

MINUTES OF JANUARY 9, 2020 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 at 12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, January 9, 2020.

CALL TO ORDER.

The meeting was called to order at 4:35 p.m. by **Richard Escott**, Vice-President.

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Entered the meeting at 4:48 p.m.
Richard Escott	Present
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Kayla Ray of Myrtle Cruz, Inc., District Bookkeeper, Ricardo Martinez of Martinez Architects, LP, and Ira Coveler of Coveler & Peeler, P.C. Members of the public were also in attendance.

TO RECEIVE PUBLIC COMMENT.

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

REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD MAY 2, 2020.

Mr. Coveler discussed the commissioner election to be held though no action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF ADDITIONAL ELECTION EQUIPMENT FOR USE IN THE DISTRICT'S ELECTIONS.

Following review and discussion, Mr. Parker made a Motion, seconded by Mr. Escott, to approve the purchase of the poll pad system for use in the District's elections. The Motion passed 4 to 0.

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

Kayla Ray of Myrtle Cruz, Inc. the District Bookkeeper, provided the District's financial report to the Board. The Board did not receive a copy of the report prior to the meeting. No action was taken.

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

The District bills totaled \$215,474.87. Mr. **Latimer** then made a Motion, seconded by Mr. **Parker** to approve the payment of the remaining District bills as presented. The Motion passed 5 to 0.

Motion was made by Mr. **Escott** to transfer funds in the amount of \$472,300 and approve the payment of District bills, including approval of \$197,000 for payroll and \$20,000 for administrative expenses as presented. Mr. **Parker** seconded the Motion. The Motion passed 4 to 0.

President **Scott Morgan** entered the meeting at 4:48 p.m.

TO REVIEW, DISCUSS AND TAKE ACTION ON REPORTS AND CONSTRUCTION MATTERS FROM DISTRICT ARCHITECT RICARDO MARTINEZ OF MARTINEZ ARCHITECTS FOR THE STATION 12 CONSTRUCTION PROJECT.

Ricardo Martinez provided updates on the Station 12 construction. He reported that permanent power to Station 12 is expected by January 23, 2020 noting the Fire Marshal inspection to follow on February 3, 2020. Mr. Martinez stated that Harris County had accepted the as-built survey of the detention pond and that Cameron Aschenbeck of JE Dunn would be requesting a pre-inspection by the Fire Marshal as well. Mr. Martinez reviewed with the Board the storm sewer and other open items remaining on the punch list. No action taken.

TO REVIEW AND TAKE ACTION OF ANY PAY APPLICATIONS SUBMITTED BY JE DUNN AND APPROVE BY MARTINEZ ARCHITECTS.

The Board tabled the review of Pay Application(s) as a hold had been placed on same by Mr. Martinez.

At this point in the meeting, Mr. Escott yielded the chair to President **Scott Morgan** who presided over the meeting until its conclusion.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO THE WORK PERFORMED BY MMG CONTRACTORS AND ALJ LINDSEY FOR THE INSTALLATION OF WATER AND SEWER LINES BENEFITING THE STATION 12 PROPERTY.

Mr. Coveler reviewed the matter with the Board, but no action was taken. Mr. Coveler stated that he was going to review information that was being provided to him by Mr. Dill.

TO REVIEW AND TAKE ACTION REGARDING MODIFYING THE DISTRICT'S COST SHARING AGREEMENT WITH MUD 191.

Mr. Coveler stated that he was working with Mr. Dill regarding this matter.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the Minutes from the District's regular meeting held December 5, 2019. The Motion passed 5 to 0.

TO REVIEW AND TAKE ACTION ON ENGAGEMENT OF MCCALL GIBSON SWEDLUND BARFOOT PLLC TO PREPARE DISTRICT 2019 AUDIT.

A Motion was made by Mr. **Parker** to authorize McCall Gibson Swedlund Barfoot PLLC to prepare the District's 2019 audit, within 10% of last year's fee. Mr. **Hogue** seconded the motion. The motion passed 5 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor noted the response to 94 calls during the previous month with 47% of these being EMS. Chief Shelor and the entire Board requested that the Board pause the meeting to recognize that Linda Blankenheim had recently passed away and that the entire department and the Board wanted to extend its condolences to the Blankenheim family. The Blankenheim family has been an important part of the local community and the Champions Fire Department since the Department's inception.

Mr. Morgan next inquired about the Fire Operations and Inspection Reports will differ once the second station is in operation. Chief Shelor explained that calls would be able to be tracked from each station location and would be reported in that manner. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Escott** to accept the Fire Operations Report and Fire Inspection reports as presented. The Motion passed 5 to 0.

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

A discussion was held regarding the new carpet and flooring for Station 11. The contractor used for Station 12 provided a costly bid of \$42,000 to re-carpet Station 11. The bid allowed \$6.00 per foot for the removal of carpet and the installation of new carpet and vinyl flooring. It was suggested that bids be solicited from local vendors for cost comparison, but no formal bid was to be solicited for this project.

Chief Shelor next shared that glass shower doors had been installed at Station 11 recently and requested that the same installation be made at Station 12. Station 12 would require the installation of four shower doors at a cost of \$1,145 each. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the purchase of shower doors at Station 12 not to exceed \$5,000.00. The Motion passed 5 to 0.

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

No requests were received by the Board.

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

A request was received for the attendance of four personnel to attend training at Texas A&M Engineering Extension Service (TEEX) for a total cost of \$5,095.00. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve attendance at the TEEX training as allowed by the \$6,000 budgeted for 2020. The Motion passed 5 to 0.

TO RECEIVE A REPORT FROM DISTRICT COMMITTEES AND TAKE ACTION RELATED TO THE DISTRICT'S DEBTS AND RESERVE FUND POLICIES.

Mr. Escott reported that he, Mr. Parker, Mr. Coveler and Chief Shelor met to review the District's debt and reserve fund policy. Mr. Escott explained that various risk scenarios were reviewed in an attempt to develop what amount of reserve is needed for the District. Different scenarios were discussed with the Board including the review of economic slowdown, reduction in sales tax, natural disasters and other matters that could negatively impact the District's ability to fund services at the current District levels. Based upon various factors considered, Mr. Escott reported that in any given year, barring legislative action that would remove the District's ability to impose a sales tax or other catastrophic legislative action, the District had an actuarial annual risk of loss not greater than \$900,000 in any given year.

The Board next discussed how much reserve should be maintained to protect against the potential loss. Mr. Escott reminded the Board that the District had in place insurance to protect against natural disasters, but that the deductible amount would be covered by the estimated maximum liability of the \$900,000 per year.

Finally, Mr. **Parker** and Mr. **Escott** shared with the Board that the committee was recommending that the prior year's total annual sales tax revenue was an adequate measure to determine what amount should be maintained in the District's reserve from year to year. Following a review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer**, to develop a written reserve policy wherein the amount of funds to be held in reserve would be no less than the prior year total sales tax revenue for the District. The Motion passed 5 to 0.

Mr. **Parker** then made a Motion to allocate funds in the amount of \$616,000 to reduce the debt on two (2) of the District's engines as well as a \$400,000 payment towards the tower truck payment. These payments should fully satisfy the final remaining balances of outstanding District loans on these vehicles and will result in an interest expense savings of more than \$30,000. Mr. **Latimer** seconded the Motion. The Motion passed 5 to 0.

Engine 11 and 12

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

No amendments were necessary.

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.

The next regular meeting will be held on Thursday, February 6, 2020, to commence at 4:30 p.m. No specific items were requested for placement on the agenda.

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

The Board had no need to enter Closed Session regarding sales tax matters.

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

The Board had no need to enter Closed Session regarding real estate matters.

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

The Board had no need to enter Closed Session regarding personnel matters.

TO TAKE ACTION ON MATTERS DISCUSSED IN 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 5:55 P.M. The Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on February 6, 2020.

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

By:


David Parker
District Secretary

**MINUTES OF FEBRUARY 6, 2020 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 at 12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, February 6, 2020.

CALL TO ORDER.

The meeting was called to order at 4:34 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Bill Russell of Myrtle Cruz, Inc., District Bookkeeper, Ricardo Martinez of Martinez Architects, LP, Brad Dill of BD Realty, Inc., and Ira Coveler of Coveler & Peeler, P.C. Scott Seifert, with Prime ITS, Mr. Cameron Aschenbeck of JE Dunn were also in attendance along with members of the public.

TO RECEIVE PUBLIC COMMENT.

Scott Seifert with Prime ITS informed the Board that he would be presenting a new service agreement between the District and Prime ITS at the March Board meeting.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD MAY 2, 2020.

Mr. Coveler explained the process for the election and answered questions about how the election would be conducted. The commissioners made the determinations regarding the time and place for the polling location(s) as well as the Early Voting Clerk and other related election matters. Please see the District's election order for more details. Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve items (a) through (i) of the election process. The Motion passed 4 to 0. Please see the 2020 Election Order regarding the calling of the election.

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

Bill Russell of Myrtle Cruz, Inc. the District Bookkeeper, provided the District's financial report to the Board at the meeting. Mr. Morgan questioned why Mr. Latimer had not been contacted regarding the outstanding loan payments that had not been made. Mr. Russell and Mr. Latimer then discussed payment of the loan balances in the amount of \$117,544.19 and

\$137,015.00. Mr. Russell informed the Board that he still had not made the requested loan payments as of the date of the meeting. There was no explanation given as to why the loan payment were not made.

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

Motion was made by Mr. **Escott** to transfer funds in the amount of \$156,400 and approve \$282,400 for payroll and \$-0- for administrative expenses as presented. Mr. **Latimer** seconded the Motion. The Motion passed 4 to 0.

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

Mr. **Latimer** requested clarification on the \$10,000 disbursement to Cy-Creek EMS. Chief Shelor explained that the payment was related to the dispatch fees charged to the department.

TO REVIEW, DISCUSS AND TAKE ACTION ON REPORTS AND CONSTRUCTION MATTERS FROM DISTRICT ARCHITECT RICARDO MARTINEZ OF MARTINEZ ARCHITECTS FOR THE STATION 12 CONSTRUCTION PROJECT.

Ricardo Martinez provided updates on the Station 12 construction. He reported that the installed stormwater catch basin was not approved by Harris County and that the filter installed was changed during construction by the subcontractor. Neither Mr. Martinez nor the District had been made aware of the substitution. The cost to change baskets to the approved system would result in an additional cost of \$58,000. The cost will NOT be incurred by the District and will be the responsibility of JE Dunn or its subcontractor.

Cameron Aschenbeck of JE Dunn then reported that they are seventy-two (72) days behind schedule and noted the following outstanding matters to be reviewed: (1) need to review offsets that need to be finalized between the parties; (2) review the additional charges which were incurred related to the MMG issues (the estimated cost of the stormwater line relocation is approximately \$13,000) with a related generator cost of approximately \$4,300; and (3) the generator cost related to issues with the detention pond of \$19,000. Mr. Aschenbeck also discussed the issues with the detention pond problems.

Mr. Morgan asked questions about the stormwater basket change and stated that the District needed to have a summary of all of the costs.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DETENTION POND CONSTRUCTION AND STORMWATER SEWER CONNECTION.

The Board later addressed this matter under Closed Session.

TO REVIEW AND TAKE ACTION OF ANY PAY APPLICATIONS SUBMITTED BY JE DUNN AND APPROVE BY MARTINEZ ARCHITECTS.

The Board next reviewed Pay Application No. 14 from JE Dunn in the amount of \$118,540. After review and discussion, a Motion was made by Mr. **Parker**, and seconded by Mr. **Latimer** to approve payment of the Application as presented. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO THE WORK PERFORMED BY MMG CONTRACTORS AND ALJ LINDSEY FOR THE INSTALLATION OF WATER AND SEWER LINES BENEFITING THE STATION 12 PROPERTY.

The Board later addressed this matter under Closed Session.

TO REVIEW AND TAKE ACTION REGARDING MODIFYING THE DISTRICT'S COST SHARING AGREEMENT WITH MUD 191.

No action taken.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the Minutes from the District's regular meeting held January 9, 2020. The Motion passed 4 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor noted the Department responded to 108 calls during the previous month with 19 calls overlapping one another. The only major incident reported for the month was that of a vehicle fire. Chief Shelor stated mutual aid was provided on 19 occasions and assistance received 2 times during the month. The total calls to date equal 1,123. After review, a Motion was made by Mr. **Escott**, seconded by Mr. **Parker** to accept the Fire Operations Report and Fire Inspection reports as presented. The Motion passed 4 to 0.

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

Chief Shelor will present an update on recommendations for Station 11 at the February Board meeting.

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

No requests were received by the Board.

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

No requests were received by the Board.

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

No amendments were necessary.

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.

The next regular meeting will be held on Thursday, March 5, 2020, to commence at 4:30 p.m. No specific items were requested for placement on the agenda.

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

The Board entered Closed Session to consult with legal counsel regarding contemplated litigation at 5:28 p.m. and reconvened in Public Session at 6:05 p.m.

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

The Board had no need to enter Closed Session regarding personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 6:00 P.M. The Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on March 5, 2020.

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

By: _____
David Parker
District Secretary

MINUTES OF MARCH 5, 2020 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 at 12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, March 5, 2020.

CALL TO ORDER.

The meeting was called to order at 4:32 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Bill Russell of Myrtle Cruz, Inc., District Bookkeeper, Ricardo Martinez of Martinez Architects, LP, Brad Dill of BD Realty, Inc., and Ira Coveler of Coveler & Peeler, P.C. Mr. Cameron Aschenbeck and Ms. Robin Webb of JE Dunn were also in attendance at the meeting.

TO RECEIVE PUBLIC COMMENT.

Mr. **Morgan** opened the floor for public comment though none was offered.

REVIEW AND TAKE ACTION TO CANCEL THE ELECTION.

Mr. Coveler explained that the Board had received only three (3) candidate applications for the 2020 District Commissioner election. Those applications were received from the incumbent commissioners as follows:

Bill Hogue
Kenneth Latimer
David Parker

Mr. Coveler explained that since there were three (3) candidate openings and only three (3) candidate applications, the three (3) applications were elected to the Board positions without necessity of an election. He went on to state that the Board needed to accept the candidates and cancel the election. Following a discussion, Mr. **Escott** made a Motion, seconded by Mr. **Morgan** to recognize the certification of the three (3) unopposed candidates named above. The Motion passed 4 to 0. Following the vote, Mr. Coveler added that each commissioner is elected to a term of four (4) years commencing on June 1, 2020 and ending on May 31, 2024.

Another Motion was then made by Mr. **Escott**, seconded by Mr. **Latimer** to cancel the general commissioner election scheduled for May 2, 2020. The Motion passed 4 to 0. Please see the 2020 Election Order regarding the cancelation of the election.

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

Bill Russell of Myrtle Cruz, Inc. the District Bookkeeper, provided the District's financial report to the Board at the meeting. Mr. Russell reported payment of bills in the amount of \$83,872.58, two-period payrolls totaling \$196,892.15 and \$8,000 disbursed from the Station account.

Mr. Latimer questioned what the issue had been regarding the wire transfer(s), previously not transmitted at the February meeting, as it took Nancy Davis thirteen additional days to wire the funds. Mr. Russell stated that Ms. Davis is the only person authorized to handle wire transfers. Mr. Latimer reminded Mr. Russell that the control of wire transfers had been given to Mr. Russell, per his instruction. Mr. Latimer made a Motion, seconded by Mr. Parker to place Kim Russell on the Banc Corp South account as an authorized Myrtle Cruz employee to handle wire transfers in the absence of Nancy Davis. The Motion passed 4 to 0.

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

Motion was made by Mr. **Escott** to transfer funds in the amount of \$82,300 and approve \$282,400 for payroll and \$-0- for administrative expenses as presented. Mr. **Parker** seconded the Motion. The Motion passed 4 to 0.

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

TO REVIEW AND TAKE ACTION OF ANY PAY APPLICATIONS SUBMITTED BY JE DUNN AND APPROVE BY MARTINEZ ARCHITECTS.

No submissions were received by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION ON REPORTS AND CONSTRUCTION MATTERS FROM DISTRICT ARCHITECT RICARDO MARTINEZ OF MARTINEZ ARCHITECTS FOR THE STATION 12 CONSTRUCTION PROJECT.

Ricardo Martinez provided updates on the Station 12 construction. He reported that the pond had been re-surveyed. Results determined allowable capacity in the pond.

Ricardo Martinez and Cameron Aschenbeck of JE Dunn noted the following outstanding matters to be reviewed: (1) JE Dunn is finalizing matters related to the storm sewer baskets and the requirements of Harris County; (2) JE Dunn is working to obtain a temporary occupancy permit for the District if a permanent permit cannot be obtained; (3) the Harris County inspection of the property is scheduled for Monday, March 9, 2020; (4) the detention pond needs new grass

stabilization; and (5) Martinez Architects issued the substantial completion letter on February 24, 2020.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY CHANGE ORDERS OR PUNCH LIST ITEMS THAT NEED TO BE ACTED ON BY THE BOARD.

Cameron Aschenbeck provided a spreadsheet presentation regarding outstanding items for review by the Board. The Board took no action.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DETENTION POND CONSTRUCTION AND STORMWATER SEWER CONNECTION.

Mr. Martinez explained the need to install a generator and pump related to the operation of the detention pond. Following the presentation and a discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the rental of the generator and pump for \$27,460. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION REGARDING MODIFYING THE DISTRICT'S COST SHARING AGREEMENT WITH MUD 191.

Brad Dill presented a report on his communications with MUD 191.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the Minutes from the District's regular meeting held February 6, 2020. The Motion passed 4 to 0.

TO REVIEW AND DISCUSS DISTRICT ISSUES THAT WERE IDENTIFIED AT THE SAFE-D CONFERENCE.

Mr. Morgan reported that over 900 attendees gathered for the 2020 Safe-D Conference. Mr. Coveler discussed SB2.

TO RECEIVE A PRESENTATION FROM MULTIVISTA REGARDING THE STATION 12 PROJECT.

Brian Altus presented photographs from the project. A discussion was held regarding comments on the pictures.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor noted the Department responded to 99 calls during the previous month with 20 calls overlapping one another. There were two (2) vehicle fires, one (1) trash fire and one (1) small cooking fire during the month of January. Chief Shelor stated mutual aid was provided on 5 occasions and assistance received 6 times during the month. The response time for all calls averaged five minutes and fifty-five seconds (5:55) for the month of January.

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

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A POLICY RELATED TO THE GRANTING OF A VARIANCE FOR THE UTILIZATION OF NATURAL WATER RESOURCES TO SUPPLY WATER FOR FIREFIGHTING PURPOSES.

Chief Shelor discussed receiving a letter requesting the placement of a pond or tank at the developer's property. The developer stated he prefers to install a tank as opposed to installing a pressurized fire suppression system. After discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to produce a letter and/or resolution rejecting pond based drafting systems for fire suppression. The Motion passed 4 to 0.

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

Mr. Parker made a Motion, seconded by Mr. Escott to add GTT Intelligence to Station 12. The Motion passed 4 to 0.

Discussion was then held regarding the conversion of light kits for Station 11 from fluorescent to LED. After review, Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to purchase a new projection system including dongle equipment installation through I-evolve not to exceed \$12,400. The Motion passed 4 to 0.

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

No requests were received by the Board.

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

No requests were received by the Board.

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

No amendments were necessary.

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.

The next regular meeting will be held on Thursday, April 2, 2020, to commence at 4:30 p.m. The renewal of HdL was 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 entered Closed Session to consult with legal counsel regarding contemplated litigation at 6:29 p.m. and reconvened in Public Session at 6:51 p.m.

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

The Board had no need to enter Closed Session regarding personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 6:59 P.M. The Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 6, 2020.

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

By: _____
David Parker
District Secretary

**MINUTES OF APRIL 13, 2020 SPECIAL MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A special meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station at 12730 Champion Forest Drive, Houston, Texas 77066** on Monday, April 13, 2020.

CALL TO ORDER.

The meeting was called to order at 5:08 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Brad Dill of BD Realty, Inc., and Ira Coveler of Coveler & Peeler, P.C.

Without objection, the Board moved to Agenda Item 3:

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE FORMATION OF ANY DISTRICT COMMITTEES.

Mr. Morgan stated that he would like to form two District committees. The first committee would consist of himself, Mr. Parker and Angela Zacharias to work out the details of transitioning the fire chief position from a part-time employee to full-time employee. Mr. Morgan made a Motion, seconded by Mr. Latimer, to form a committee consisting of Mr. Morgan, Mr. Parker and Ms. Zacharias to review the transitioning the fire chief position from a part-time employee to full-time employee. The Motion passed 4 to 0.

Mr. Morgan continued to the second committee in which he wished to form. The second committee would review the cost impact of transitioning twelve (12) part-time employees to full-time employees. Mr. Parker and Mr. Escott offered to be placed on the second committee. Mr. Latimer made a Motion, seconded by Mr. Escott to form a committee consisting of Mr. Parker and Mr. Escott to review the financial feasibility of transitioning twelve part-time employees to full-time employees. The Motion passed 4 to 0.

The Board then returned to Agenda Item 2:

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S COST SHARING AGREEMENT WITH MUD 191.

Brad Dill provided an update to the Board regarding the cost sharing agreement with MUD 191. Mr. Dill, Counsel and Mr. Morgan held a teleconference with the MUD 191 President and attorney to discuss the outstanding items necessary in the second amendment of the agreement. The second amendment reflects the facility costs to be \$471,000. The ESD agrees to prepare a land plan of the surplus land with the building and the parking and indicate how these will be served by utilities. The tract of land must be at least one (1) acre in size and have at least 200 feet of frontage on Cutten Road. Ricardo Martinez has confirmed that we are well within the required land as the tract is 1.3 acre and frontage of 224'. The District would prepare a variance request for receiving sales tax from the 1.3-acre tract which would be submitted to MUD 191 by June 15, 2020 and have until August 15, 2020 to approve. The term of the Agreement would extend to March 16, 2026, unless terminated sooner.

The District must make attempts to sell the property and, if not, then the Agreement may be terminated. This is so MUD 191 could utilize the sales tax and pay the District one-half of what MUD 191 receives which comes to one-fourth of the total sales tax. If the ESD has not sold the property or taken formal Board action to move forward with selling of the property or construction no later than October 31, 2022, MUD 191 may terminate the Agreement.

Mr. Dill continued with reference to the Reimbursement Section explaining the District's collection of two-thirds of sales tax from the thirteen tracts and local facility. The tract total of thirty-plus acres would reimburse the District on a per-acre basis, as under the Agreement, the District would have the right to collect per-acre fees and sales tax fees up to one-half of the original \$471,000.

Mr. Dill shared his belief that this version of the Agreement proved more favorable than that previously presented to the District. Mr. Escott shared his unease regarding the requirement to prepare a land plan and meet future deadlines stating he did not feel the risk was worth it. Mr. Parker voiced his agreement with Mr. Escott. Mr. Coveler stated to the Board that the plan presented was the only way possible for the District to get any kind of reimbursement at no cost to the District.

A discussion was held regarding resale of the property. Mr. Escott questioned the ability to develop on the land without knowing future property plans and voiced his concern over MUD 191's motivation. Mr. Dill relayed his feeling that the District had nothing to lose by signing the Agreement as it is of no additional cost to the District other than the \$471,000 already disbursed for the property.

Mr. **Escott** made a Motion, seconded by Mr. **Latimer** to approve the Cost-Sharing Agreement with MUD 191 with the understanding there be no commitment by the District to do anything with the property. Mr. Dill stated that the Agreement was not entirely finished and requested he and counsel be given authorization to make changes to the Agreement, if necessary, prior to execution. Mr. Morgan requested Mr. Escott modify his motion to approve the Agreement subject to final review by District legal counsel. Mr. **Escott** made a Motion, seconded by Mr. **Latimer** to approve the Cost-Sharing Agreement with MUD 191 subject to final review by counsel. The Motion passed 4 to 0.

Mr. Dill assured the Board that he would be responsible not only for execution of the agreement with MUD 191 but also all costs associated with Weisser Engineering, including payment of the fee for same in the amount of \$1,500.00.

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 MATERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR.

The Board did not exercise the option to meet in Closed Session to consult with legal counsel regarding contemplated litigation.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 5:40 P.M. The Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 6, 2020.

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

By: _____
David Parker
District Secretary

**MINUTES OF MAY 7, 2020 SPECIAL MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Monday, May 7, 2020.

CALL TO ORDER.

The meeting was called to order at 4:30 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

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

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

TO RECEIVE PUBLIC COMMENT.

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

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

Melanie Davis of Better Bookkeepers, Inc., the District's new bookkeeper, reported that all financials had been reconciled for 2020 and the books for January and February were being rebuilt in the Better Bookkeepers, Inc. system. The Board advised of some coding changes and Ms. Davis stated that the coding would be adjusted as previously directed by Ken Latimer, the District's Treasurer.

TO RECEIVE A REPORT ON THE STATUS OF TRANSITION TO BETTER BOOKKEEPERS, INC., AND TAKE ANY OTHER RELATED AND NECESSARY ACTION.

Myrtle Cruz, Inc. will be contacted in an effort to obtain any documentation which may not have been given to the District. Mr. Latimer is in the process of having documents, previously redirected from Myrtle Cruz, Inc., to the District or rerouted to Better Bookkeepers, Inc. No action taken.

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

Motion was made by Mr. **Escott** to transfer funds in the amount of \$283,274.39 for payroll and \$12,915.65 for administrative expenses as presented. The administrative account should retain a balance of \$25,000. No funds would be transferred to the operating account as it has a current balance of \$162,000. Mr. **Parker** seconded the Motion. The Motion passed 5 to 0.

After a review of bill related to training, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the payment of the District bills as presented. The Motion passed 5 to 0.

TO REVIEW AND TAKE ACTION OF ANY PAY APPLICATIONS SUBMITTED BY JE DUNN AND APPROVED BY MARTINEZ ARCHITECTS.

A Motion was made by Mr. **Escott** to approve payment of Pay Application 15. Mr. **Parker** seconded the Motion. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON REPORTS AND CONSTRUCTION MATTERS FROM THE DISTRICT'S ARCHITECT RICARDO MARTINEZ OF MARTINEZ ARCHITECTS FOR THE STATION 12 CONSTRUCTION PROJECT.

Mr. Martinez presented the following update regarding Station 12. He stated that he and the contractor (JE Dunn) are reviewing issues with the HVAC systems at Station 12 to verify the functionality of the systems. Additionally, he stated that the HVAC wiring is being reviewed as well as the wiring related to the installation of the Big Ass Fan system. He stated that the HVAC system was not cooling sufficiently and that they are awaiting the completion of the commission of the HVAC system of the station. He concluded by informing the Board that the Big Ass Fan shut off is located in the wrong location. No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY CHANGE ORDERS OR PUNCH LIST ITEMS THAT NEED TO BE ACTED ON BY THE BOARD.

A discussion was held though no action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A VARIANCE SUBMISSION TO HARRIS COUNTY MUD 191 FOR THE REIMBURSEMENT AND SHARING OF SALES TAX REVENUE WITH THE DISTRICT.

Brad Dill presented a variance request letter he prepared and explained that there is no variance form provided by MUD 191. Mr. Dill stated that he would contact MUD 191 for its response. A Motion was made by Mr. **Hogue**, seconded by Mr. **Escott** to make a submission to MUD 191. The Motion passed 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of meeting minutes.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING RENEWING THE DISTRICT'S BUILDING INSURANCE, VEHICLE INSURANCE AND UMBRELLA POLICY WITH MCNEIL & CO.

Mr. Parker reviewed the policy though questioned the ownership of an F350. Chief Shelor confirmed ownership explaining that the booster truck is the referenced F350 truck. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to renew the insurance policy with McNeil & Co. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY ASSUMED NAME FILINGS FOR THE DISTRICT.

Mr. **Parker** made a Motion, seconded by Mr. **Escott** to proceed with the assumed name filings for Champions Emergency Services District and Champions Emergency Services District 29. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO A SERVICE AGREEMENT FOR LAWN MAINTENANCE WITH GROWTH SERVICES, INC.

A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to engage the services of Growth Services, Inc. to maintain District grounds. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO A CONTRACT WITH TRIPLE H STRUCTURAL STEEL COVERS OF TEXAS TO INSTALL A STORAGE BUILDING AND CARPORT AT STATION 12.

The Board discussed the addition of covered parking for five spaces at Station 12 for a cost of \$8,550. The covering would be painted grey to match that on the building. The addition of a storage building to house training props was also discussed. The storage building would cost \$5,195. Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the parking coverage and storage building as presented. The Motion passed 5 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor relayed that training had been conducted on the new drill tower and added that Houston Ladder 84 and Cypress Creek were going to be training on the tower. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to accept the Fire Operations Report as presented. The Motion passed 5 to 0.

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

No improvements or repairs were reported.

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

No requests were received by the Board.

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 discussion, Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the purchase of a door prop in the amount of \$7,350 from PEB Enterprises. The Motion passed 5 to 0. Siddons-Martin would be flying to Pierce and be conducting inspections from May 10th – 21st.

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

No amendments were necessary.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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

The next regular meeting will be held on Thursday, June 4, 2020, to commence at 4:30 p.m.

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 regarding real estate matters at 5:55 p.m. and reconvened in Public Session at 6:24 p.m.

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

The Board had no need to enter Closed Session regarding personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 6:26 P.M. The Motion passed 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 6, 2020.

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

By: _____
David Parker
District Secretary

**MINUTES OF JUNE 4, 2020 SPECIAL MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, June 4, 2020.

CALL TO ORDER.

The meeting was called to order at 4:35 p.m. by **Richard Escott**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Present (arrived at 4:39 p.m.)
Richard Escott	Present
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

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

TO ADMINISTER OATH(S) TO NEWLY ELECTED/RE-ELECTED AND/OR APPOINTED DISTRICT COMMISSIONERS.

Oaths of Office were administered to Mr. Bill Hogue, Mr. Kenneth Latimer and Mr. David Parker by Mr. Coveler in his capacity as District counsel.

TO RECEIVE PUBLIC COMMENT.

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

TO ELECT DISTRICT OFFICERS.

There was discussion amongst the Board members to determine who wanted to serve in what capacities. After that discussion, the following nominations were made by **Mr. Parker**.

President	Scott Morgan
Vice-President	Richard Escott
Secretary	David Parker
Treasurer	Ken Latimer
Assistant Treasurer	Bill Hogue
Assistant Secretary	Bill Hogue

The nominations were seconded by Mr. **Escott** to approve the officers as set forth above. The motion passed 4 to 0.

Mr. Morgan joined the meeting at this time.

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 financial report. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the report as presented. The Motion passed 5 to 0.

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

Motion was made by Mr. **Hogue** to transfer funds in the amount of \$230,042.54 for payroll and \$17,295.11 for administrative expenses as presented. No funds would be transferred to the operating account as it has a current balance of \$161,711.25. Mr. **Escott** seconded the Motion. The Motion passed 5 to 0.

A Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to approve the payment of the District bills as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION OF THE DISTRICT'S 2020 INVESTMENT POLICY.

Mr. Coveler next presented and reviewed with the Board the District's 2020 Investment Policy. The Board discussed the District's reserve and District's Investment reserve. After review, Mr. **Latimer** made a Motion to adopt the District's 2020 Investment Policy as prepared. Mr. **Hogue** seconded the Motion. The Motion passed 5 to 0.

TO REVIEW AND TAKE ACTION OF ANY PAY APPLICATIONS SUBMITTED BY JE DUNN AND APPROVED BY MARTINEZ ARCHITECTS.

No payment applications were submitted for consideration.

TO REVIEW, DISCUSS AND TAKE ACTION ON REPORTS AND CONSTRUCTION MATTERS FROM THE DISTRICT'S ARCHITECT RICARDO MARTINEZ OF MARTINEZ ARCHITECTS FOR THE STATION 12 CONSTRUCTION PROJECT.

Mr. Martinez presented the following update. The replacement gates at Station 12 have been installed, but they are not motorized yet. The HVAC testing and balancing is still being conducted and reviewed. The lights at the kitchen sink are still wired to the wrong switch and that is being corrected and the vestibule lighting has been installed. The hot water at the mop sinks are now working. Big Ass Fans still has not resolved their issues with the switching and control mechanisms. Chief Shelor expressed his concern that Premiere does not know what they are doing with respect to Big Ass Fans. No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY CHANGE ORDERS OR PUNCH LIST ITEMS THAT NEED TO BE ACTED ON BY THE BOARD.

Addressed previously with agenda item 9.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A VARIANCE SUBMISSION TO HARRIS COUNTY MUD 191 FOR THE REIMBURSEMENT AND SHARING OF SALES TAX REVENUE WITH THE DISTRICT.

Brad Dill reported that MUD 191 had approved the variance request on May 18, 2020. The reimbursement agreement remains in effect through March 2026 in which thirteen (13) tracts are eligible for reimbursement. Mr. Dill stated that this finalized his work on the matter. No action was taken by the Board.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of meeting minutes.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING RENEWING THE DISTRICT'S BUILDING INSURANCE, VEHICLE INSURANCE AND UMBRELLA POLICY WITH MCNEIL & CO.

Chief Shelor presented the insurance policy for review noting the fact that ISO had not evaluated Station 11. The current value of the building had been corrected. The value of Station 11 is now \$8.0 million. A Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to renew the insurance policy with McNeil & Co. The Motion passed 5 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor relayed EMS calls were down, mutual aid was provided nine times and received aid on five occasions with an average response time of five minutes and forty-nine seconds. Mr. Parker expressed his interest in reviewing response times to see how they have changed. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to accept the Fire Operations Report as presented. The Motion passed 5 to 0.

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

Mr. **Parker** made a Motion, seconded by Mr. **Escott** to authorize the installation of granite washout, not to exceed \$5,000, around the training tower at Station 12 and other areas where the granite meets the curb. No improvements or repairs were reported. The Motion passed 5 to 0.

The Board then discussed the flooring for the hallway and stairs at Station 11. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the installation of flooring by Spectra Contract Flooring not to exceed \$15,000. The Motion passed 5 to 0.

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

No requests were received by the Board.

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

No requests were received by the Board.

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

No amendments were necessary.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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

The next regular meeting will be held on Wednesday, July 1, 2020, to commence at 4:30 p.m. Mr. Coveler discussed the need to consider the District budget as HdL has estimated a reduction in sales tax by approximately 8%.

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

The Board did not exercise the option to enter Closed Session to consult with legal counsel regarding real estate matters.

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

The Board entered Closed Session regarding personnel matters at 5:33 p.m. and reconvened in Public Session at 6:41 p.m.

After discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to engage Dan Shelor as a full-time employee of the District. The Motion passed 5 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 6:42 P.M. The Motion passed 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 6, 2020.

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

By: _____

David Parker
District Secretary

MINUTES OF JULY 1, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Monday, July 1, 2020.

CALL TO ORDER.

The meeting was called to order at 4:06 p.m. by **Richard Escott**, Vice-President.

ROLL CALL AND ESTABLISH QUORUM.

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

Richard Escott	Present
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Absent from the meeting was Commissioner Scott Morgan. Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers and Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT.

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

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

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the financial report. Ms. Davis talked about the Wells Fargo account and station payment. She also discussed the construction account and balance for same. After discussion by the Board, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the report as presented. 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 transfer of funds was next discussed. Commissioner Latimer stated that the following transfers were being requested. (1) \$117,680.84 for payroll, (2) \$18,532.11 for administrative expenses, (3) \$12,562.00 for J.E. Dunn from the construction account and (4) \$53,774.83 for District administrative expenses.

A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON 2021 BUDGET AND 2020 TAX RATE ADOPTION PLANNING, INCLUDING REVIEW OF TRUTH IN TAXATION PROCEDURES AND DESIGNATION OF OFFICIALS TO CALCULATE TAX RATES AND PROVIDE TAX RATE INFORMATION TO THE BOARD.

District Counsel, Ira Coveler discussed the tax rate process and explained the new tax setting process under Senate Bill 2. Mr. Coveler, explained that due to the new tax setting process resulting from Senate Bill No. 2, that if the District desired to exceed its Effective Tax Rate (now known as the “No New Revenue Tax Rate”) by more than 3.5%, an election to do so would be necessary. Absent an election, going forward, the District would be statutorily capped at a 3.5% increase in taxes (other than as permitted by the *diminimis* tax rate setting process). After review, a Motion was made by Mr. **Parker** second by Mr. **Latimer** to authorize the Harris County Tax Assessor Collector’s Office to prepare the tax rate calculations for 2020. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY CHANGE ORDERS OR PUNCH LIST ITEMS THAT NEED TO BE ACTED ON BY THE BOARD.

No items reported.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PROPOSAL FROM BACKWATER FENCE REGARDING ADDING ADDITIONAL SUPPORT TO THE GATE AT STATION 12.

A Motion was made by Mr. **Parker**, second by Mr. **Latimer** to accept the proposal from Backwater Fence as received. The Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Mr. Coveler provided the Board with Minutes for review though no action taken.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the Department responded to 81 calls the previous month in which mutual aid was provided on 16 calls and received on 5 calls. The average response time during the month was 5:28. Chief Shelor noted the 51 second variance in response time between March/April/May of 2019 of 6:28 and that for March/April/May of 2020 of 5:37. Chief Shelor went on to share that the communication center now provides an alert if the response time is over 10 minutes. Chief Shelor relayed that the Department responded to 7 fires in May including a trash fire, apartment fire, cooking fire and vehicle fire. Chief Shelor also noted that no direct COVID cases had been reported for firefighters and the EMS cases were down. Temperatures of personnel continue to be logged. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

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

The pricing on the flooring at Station 11 is being updated. The installation date is yet to be determined.

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

No requests were received by the Board.

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

No requests were received by the Board.

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

No amendments were necessary.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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

The next regular meeting is tentatively scheduled for Thursday, August 6, 2020, to commence at 4:30 p.m. Two special meetings will be scheduled for (1) July 29, 2020 to address the District 2019 Audit and (2) August 10, 2020 to adopt the District 2020 tax rate.

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 regarding real estate matters at 4:44 p.m. and reconvened in Public Session at 5:18 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.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:17 P.M. The Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 6, 2020.

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

By: _____

David Parker
District Secretary

**MINUTES OF JULY 23, 2020 SPECIAL MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, July 23, 2020.

CALL TO ORDER.

The meeting was called to order at 4:30 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Present
Richard Escott	Present
David Parker	Present
Kenneth Latimer	Present

Also present at the meeting were Fire Chief Dan Shelor, Brian Toldan of McCall Gibson Swedlund Barfoot PLLC, and Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT.

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

TO RECEIVE THE DISTRICT'S 2019 AUDIT REPORT AND TAKE ANY ACTION RELATED TO THE REPORT.

Brian Toldan of McCall Gibson Swedlund Barfoot PLLC presented the District's 2019 Audit. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the report as presented. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING SELECTION OF A VENDOR TO INSTALL A NEW FENCE AT STATION 11.

The wood fence located behind Station 11 is in disrepair and needs to be replaced, adding a cap and rot board. Estimates were received from Texas Fence at \$40.50 per foot and Right Fence Co. at \$31.00 per foot for the 150 foot fence.

A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to engage the services of Right Fence Co. to replace the fence, not to exceed \$6,500. The Motion passed 4 to 0.

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

The transfer of funds was next discussed: \$218,814.83 for payroll and \$3,197.86 for administrative expenses. No funds would be transferred to the operating account as it has a current balance of \$20,410.95.

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

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

Chief Shelor presented the proposed District 2021 Budget. Counsel discussed the tax rate setting process. Mr. Coveler noted that the proposal of the 2020 tax rate would be placed on the agenda for the District's next regular meeting scheduled for August 4, 2020.

A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to adopt the District 2021 Budget as presented. The Motion passed 4 to 0.

ADJOURNMENT.

There being no further business brought before the Board, the meeting was adjourned at 5:42 P.M.

The foregoing minutes were passed and approved by the Board of Commissioners on August 6, 2020.

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

By: _____
David Parker
District Secretary

MINUTES OF AUGUST 4, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Tuesday, August 4, 2020.

CALL TO ORDER.

The meeting was called to order at 4:06 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers and Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT.

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

TO PROPOSE THE DISTRICT'S 2021 BUDGET.

Chief Shelor presented the proposed District 2021 budget. The Board discussed the District's 2021 Budget. Mr. Hogue inquired as to the significant increase for dispatch services. Chief Shelor explained that all of the ESDs in the surrounding area were asking Cypress Creek for some modifications to the fee structure and level of service from the dispatch center. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve the proposed District 2021 budget as presented. The Motion passed 5 to 0.

TO PROPOSE THE DISTRICT 2020 TAX RATE.

The Board held a discussion regarding the budget and tax rate considering different scenarios. Mr. Coveler explained that for this meeting it was necessary to propose a tax rate at the maximum rate and that the board could adopt the actual tax rate at the tax adoption meeting. He stated that there was still a need to receive more information from Harris County. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to propose a rate of \$.10/\$100 as the 2020 District tax rate. The Motion passed 5 to 0.

TO SCHEDULE PUBLIC HEARINGS REGARDING THE DISTRICT'S 2020 TAX RATE AND THE DATE OF MEETING TO ADOPT.

Mr. **Parker** made a Motion seconded by Mr. **Escott** to approve the special meeting on August 20, 2020 at 4:00 p.m. at Champions Emergency Services Fire Station at 12730 Champion Forest Drive, Houston, Texas 77066 to hold the public hearing and adopt the District's tax rate. The Motion passed 5 to 0.

TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 3, 2020.

The Board held a discussion regarding the possible need to hold a tax rate election. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to call an election to be held November 3, 2020 regarding the District's tax rate setting. The Motion passed 5 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 financial report. After discussion by the Board, a Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to transfer \$127,00 from Trustmark Bank to Texpool. The Motion passed 5 to 0.

Mr. **Escott** then made a Motion to close the Wells Fargo checking account and move the funds to Banc Corp South. Mr. **Hogue** seconded the Motion. The Motion passed 5 to 0.

The Board next reviewed the loan note for Station 12. After discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Escott** to approve payment the loan payment in the amount of \$354,102.33. The Motion passed 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 next discussed. Commissioner Latimer stated that the following transfers were being requested. (1) \$89,032.98 for operations expenses, (2) \$95,244.04 for payroll, and (3) \$13,372.36 for District administrative expenses. A Motion was made by Mr. **Escott**, seconded by Mr. **Hogue** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 5 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

Discussion was then held regarding the Wells Fargo loan for Station 11. The Board discussed that the rate for the loan was getting ready to adjust and that the board could maintain the financing in place or satisfy the loan and pay off the remaining principal balance. Chief Shelor and Mr. **Latimer** estimated the interest savings to the District at almost \$100,000 by paying off the Station 11 loan early. Mr. **Latimer** noted that the District was earning the best possible return on its money, but that it was not equivalent to the amounts the District was paying as interest on the Station 11 loan. After the discussion concluded, Mr. **Escott** made a

Motion, seconded by Mr. **Latimer** to prepay the Station 11 loan in full. The Motion passed 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to approve the Minutes from the District's regular meetings held March 5, 2020, April 2, 2020, May 7, 2020, June 4, 2020, July 1, 2020 and Minutes from the District's special meeting held April 13, 2020 and July 23, 2020. The Motion passed 5 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month was slow as the Department responded to sixty-seven (67) calls the previous month of which 38% were EMS. Mutual aid was provided on seven (7) calls and received on three (3) calls. Thirteen (13) responses were overlapping. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Escott** to accept the Fire Operations Report as presented. The Motion passed 5 to 0.

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

The stairs are still being finished at Station 11 and a company known of as "Right Fence Company" will install a new fence along the back of Station 11. The work should be complete by September 2020.

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

No requests were received by the Board.

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

No requests were received by the Board.

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

No amendments were necessary.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S).

No requests were received by the Board.

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

No requests were received by the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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

The next regular meeting is tentatively scheduled for Thursday, September 3, 2020, to commence at 4:30 p.m.

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

The Board did not exercise the option to enter Closed Session to consult with legal counsel.

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

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

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:59 P.M. The Motion passed 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on September 3, 2020.

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

By: _____

David Parker
District Secretary

MINUTES OF AUGUST 20, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, August 20, 2020.

CALL TO ORDER.

The meeting was called to order at 4:01 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

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

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

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

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

The Board next moved to pay District bills and discuss open financial matters of the District including the District 2021 proposed District Budget.

CONCLUDE PUBLIC HEARING ON TAX INCREASE.

Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to conclude the Public Hearing on Tax Increase. The Motion passed 5 to 0. The hearing concluded at 4:21 p.m.

TO ADOPT THE DISTRICT'S 2021 BUDGET.

The Board next reviewed the proposed District 2021 budget. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to adopt the District 2021 budget as presented. The Motion passed 5 to 0.

TO ADOPT THE DISTRICT 2020 TAX RATE.

The Board addressed the adoption and ratification of the District's 2020 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. Mr. **Hogue** was concerned

with whether the District had adequate funds on hand to meet the needs of the District. He shared that if the District was adequately funded, the Board should consider adopting the lower rate. Mr. Coveler stated that no one from the public came to the hearing to complain about the \$.10/\$100 rate and that no one had called his office to complain or inquire about the proposed tax rate. The Board discussed that in the future there were other unforeseen expenses related to payroll and other obligations that the District was planning for in the future. The Board also discussed that the tax rate was the same rate as last year and that the service level provided by the Department was better than last year with the addition of the second station. Finally, the Board was looking for ways to reduce debt in the future and the income from additional revenue can possibly go towards debt reduction which would result in an ultimate savings to the taxpayer. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to adopt a rate of \$.10/\$100 as the 2020 District tax rate. The Motion passed 5 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 2020 District tax rate. A Motion was made by Mr. **Escott**, seconded by Mr. **Latimer** to cancel the election to be held November 3, 2020. The Motion passed 5 to 0.

TO PAY DISTRICT BILLS.

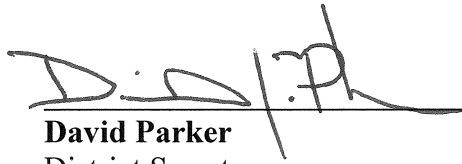
No requests were received by the Board.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 4:42 P.M. The Motion passed 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on September 3, 2020.

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

By: 
David Parker
District Secretary

**MINUTES OF SEPTEMBER 3, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Tuesday, September 3, 2020.

CALL TO ORDER.

The meeting was called to order at 4:30 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Present
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present (arrived at 4:43 p.m.)

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers and Ira Coveler of Coveler & Peeler, P.C.

Commissioner **Richard Escott** was absent from the meeting.

TO RECEIVE PUBLIC COMMENT.

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

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

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the financial report. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** hold the check written to Right Fence. The Motion passed 3 to 0.

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

The payment of District bills and the approval of transfer of funds was next discussed. Commissioner Latimer stated that the application to TexPool was in process and the Wells Fargo loan for Station 11 had been processed. Commissioner Latimer then requested the following transfers: (1) \$164,074.39 for operations expenses, (2) \$231,994.03 for payroll, (3) \$19,293.71 for District administrative expenses, and (4) \$79,029.13 to reimburse the District for construction costs related to Station 12. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 3 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

The Board next reviewed the loan note for Station 12. After discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve payment the loan payment in the amount of \$354,102.33. The Motion passed 3 to 0.

Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve payment of the bills as presented. The Motion passed 3 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

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

Mr. Hogue arrived at this time, 4:43 p.m.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month was slow as the Department responded to one hundred and four (104) calls the previous month in which seventy-five were in-District calls. The average response time of the in-District calls was 5:59 minutes. Engine 12 has had an average response time of 5:34 minutes thus far during 2020. Eighteen (18) responses were overlapping. Chief Shelor stated that an invoice in the amount of \$282,445.58 had been paid to ESD 11. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE HARRIS COUNTY BASIC PLAN.

Fire Chief Dan Shelor and District Counsel Ira Coveler presented the Harris County Basic Plan to the Board. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker**, to approve the Harris County Basic Plan as presented. The Motion passed 4 to 0.

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

Chief Shelor expressed his interest to review the possible addition of a floor space above the foyer in Station 11.

TO REVIEW, DISCUSS AND TAKE ACTION ON PURCHASE OF EIGHT (8) RECLINERS FROM DREAMSEAT.

A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the purchase of up to eight (8) recliners not to exceed \$5,800. The Motion passed 4 to 0.

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

A request for the purchase of ropes, straps, and pulleys for the technical rescue stokes basket was received by the Board. After discussion, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer** to approve the purchase of ropes, straps, and pulleys for the technical rescue stokes basket as requested, not to exceed \$6,500. 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 requests were received by the Board.

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

The adoption of Firearms Restrictions was presented to the Board. After discussion, a Motion was made by Mr. Parker, seconded by Mr. Latimer to approve the adoption of the Firearms Restrictions. The Motion passed 4 to 0.

The Board next considered a change to the Emergency Response Guideline 301 related to Non-Emergency Responses by the Department. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the amendment as presented. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S).

No requests were received by the Board.

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

No requests were received by the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S CONTRACTS WITH HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11 AND CYPRESS CREEK EMS.

The Board held discussion on this matter for Closed Session.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR OCTOBER 1, 2020.

The next regular meeting is tentatively scheduled for Thursday, October 1, 2020, to commence at 4:30 p.m. No specific items were requested for inclusion 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 at 5:04 p.m. and returned to Open Session at 5:30 p.m. to consult with legal counsel.

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


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

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:31 P.M. The Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 1, 2020.

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

By: 
David Parker
District Secretary

MINUTES OF OCTOBER 1, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Tuesday, October 1, 2020.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Present
Richard Escott	Present
Kenneth Latimer	Present
David Parker	Present
Bill Hogue	Present (arrived at 4:11 p.m.)

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers and Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT.

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

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

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the financial report. Ms. Davis offered the following: She stated that twenty-five (25) checks were being presented to the Board and that nothing out of the ordinary had occurred since the prior meeting. She stated that there was no operational transfer needed this month. She confirmed that the invoiced funds had been received from Harris County ESD No. 11 related to their portion of the loan principal that was paid by the District as well as the Harris County ESD No. 11 portion of common construction and operational costs. Ms. Davis then informed the Board that (1) the District's Trustmark account had been closed, (2) the TexPool was open and funded and (3) the Bancorp account balance is approximately \$4,077,171.07. Ms. Davis also confirmed to the Board the collateral pledge amounts for the District accounts.

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

The payment of District bills and the approval of transfer of funds was next discussed. Commissioner Latimer stated that the application to TexPool was still being finalized but that the account was now open with TexPool. Commissioner Latimer then requested the following

transfers: (1) \$231,598.84 for payroll and (2) \$18,413.62 for District administrative expenses. A Motion was made by Mr. **Escott** seconded by Mr. **Parker** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 4 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

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

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of prior meeting Minutes.

Mr. Hogue arrived at this time, 4:11 p.m.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month was slow as the Department responded to ninety-seven (97) calls the previous month of which 42% were EMS calls. The Department received mutual aid on four (4) calls and provided aid on eight (8) calls. The Department responded to two residential fires (one house, one apartment). The average response time of the in-District calls was 5:45 minutes. Chief Shelor stated the average response time for 2020 had reduced over the last year. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to accept the Fire Operations Report as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE HARRIS COUNTY BASIC PLAN.

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A REMODEL OF THE STATION 11 LOBBY AREA TO CREATE ADDITIONAL STORAGE, DORMS AND OFFICE SPACE.

Chief Shelor presented information on the proposed remodel of Station 11. He stated that there was a desire to add additional building security through the installation of a closed halls at the lobby area and the installation of secured doors within the lobby area. There is a possibility that the Chief's office would be moved upstairs as well and to convert the downstairs shower into a decontamination shower. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to engage Ricardo Martinez to establish a preliminary budget for the project and provide some conceptual drawings in an amount not to exceed \$3,000. The Motion passed 5 to 0.

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

No repairs were reported.

TO REVIEW, DISCUSS AND TAKE ACTION ON ACQUIRING A NEW CHIEF'S VEHICLE

A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the purchase of an F-150 STX V-8 crew cab pickup truck not to exceed \$60,000 as the Chief's vehicle. The Motion passed 5 to 0.

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

Chief Shelor reported that Communication 2 Tower located at Plum Creek had been condemned due to a structural failure of the tower. Therefore, an emergency request was being considered by the Board for the relocation of the Communication 2 Tower to the CenterPoint tower near the intersection of the Grand Parkway and Interstate 45. After discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the relocation of Communication 2 Tower and a cost not to exceed \$60,000. The Motion passed 5 to 0.

A request for the purchase of life jackets was also received by the Board. Mr. **Parker** then made a Motion, seconded by Mr. **Escott** seconded to approve the purchase of life jackets for \$4,600. 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.

No requests were received by the Board.

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

No adoptions and/or amendments were necessary.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S).

No requests were received by the Board.

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

The request to donate fifty-nine (59) PPE items to the Forestry Services due to expire life span was received. The PPE items included hoods (25), boots (8), coats (7), gloves (12) and pants (9). After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the donation of PPE. The Motion passed 5 to 0.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S CONTRACTS WITH HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11 AND CYPRESS CREEK EMS.

Chief Shelor reported that ESD 11 paid to the District their portion of the Station 11 loan and expenses for 2019.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCH SERVICES FOR THE DEPARTMENT.

This item was discussed but no action was 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 NOVEMBER 5, 2020.

The next regular meeting is tentatively scheduled for Thursday, November 5, 2020, to commence at 4:00 p.m. The start time of meetings going forward will be permanently set for 4:00 p.m. No specific items were requested for inclusion 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 at 5:04 p.m. and returned to Open Session at 5:53 p.m. to consult with legal counsel.

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

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

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S SECOND QUARTER 941 FILINGS FOR 2019.

Mr. Coveler reviewed the District's second quarter 941 filings for 2019 with the Board and will seek a formal letter from Organizology regarding resolution of the IRS issue.

ADJOURNMENT.

There being no further business brought before the Board, the meeting adjourned at 5:54 P.M.

The foregoing minutes were passed and approved by the Board of Commissioners on November 5, 2020.

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

By:



David Parker
District Secretary

MINUTES OF NOVEMBER 5, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Tuesday, November 5, 2020.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

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

Commissioner **David Parker** was absent from the meeting. Commissioner **Bill Hogue** was also absent from the meeting.

TO RECEIVE PUBLIC COMMENT.

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

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

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the financial report.

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

The payment of District bills and the approval of transfer of funds was next discussed. Commissioner Latimer requested the following transfers: (1) \$325,141.88 for payroll and (2) \$17,592.11 for District administrative expenses. A Motion was made by Mr. **Escott** seconded by Mr. **Latimer** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 3 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

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

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of prior meeting Minutes.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A REMODEL OF THE STATION 11 LOBBY AREA TO CREATE ADDITIONAL STORAGE AND OFFICE SPACE.

Ricardo Martinez presented an update on the remodel stating the project is approximately \$187,00 noting the additional \$50,000 for the bathroom and Chief's office. The Board discussed other modifications needed including lighting, painting of the building interior, flooring and an upgrade to the HVAC. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to authorize Station 11 remodel to proceed with Martinez Architects as the District's architect. The Motion passed 3 to 0.

Mr. Martinez also informed the Board that the District's new Station 12 received an award for outstanding design.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month was again slower as the Department responded to seventy-nine (79) calls the previous month of which 37% were EMS calls. The Department received mutual aid on four (4) calls and provided aid on thirteen (13) calls. The average response time of the in-District calls was 5:12 minutes. Chief Shelor explained that the EMS response demand was down due because Cypress Creek EMS had been putting more ambulances trucks into service in the District's territory. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to accept the Fire Operations Report as presented. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING IMPLEMENTING A 457(B) PLAN FOR DISTRICT PERSONNEL.

Fire Chief Dan Shelor presented information on the deferred compensation plan in which firefighters would have the opportunity to invest with no matching contribution from the District being required. The only cost to the District is a relatively nominal fee of .55% of the contributions made to the plan. This cost would be charged to the District rather than employee(s). Mr. Escott inquired further as to the cost of the plan and if participation in the plan would be voluntary. Chief Shelor and Mr. Coveler explained that this plan, unlike TCDRS, is a completely voluntary program. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve the implementation of a 457(b) plan for the District as presented. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON LONGEVITY RETENTION PAYMENTS FOR DISTRICT PERSONNEL.

After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve additional hazard pay due to COVID 19 and longevity payments as presented by chief Shelor. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON PURCHASE OF NEW BUNKER GEAR WASHING MACHINE.

Chief Shelor explained that the original bunker gear washer was 17 years old and in need of \$4,500 worth of repairs. A new machine, costing \$6,905, would have the ability to clean four (4) sets of bunker gear per cycle. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve the purchase of a Dexter T600 from Scott Equipment for \$6,905.00 as presented. The Motion passed 3 to 0.

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

Chief Shelor presented information about his attendance at the Texas Fire Chief Academy to be held December 9 – 11, 2020. The Board is under the impression that the 2021 SAFE-D Conference may be cancelled due to COVID 19.

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

No adoptions and/or amendments were necessary.

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

No repairs were reported.

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

The request to dispose of seven (7) recliners and one (1) barbeque grill was received. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the disposal of the salvage items as presented. The Motion passed 3 to 0.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCH SERVICES FOR THE DEPARTMENT.

The matter was addressed during Closed Session.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S).

No requests were received 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. **Latimer**, seconded by Mr. **Escott**, to ratify a continuing contract with the law firm of Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes, penalties, and interest. The Motion passed 3 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. **Latimer** made a motion to approve the imposition of additional penalty on delinquent taxes accruing prior to June 1, 2021. After discussion, Mr. **Escott** seconded the motion. The motion passed 3 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, motion was made by Mr. **Latimer**, seconded by Mr. **Escott**, to approve the imposition of additional penalty on delinquent taxes accruing after June 1, 2021. The motion passed 3 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. **Latimer** made a motion to approve the imposition of early additional penalty for collection costs as presented. After discussion, Mr. **Escott** seconded the motion. The motion passed 3 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR DECEMBER 3, 2020.

The next regular meeting is tentatively scheduled for Thursday, December 3, 2020. to commence at 4:00 p.m. An item pertaining to entering a phone contract with "Go To Meeting" will be placed on said 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 at 5:24 p.m. and returned to Open Session at 5:55 p.m. to consult with legal counsel.

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

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

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a motion, seconded by **Mr. Escott** to adjourn the meeting at 5:55 P.M. The motion passed 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on December 3, 2020.

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

By: 

David Parker
District Secretary

MINUTES OF DECEMBER 3, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Tuesday, December 3, 2020.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Ira Coveler of Coveler & Peeler, P.C., and Ricardo Martinez of Martinez Architects. Tom Morgan of Texas Republic Woodworks was also in attendance.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public comment. Mr. Tom Morgan owner of Texas Republic Woodworks presented the donation of two (2) wooden signs to the District to be displayed at each District station. The handmade wooden signs contained the American flag and the insignia of the Department. The board was grateful for the donation and thanked Mr. Tom Morgan for his contributions to the Department Stations.

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. Ms. Davis stated that the checks had previously been provided to Mr. Latimer and that the duplicate check written to PPE Care would be voided. Though the payment to PPE Care was noted twice on the financial report, only one (1) payment was issued. Ms. Davis had visited with Organizology to coordinate payroll and expense reimbursements. Additionally, Ms. Davis reported that the retention payments approved by the District had been included in the December payroll.

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

The payment of District bills and the approval of transfer of funds was next discussed. Commissioner **Latimer** reported that the District's funds were secured by a depository pledge from Bancorp South in the amount of \$7.5 million. He then requested approval of the following bank transfers: (1) \$268,283.58 for payroll and (2) \$21,175.58 for District administrative expenses. There was no requirement for an operations transfer at this meeting. A Motion was made by Mr. **Parker** seconded by Mr. **Escott** to approve payment of the District bills as presented. The Motion passed 5 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

Mr. **Parker** made a Motion, seconded by Mr. **Escott** to approve the transfer of funds as presented. The Motion passed 5 to 0.

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

Ricardo Martinez of Martinez Architects presented an estimate on the expanded scope of work the District requested at the last meeting. Mr. Martinez stated that he had asked a local contractor, Omega Multiple Services ("OMS") to review the project and provide the District with a guideline estimate for the scope of work. According to OMS the estimated budget for the remodel is approximately \$325,000. Mr. Martinez stated that the permit should process quickly as a remodel project, but he stated he was still in need of some consultants and other soft costs related to the project. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the Station 11 expanded scope of work as presented by Mr. Martinez. The Motion passed 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the Minutes from the District's regular meetings held September 3, 2020, October 1, 2020, and November 5, 2020. The Motion passed 5 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report including payroll reports and the Fire Inspection Report. Chief Shelor stated that the previous month was again slower as the Department responded to seventy-eight (78) calls the previous month of which 35% were EMS calls. The Department received mutual aid on two (2) calls and provided mutual aid on eleven (11) calls. The average response time of the in-District emergency and non-emergency calls was 5:36 minutes and 5:22 minutes for in-District emergency calls only. Chief Shelor reported one (1) major incident in which a victim was rescued from an apartment fire.

Mr. Morgan inquired if the Cypress Creek Dispatch knows to dispatch other stations which may be closer to the incident when overlapping calls are received by the District. Chief Shelor reported that the CAD system uses Automatic Vehicle Location (AVL) to locate the next closest apparatus. Mr. Escott questioned where the District stood on the Fire Life Safety Survey. Chief

Shelor replied that Jake Daly, the Fire Inspection Officer for the District, would soon be returning to direct his attention to the fire safety surveys. Additionally, an individual from Cypress Creek EMS, who is also trained for fire inspections, has offered to assist the District with the fire safety surveys as well. Chief Shelor stated to the Board that the fire safety surveys will focus on external matters life safety issues.

After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH “GO TO CONNECT” FOR NEW TELEPHONE CONNECTIVE AND PHONE SYSTEMS.

Fire Chief Dan Shelor stated that the District currently has a Shoretel hone System which is provided through Comcast. The system is a legacy system and cannot be upgraded. This new phone system will move all of the District’s phones to web-based cloud managed system. The Station 12 phones, which were recently purchased, will be exchanged for full credit. ATSI, the District’s phone vendor recommended going to Go-To-Connect for a fee of \$3,300 per year, eliminating the Shoretel fee. ATSI will do all the cloud programming and provide the phones to the District. After review, a Motion was made by Mr. **Escott**, seconded by Mr. **Hogue** to approve the agreement with Go-To-Connect as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING IMPLEMENTING A 457(B) PLAN FOR DISTRICT PERSONNEL.

At the prior meeting, Fire Chief Dan Shelor presented information on the deferred compensation plan in which firefighters would have the opportunity to invest with no matching contribution from the District being required. The only cost to the District is a relatively nominal fee of .55% of the contributions made to the plan. Commissioner **Hogue** asked about setting up an IRA plan or Roth IRA plan as a comparison to the 457(b). This cost would be charged to the District rather than employee(s). After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the implementation of a 457(b) plan for the District as presented. The Motion passed 5 to 0.

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

Chief Shelor presented information in favor of going from 1:1 match to a 1:1.25 option. The contribution rate would be increased to 5.9% rather than the previous 4.3%-4.5%. If Board decided to leave the TCDRS plan and rate as-is, the increased cost would be approximately \$4,000. If the District increased the contribution be changed to a 1:1.25 match, the increased cost would be approximately \$52,000 per year. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to approve the increase the District’s TCDRS contribution rate to 125%. 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 presented information about his attendance at the Texas Fire Chief Conference to be held December 9th through 11th with the following expenses: (1) \$425 tuition fee for the academy, (2) \$525 for hotel accommodations and (3) \$213.50 total per diem. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the expenses presented for Chief Shelor to attend the Texas Fire Chief Conference as presented. The Motion passed 5 to 0.

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

TCFP is coming in and inspecting currently. No action taken.

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

After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve application of wall decals at Station 12. The Motion passed 5 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 requests were received by the Board.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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

No requests received by the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR JANUARY 13, 2021.

The next regular meeting is tentatively scheduled for Wednesday, January 13, 2021, to commence at 4:00 p.m. Mr. Latimer will be unavailable to attend.

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

The Board did not exercise the option to enter Closed Session to consult with legal counsel.

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

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

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a motion, seconded by **Mr. Latimer** to adjourn the meeting at 5:15 P.M. The motion passed 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on January 13, 2021.

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

By: _____
David Parker
District Secretary