).

The Board then reviewed submittals from District Commissioners, though none were forthcoming, and no action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING APPROVAL OF THE DECCAN INTERNATIONAL LIVE MUM CAD SYSTEM PURCHASE COST AS SHARED WITH SPRING, KLEIN, PONDEROSA, AND CY-CREEK DEPARTMENTS.

Chie Shelor next addressed the Board regarding the possible purchase of the Deccan International Live MUM CAD System, the cost and use of which would be shared with Spring, Klein, Ponderosa, and Cypress-Creek Fire Departments. The proposed system would interface with CAD to analyze previous call data, extrapolate and predict possible areas needing additional coverage, or delayed response risks. This system could track apparatus locations, allowing dispatch to use that predictive information to better deploy resources when needed in active events.

All Departments currently working with NorthComm Dispatch were invited to participate with this system. Due to cost sharing, the District's cost allocation for the project would be an initial \$8,200, with an annual fee of \$2,650. There would also be an interfacing charge of \$3,000. Chief estimated a total cost of \$14,510 for all needs, with a \$660 annual CAD-link fee, and \$1,325 annual fee. Mr. **Parker** inquired as to the actual benefit of this system, and was told the predictive and analytical nature of the system software would help recognize areas of likely response needs, and recommend placement adjustments or response changes relative to the same. "If there's not a truck in five minutes (5:00) of that location, it recommends we put someone closer. It Can automatically generate a response out of CAD, or will alert dispatch that maybe they Should move someone." This system would work in conjunction with the existing CAD system and not act as a replacement. Chief Shelor further stated the \$660 charge would roll into TECC's budget next year, and not require payment by the District.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Latimer**, to approve the shared system purchase cost for the Deccan International Live MUM CAD system. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board next reviewed minutes from prior District meetings. One (1) set of minutes from the January 2024 meeting was presented for review. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker**, to approve the minutes as presented. Thereafter, 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 DEPARTMENT'S FIRE OPERATIONS REPORT PRESENTED BY CHIEF DAN SHELOR.

The Board then received the Department's Fire Operations Report from Chief Shelor who stated in 2023, thirteen hundred sixteen (1,316) calls were made with two hundred two (202) overlapping calls. Thirty-nine percent (39%) of those calls were EMS related. Mutual aid was given one hundred seventy-seven (177) times to Cypress-Creek, Cy-Fair, Klein, Little York, Northwest, ponderosa, and Spring Departments, and received thirty-three (33) times. Of a total pre-incident value of \$44,191,658, only \$781,380 was estimated to have been lost in events for the year. Average emergency and non-emergency response times totaled five minutes forty-three seconds (5:43), with an In-District emergency response time of five minutes eighteen seconds (5:18). For the year, there were three (3) minor fire service injuries, three (3) civilian injuries, and one (1) fatality.

Chief Shelor next provided the December 2023 Operations Report, stating one hundred nine (109) calls were made, including fourteen (14) overlapping calls. Thirty-eight percent (38%) of those calls were EMS related. Mutual aid was given to Klein, Little York, Northwest and Ponderosa Departments ten (10) times, and received seven (7) times. Average emergency response time in-District was five minutes thirty-two (5:32) seconds. Only two (2) major incidents were noted, with a total loss approximately \$7,000 out of a possible \$675,000.

After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker**, to approve the Fire Operations Reports as presented. Thereafter, 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 & LIFE SAFETY REPORT.

Captain Ledford next provided the January Fire & Life Safety Report. He first informed the Board that he, along with Deputy Chief Churchill from Spring Fire Department, and Ms. Ja'Milla Lomas from Klein Fire Department, would be doing a joint discussion at the Precinct 3 Public Safety Forum on March 12th. This would be the first event of its kind in the area, with hopes of encouraging similar future events. Captain Ledford then advised the Board of a current project involving the creation of a data management system with Prime ITS to track events, follow up reports on fire surveys and commercial reports. The local BOXX Modular facility had recently completed its installation of a functional Knox box and walk-through gate for first responders.

Next, he informed the Board of continued fire hazards at a local mulch facility in the District. Chief Shelor recently responded to a fire incident at this location, and attempted to find better methods of ingress for responders and apparatus as the facility's main ground area is not stable enough for traverse by fire apparatus. Access to the mulch facility will now be attainable through a neighboring business lot. Regarding local responses, one (1) licensed residential facility required response do to a water leak issue, and several smoke detectors and carbon monoxide detectors were installed in local homes. The Harris County Fire Marshal's Office was notified about another water leak issue at Champions Golf Club stemming from a broken sprinkler head which led to the entire suppression system being shut down. Captain Ledford would be working with HCFMO to isolate those sprinkler heads and address potential solutions that would not shut down the entire system, posing a hazard to the building and its visitors.

Captain Ledford spoke next regarding Knox boxes at the nearby Brookfield Apartments, and noted that currently, there was no updated listing of building and apartment numbers to guide first responders to appropriate units when needed. Such a list was being updated to ensure positive responses when necessary, in the future. He also noted that access to the Champion Oaks Apartments is very limited, and efforts were being made to secure safer access through the manual gate for first responders when needed. Listing more recent accomplishments, Captain Ledford stated he had written an article for President **Morgan's** neighborhood newsletter titled, "What is a Champions ESD Fire and Life Safety Officer" to bring awareness to the community. He also completed the End of Year Report for F&LSO Division, outfitted his vehicle with the equipment needed to handle public service needs, such as installing smoke detectors, and is continuing to work with Celebrate Excellence on the design of the District's new challenge coin. Additional work with Knox to obtain stickers that will assist crews in locating Knox Cylinders was also ongoing. President **Morgan** inquired as to the status of obtaining master keys to local alarm pull

stations, and was told that one (1) set had been received from Honeywell, with more to be obtained in the coming month.

Captain Ledford then provided the District's 2023 Fire & Life Safety Recap Report. Two hundred eighty-seven (287) business names and addresses were updated with NorthCom throughout the year, with two hundred fifty-six (256) fire safety surveys or pre-fire plans being completed. Seventeen (17) commercial occupancies were turned over to HCFMO, with another one hundred thirty (130) commercial occupancies built into Responder 360 during the year. Sixteen (16) safety advisory reports for personnel were completed, and two (2) non-certified Boarding homes were turned over to HCFMO. Additionally, one hundred thirty (130) fire reports were reviewed for false alarm billing in 2023, bringing in an approximate \$1,200. District personnel worked with over forty (40) commercial properties to update or install Knox boxes and Knox lock systems. Captain Ledford lastly highlighted the fatality incident in a local mobile home facility, after which thirty-eight (28) smoke alarms were installed by District personnel in several units, which helped save other residents in a future fire event later in the year.

After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker**, to approve the Fire & Life Safety Report as presented. Thereafter, 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 next informed the Board that four (4) personnel members would be attending the Texas Fire Chief's Academy in Waco, Texas in March for a total cost of approximately \$5,000. After review, Mr. **Parker** made a Motion, seconded by Mr. **Latimer**, to approve the expense of \$5,000 for the Texas Fire Chief's Academy in March. Thereafter, 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 BUDGET.

The Board took no action regarding the District's budget.

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

The Board took no action regarding District policies or guidelines.

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

The Board took no action regarding any needed improvements or repairs to District property.

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

The Board took no action related to thirty (30) day requests from the Department as none were forthcoming.

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 then informed the Board that one (1) washing machine had failed at Station 12, requiring a technician to review for potential repairs. Based on the estimate for repairs, it was ultimately decided to replace the unit. The broken unit would be recycled with Board approval.

After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker**, to approve the minutes as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 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 MARCH 7, 2024.

The Board then confirmed the March meeting date, and requested an item to cancel the May 4, 2024 election be added to that agenda.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

The Board did not meet in Closed Session to consult with legal counsel.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

The Board did not meet in Closed Session to deliberate real estate matters.

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

The Board did not meet in Closed Session to discuss personnel matters.

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

The Board held no discussion, and took no action regarding real estate or personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, President **Morgan** adjourned the meeting at 4:55 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on February 29, 2024.

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

By: 

Jon Taylor
District Secretary