

MINUTES OF January 5, 2022 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday, January 5, 2023.

CALL TO ORDER.

The meeting was called to order at 4:02 PM. by **Scott Morgan**, President and Chairman for the meeting.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ira Coveler and Krystine Ramon of Coveler & Peeler, P.C., District legal counsel, Robin Humphrey of HdL and Brad Dill of BD Realty Advisors.

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

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

TO RECEIVE PUBLIC COMMENT.

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

TO RECEIVE A PRESENTATION FROM TRACI MCLESTER ARELLANO, SENIOR VICE-PRESIDENT - PUBLIC FINANCE, FROST BANK.

Mr. Latimer informed the Board that Ms. McLester was sick and unable to present. No action was taken by the Board.

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

The Board next received a report from Melanie Davis of Better Bookkeepers Inc. A Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor**, to approve the Treasurer's report as presented and pay the District's bills. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

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

The Board next discussed financial matters including accounts and pledges held by various institutions. No action was taken by the Board.

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

The payment of District bills and the approval of transfer of funds was discussed next by the Board. Mr. **Latimer** requested approval of the following bank transfers: (1) \$178,411.03 to be transferred to the District operations account, (2) \$260,546.81 to be transferred to the District payroll account, and (3) \$22,533.11 to be transferred to the District's administrative account. Following the presentation and a discussion of the District's funds on hand, a Motion was made by Mr. **Taylor**, seconded by Mr. **Parker**, to approve the transfer of funds as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING REVIEW OF THE TERMS OF THE EVERGREEN AUDIT ENGAGEMENT WITH MCCALL GIBSON SWEDLUND BARFOOT PLLC.

The Board next discussed the renewal of engagement of McCall Gibson Swedlund Barfoot PLLC for the 2022 Audit. Krystine Ramon presented to the Board the engagement letter from McCall Gibson Swedlund Barfoot PLLC and stated the annual fee is approximately between twenty-one thousand dollars (\$21,000) and twenty four thousand dollars (\$24,000). A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer**, to approve the engagement of McCall Gibson Swedlund Barfoot PLLC to conduct the District's 2022 Audit. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next addressed the annual review of the District's Investment Policy. Krystine Ramon presented to the Board the District's Investment Policy for 2023, which has remained the same since the adoption of the June 4, 2020 District Investment Policy. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue**, to approve the District's 2023 Investment Policy. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

No action was taken by the Board.

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

No action was taken by the Board.

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

The Board next received a presentation from Chief Shelor on the Department's Fire Operations Report for the month of November. Chief Shelor advised the Board that there had been ninety-eight (98) total calls for the month, which included thirty-nine (39) EMS calls and fifty-nine (59) Fire Calls. There were fifteen (15) mutual aid calls where ESD 29 responded and provided mutual aid to its neighboring departments, three (3) calls were where aid was received by the District and four (4) overlapping calls. The average response time from dispatch to arrival was 5:07 for emergency calls. A Motion was made by Mr. **Hogue**, seconded by Mr. **Taylor**, to approve the Operations Report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

Chief Shelor presented that five (5) people will be attending the SAFE-D conference, including Mr. Parker. Chief Shelor, Commissioners Parker, Taylor, Hogue and Officer Manager Cheryl Rogers. Cost for sending five (5) people to SAFE-D is a total of six-thousand and four-hundred dollars (\$6,400). A Motion was made by Mr. **Hogue**, seconded by Mr. **Taylor**, to approve the payment of six-thousand and four-hundred dollars (\$6,400) for the SAFE-D conference. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

No action was taken by the Board.

TO REVIEW, DISCUSS, AND TAKE ACTION TO APPROVE THE PROPOSAL RECEIVED FROM CLIMATEC BUILDING TECHNOLOGIES GROUP FOR THE BUILDING AUTOMATION SYSTEM.

Chief Shelor presented to the Board a proposal from Climatec Building Technologies Group for the Building Automation System (BAS). For Station 11 the proposal was for fourteen thousand dollars (\$14,000) and six thousand dollars (\$6,000) for Station 12, for a total of twenty thousand dollars (\$20,000). A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue**, to approve the payment as presented of fourteen thousand dollars (\$14,000) for Station 11 and six thousand dollars (\$6,000) for Station 12. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

No action was taken by the Board.

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

No action was taken by the Board.

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

No action was taken by the Board.

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

No action was taken by the Board.

TO RECEIVE A PRESENTATION FROM ROBIN HUMPHREY OF HDL COMPANIES REGARDING SALES TAX MATTERS FOR THE DISTRICT AND TAKE ANY ACTION RELATED TO THE SAME.

Robin Humphrey presented a report to the Board. Ms. Humphrey stated an adjustment was made by the comptroller regarding a payback of one hundred and thirty-three dollars (\$133,000). No action was taken by the Board.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR FEBRUARY 9, 2022.

No action was taken by the Board.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 AND TAX CODE §323.3022 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY.

The Board adjourned to Closed Session at 4:46 PM with Robin Humphrey to discuss a private tax matter and reconvened for Open Session at 5:17 P.M.

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

The Board entered Closed Session at 5:17 P.M. with Brad Dill to discuss a private real estate matter and reconvened for Open Session at 5:32 P.M.

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

The Board choose not to enter closed session.

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

No action was taken by the Board.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Morgan** made a Motion seconded by Mr. **Latimer** to adjourn the meeting at 6:03 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

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

By: 

Jon Taylor
District Secretary

MINUTES OF FEBRUARY 9, 2023 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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday February 9, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Fire and Life Safety Officer Dustin Ledford, Melanie Davis of Better Bookkeepers, Inc., Ira Coveler of Coveler & Peeler, P.C., District legal counsel, Melissa Wiggins of Coveler & Peeler, P.C., Brad Dill of BD Realty and Traci Arellano, Senior VP of Public Finance at Frost Bank.

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

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

TO RECEIVE PUBLIC COMMENT.

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

TO RECEIVE A PRESENTATION FROM TRACI MCLESTER ARELLANO, SENIOR VICE PRESIDENT OF PUBLIC FINANCE AT FROST BANK.

The Board next received a presentation from Traci Arellano of Frost Bank. Ms. Arellano apologized for the District's negative experience with Frost Bank, and thanked the Board for the opportunity to have worked with them prior to these issues. She then explained that all standing agreements between Frost and the District would be nullified immediately, and stated signed meeting minutes showing Board approval to cease relations with Frost Bank and close all District accounts held there, would be sufficient to execute that cessation of involvement. A Motion was then made by Mr. **Latimer**, seconded by Mr. **Taylor**, to close all District accounts held at Frost Bank, and empower the President, Secretary and Treasurer to sign any and all

necessary documents formally ending the relationship between the District and Frost Bank. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next received a report from Melanie Davis of Better Bookkeepers, Inc. Ms. Davis stated that retirement funds had been moved in the budget, and that all other information had been appropriately updated for the Board's review. A Motion was then made by Mr. **Latimer**, seconded by Mr. **Taylor**, to approve the bookkeeper's report. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY DISTRICT FINANCIAL INSTITUTION MATTERS INCLUDING THE ADDITION OF ANOTHER BANK TO SERVICE THE DISTRICT.

The Board then discussed financial institution matters related to the District. Mr. **Latimer** advised the Board that accounts associated with BanCorp South were listed as "Cadence Bank" which operates under the same account number as the District previously had. A recent issue with payroll funds had been corrected quickly with banking staff and Mr. **Latimer** was very pleased with the response from Cadence Bank. Mr. **Latimer** suggested the Board table the subject of changing primary banking institutions for now. He then stated information was being gathered from both Frost Bank and Trustmark regarding holding accounts which would produce interest payments. Frost Bank could offer no such account, though Trustmark was a possibility.

Mr. Coveler cautioned the Board to consider ACH fraud protection at this time, due to recent experiences with other clients regarding the same, and also to review their account statuses to avoid potential future complications in the case of freeze situations due to fraud. Ms. Davis, along with President **Latimer** agreed to investigate possible protections for ACH payments and future banking endeavors. No further action was taken by the Board.

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

The payment of District bills and the approval of transfer of funds was discussed next by the Board. Mr. **Latimer** requested approval of the following bank transfers: (1) \$61,986.26 to be transferred to the District operations account, (2) \$436,228.16 to be transferred to the District payroll account, and (3) \$19,266.09 to be transferred to the District's administrative account. Following the presentation and a discussion of the District's funds on hand, a Motion was made by Mr. **Taylor**, seconded by Mr. **Hogue**, to approve the transfer of funds as presented and pay the District's bills. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

At this time the Board reviewed submittals for compensation by Commissioners though none were presented for consideration, and no action was taken by the Board.

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

The Board then reviewed the minutes of prior meetings including November 11, 2022, and December 1, 2022, and January 5, 2023. A Motion was then made by Mr. **Hogue**, seconded by Mr. **Latimer**, to approve the minutes of prior District meetings as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next received the Department's Fire Operations Report. Chief Shelor began by introducing Mr. Dustin Ledford, the new Fire and Life Safety Officer who started with the District January 30th. Mr. Ledford offered a brief summary of his background beginning as a volunteer firefighter in the 1990s, through other positions with the City of Lufkin as a paramedic, and also with the Fire Marshal's office as an investigator before accepting the position with ESD 29. Chief Shelor then asked for Board opinions or approval of the new concept graphics regarding the District's ISO rating for apparatuses. The Board approved the design but requested different color options before final approval.

Chief Shelor then presented the December fire report, announcing one hundred twenty (120) calls were made, forty percent (40%) of which were EMS related. One hundred five (105) of the total calls were made in-District. Mutual aid calls were answered fifteen (15) times and received once, with ten (10) overlapping calls. Average response time in-District was five minutes thirty-one seconds (5:31) for fire response, and five minutes four seconds (5:04) for EMS calls. Only two (2) incidents of note were stated, both involving apartment fires.

Chief Shelor next presented the 2022 Annual fire report, announcing thirteen hundred thirty-one (1,331) total calls for 2022, an increase of around one hundred (100) calls from 2021. Thirty-six percent (36%) of those calls were EMS related. Mutual aid calls were made two hundred thirty-seven (237) times and received thirty-two (32) times, with one hundred seventy-one (171) overlapping calls overall. Average response time in-District for fire response was five minutes forty-seven seconds (5:47), and five minutes eighteen seconds (5:18) for EMS calls. He also noted the busiest District apparatus as Engine 11, and that no civilian casualties had been reported for 2022, though two firefighters were injured on calls in October and November. Thirty-six (36) building fire incidents were also noted with an estimated loss amount totaling \$1,786,220 for the year.

The Board congratulated Chief Shelor and the Department on everything that had been accomplished in 2022, including the ISO rating of a non-split Level 1 rating. The Board discussed with Chief Shelor how to promote the District's ISO rating.

After review of the report and further discussion, a Motion was made by Mr. **Hogue** and seconded by Mr. **Taylor** to accept the reports as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board then reviewed upcoming expenses related to training classes. President **Morgan** stated that he would be attending meetings of the current legislative session in Austin between February and May for an estimated total of \$2,500. Mr. **Parker** also announced his intention to participate, though no confirmed dates or amounts were available at this time. Chief Shelor then announced four (4) District members would be attending the annual Texas Fire Chief's conference in Waco in March for a total cost of \$6,300. A Motion was then made by Mr. **Hogue**, seconded by Mr. **Taylor**, to approve the expenditures as stated. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next received a presentation regarding the District's proposed budget amendments. Chief Shelor stated the budget had been approved in July of 2022 and proceeded to present amendments to that budget in the following amounts:

- 1) Revenue – increase of \$299,000 due to increase of sales tax and interest income
- 2) ESD Operations – decrease of \$175,000 from FMO
- 3) Fire Operations – increase of \$200,000
- 4) Total Expenditures – increase of \$25,000 including loan/capital expenses

The “Net Net” increase to the budget was proposed at \$274,000.

The stated changes reflected increases to payroll and retirement funds including a 2:1 TCDRS match and six percent (6%) market adjustment for income, as well as operations revisions including communications technology maintenance, and insurance increases. A Motion was then made by Mr. **Parker**, seconded by Mr. **Taylor**, to accept and approve the budget revisions as presented by the Fire Chief. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board then reviewed amendments to District policies though none were necessary and no action was taken at this time.

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

The Board next discussed improvements and repairs for the District's stations and assets. Chief Shelor advised the Board of a roof leak at Station 12, requiring Board approval to repair as issues regarding warranty coverage were ongoing with JE Dunn. Mr. Martinez of Martinez Architects was coordinating with JE Dunn to resolve the matter. The Board was then advised by Mr. Coveler to handle the issue as an emergency repair, and recoup the funds from JE Dunn. At this time, the Board requested Chief Shelor receive a recommendation from Mr. Martinez for a certified installer approved by Alliance to repair the Station 12 roof leak.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE PROPOSAL FROM RCN TECHNOLOGIES TO REPLACE FOUR (4) APPARATUS CELLULAR MODEMS.

The Board next reviewed a proposal from RCN Technologies. Chief Shelor presented the proposal by RCN Technologies for the replacement of four (4) apparatus cellular modems to replace the current 2014 model modems. The proposal totaled \$11,913.12 which would include a one (1) year cradle point subscription, the four (4) modems, antennas, and installation. He also stated when asked, that the existing roof penetrations would be used for new antennas and no new penetrations were necessary. A Motion was then made by Mr. **Taylor**, seconded by Mr. **Hogue**, to approve the proposal for new modems by RCN Technologies. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board then reviewed submittals by the Department. Chief Shelor stated one (1) thermal image camera was out of service and in need of repair and/or replacement. His intention was purchase one (1) new FLIR-K65 thermal image camera, while repairing the former device as a back-up unit if possible. The total cost per unit is \$8,603. Mr. **Parker** then suggested purchasing two (2) units to ensure a spare was available regardless of the original unit's status. A Motion was then made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the purchase of two (2) FLIR-K65 thermal image cameras, not to exceed \$17,000. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next reviewed action regarding the sale or disposal of District property. The Board was advised that two (2) televisions and two (2) desktop computers were no longer functional and would be disposed of as salvage property. A Motion was then made by Mr. **Taylor**, seconded by Mr. **Hogue**, to approve the disposal of property as listed as salvage property. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR MARCH 2, 2023.

The Board then reviewed items of note for the next District meeting to be held March 2, 2023. It was agreed that discussions regarding banking matters would continue next month, but that the meeting date was acceptable as stated.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE RENEWAL OF THE DISTRICT'S CONTRACT WITH BD REALTY ADVISORS.

Before convening to Closed Session, the Board reviewed and discussed the status of the District's contract with BD Realty Advisors. President **Morgan** then requested Mr. Dill submit an invoice to the District for his time and efforts on their behalf of the District up to this point in time. Mr. Coveler advised that discussion in Closed Session was necessary regarding Mr. Dill's contract and other legal matters related to the District's property. At this time, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to receive an invoice for payment by Mr. Dill regarding his work on the District's Cutten Road property. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next convened in Closed Session at 5:28 P.M. to consult with legal counsel. The Board then reconvened in Open Session at 5:45 P.M.

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

The Board did not enter closed session to deliberate real estate matters.

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

The Board did not enter closed session to discuss personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion seconded by Mr. **Hogue** to adjourn the meeting at 5:46 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on March 2, 2023.

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

By:  _____
Jon Taylor
District Secretary

MINUTES OF MARCH 2, 2023 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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday March 2, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Melissa Wiggins of Coveler & Peeler, P.C., Brad Dill of BD Realty, and other members of the Department.

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

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

TO RECEIVE PUBLIC COMMENT.

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

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

Ms. Melanie Davis of Better Bookkeepers Inc. addressed the Board, stating financial reports had been provided to the Board and no outstanding items were noted. One (1) fraudulent credit card charge was brought to the Board's attention, though it had already been resolved. She further offered to provide profit and loss statements at the Board's request for future reports. The only outstanding bills of note represented a return of previous overpayment of sales tax from the Comptroller which was being refunded to the same, and the purchase of twenty (20) radios from NW Communications.

President **Morgan** inquired as to refunds to Chief Shelor's credit card for SAFE-D registration fees, and was told the Chief's card had been cancelled after fraudulent activity was caught on the account, and that refunds would be processed another way through the account. Despite the short month, some previously issued checks had not yet cleared and Ms. Davis advised the Board that they could be reissued on request if necessary. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Taylor**, to approve the report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

The Board then reviewed and discussed matters related to the District's chosen financial institutions. Mr. **Latimer** stated he had spoken with both Trustmark Bank, and a new institution called Texas Traditions, both of which expressed interest in working with the District. Champions has done business with Trustmark in the past, though Texas Traditions is a new bank in Harris County and unfamiliar to the District. He further explained that regarding ACH payment systems, an online training class had been suggested for himself, and other Board members, to learn how to work with and process ACH payments with the goal of initiating ACH payments by next month's Board meeting. Ms. Davis, already familiar with the system, would also be available for assistance related to ACH matters. Ms. Davis then stated that the Board would need to formally approve the use of ACH payments before account measures were put in place to allow for that form of processing, which would also include higher security measures to protect the District's interests against fraud and malicious activity. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer**, to formally approve the application of ACH payment processes for District banking matters. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Latimer** lastly stated that efforts to secure new banking opportunities which would afford the District higher interest income had so far been unsuccessful outside of Cadence Bank. In return, President **Morgan** requested Mr. **Latimer** invite a representative of Cadence Bank to address the Board on this matter at next month's Board meeting.

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

The Board next reviewed District bills and necessary fund transfers. Mr. **Latimer** presented three (3) fund transfers in the following amounts:

- 1) Operations: \$216,838.78
- 2) Payroll: \$156,037.44
- 3) Administration: \$18,397.47

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer** to approve the fund transfers as presented, and to pay the District's bills. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

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

TO APPROVE THE DISTRICT MEETING MINUTES OF FEBRUARY 9, 2023.

The Board then reviewed the Meeting Minutes of February 9th. Ms. Wiggins stated that Chief Shelor's concerns had been addressed in the final Minutes being submitted for approval at this time. There being no further comments or concerns, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer**, to approve the prior minutes. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0. President **Morgan** then requested a copy of the minutes be provided to Frost Bank to formalize the termination of business between the Bank and the District.

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

The Board next received Fire Operations reports from Chief Shelor and Captain Ledford. Chief Shelor began by introducing new ISO stickers which were applied to three (3) engines and the tower apparatus. He next reported that in the month of January, one hundred twenty-five (125) total calls were made, 44%, fifty-six (56) of which were EMS related, and 20%, twenty-six (26), calls were overlapping. Mutual aid was given twelve (12) times and received twice. The average Emergency and non-emergency response time in District was five minutes, fifty seconds (5:50), while the monthly average response time for emergency response calls in-district as compared to 2021 was five minutes, twenty-four seconds (5:24). Only one (1) large fire was noted following New Years Day, with an estimated property loss of \$35,000 and an estimated save valued at \$220,000.

Captain Dustin Ledford then addressed the Board, presenting a report on Fire and Life Safety efforts in the Champions community. Captain Ledford stated that inspections had been made of local apartment complexes in the District which operate with knox boxes for emergency property access. Of the twenty-two (22) properties, six (6) reported nonfunctioning knox boxes, two (2) of which have since been repaired, and four (4) of which were awaiting parts and repairs. Next, seven (7) gated neighborhood communities with knox boxes were investigated, four (4) of which were nonfunctioning, and one (1) of which was awaiting installation of a new unit after the managing HOA purchased new parts.

Captain Ledford then explained that safety surveys of local businesses and properties had been made, both to create relationships with local business owners, and to ensure safety for potential calls made by first responders. After conducting fifteen (15) safety surveys, four (4) safety advisories were issued to local businesses regarding the following:

- 1) Below-grade construction where the entity's "first floor" was accessible only after descending a staircase at the front door
- 2) Access point delays resulting from a metal screen door located behind the glass door of a local massage parlor

- 3) Blocked secondary access points which were chained shut from the inside, restricting access and egress in case of emergency
- 4) Potential fire hazards including fuel and furniture storage in an apparently "vacant" building lacking proper interior safety features

Other items of note included requests for assistance which came from false fire alarm activations at Champions Community Church, the replacement of knox boxes on apartment gates after incident responders failed to appropriately replace the boxes, and assisting the Heatherlock MUD to determine necessary equipment for a new development on Wunderlich. Four (4) invoices for false alarm activations which were marked "undeliverable" by the post office were successfully delivered to the appropriate recipients, and a report was made to the Fire Marshal's office regarding a commercial building remodel occurring without properly posted permits in place.

Captain Ledford represented the District in three (3) local meetings of the Precinct 3 Public Safety Forum, the Northside Emergency Service Leadership meeting, and the Cy-Fair ISD Safety meeting, while also currently completing the Blue Card Incident Commander Certification and NFPA Fire and Life Safety Educator 1 course. He then requested the Board to make notes on any questionable businesses or entities in the District during their day-to-day activities, so that follow-up inquiries could be made.

At this time, Mr. **Morgan** requested an update on nearby construction from Chief Shelor, though no update was available as TexDot was unwilling to provide advance information to the Department. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Parker**, to accept the reports as presented. After discussion, President **Morgan** called for a vote and the Motion passed by vote of 4 to 0.

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

The Board then reviewed any expenses for upcoming training, though no new requests were forthcoming, and no action was taken.

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

The Board then reviewed matters related to the District's budget though none were forthcoming and no action was taken.

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

The Board then reviewed District policies, though no adoptions or amendments were necessary, and no action was taken.

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

The Board then discussed necessary improvements or repairs to District property. Chief Shelor announced that after several weeks, JE Dunn had located and temporarily patched the leaking roof area of Station 12. Efforts were ongoing to secure an authorized roofer to make necessary permanent repairs. He also stated that repairs were necessary to the water heater at Station 11 after a clogged filter caused a system backup and eventual leak. The problem was fixed, and the system filter would be changed more often moving forward. Chief Shelor stated to the Board that the unit was only a few months old and should not have required maintenance so soon.

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

The Board then reviewed submittals by the Department, though none were forthcoming, and no action was taken.

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

The Board then discussed action for the sale or disposal of District property. Chief Shelor stated the semi-annual gear inspection was currently ongoing, and items for disposal would be listed and submitted to the Board for consideration at next month's meeting. He also asked Mr. **Parker** how ESD 24, Aldine, disposed of failed equipment and was told equipment had been donated to interested organizations in the past. Captain Ledford stated his participation with a volunteer organization which donated equipment from Departments in the United States to other countries and organizations in need world-wide and offered to investigate the same for any future equipment donations from the District.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR APRIL 6, 2023.

Mr. **Latimer** stated one (1) necessary addition related to a presentation from Cadence Bank representatives regarding District banking practices and opportunities. Mr. **Parker** also requested one (1) item be entered regarding Fire Life & Safety Reports from Captain Ledford, to be included on all regular agendas moving forward.

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

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

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

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

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

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

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

The Board did not exercise the right to meet in Closed Session, and no further discussion or action was forthcoming.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Taylor** made a Motion seconded by Mr. **Latimer** to adjourn the meeting at 4:39 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on May 4, 2023.

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

By: 
Jon Taylor
District Secretary

MINUTES OF APRIL 6, 2023 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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday April 6, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ira Coveler of Coveler & Peeler, P.C., Melissa Wiggins of Coveler & Peeler, P.C., as well as Kay Brown of Cadence Bank.

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

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

TO RECEIVE PUBLIC COMMENT.

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

TO RECEIVE A PRESENTATION FROM REPRESENTATIVES OF CADENCE BANK REGARDING DISTRICT BANKING PRACTICES AND TAKE ANY ACTION RELATED TO THE PRESENTATION.

Ms. Kay Brown of Cadence Bank was invited to address the Board at this month's meeting to discuss the newly adopted Automated Clearing House (ACH) payment process established through the bank. Ms. Brown answered questions regarding fund transfers and secured browser processes in the system's commercial center. When asked for further information after dissatisfaction with the available online training, Ms. Brown assured the Board that additional in-person training could be made available to any interested parties.

She next reviewed templates and processes for ACH payments including dual control and approval procedures with the District's bookkeeper. ACH payments could be made after submission of the request within one to two business days, though all authorizations would be required to be affirmed by 6:00 p.m. on the day of submission. Approvals and notifications could be assigned to work with applications on Commissioners' phones to allow for off-site authorization when necessary, while still maintaining strict security protocols.

Due to rampant check fraud in commercial enterprises, she explained that two-part authentication and approval was required for ACH submission and approval through a secured browser which is designed to prevent false payments. Mr. Coveler lastly requested a protocol be put in place to alert both the Treasurer and President when authorizations were necessary for confirmation of payments including outgoing third-party wire transfers. Ms. Brown stated that such protocols could easily be assigned.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING OPENING ACCOUNTS AT OTHER BANKING INSTITUTIONS.

Commissioner **Latimer** stated that past discussions regarding a secondary or "back-up" financial institution led him to request information from Texas Traditions. If agreeable to the Board, a representative of Texas Traditions would come to address the Board at the May meeting regarding potential banking opportunities. Mr. Coveler advised the Board that Texas Traditions was a smaller institution, and for the purposes of a District secondary institution, a larger entity such as JP Morgan Chase might be more advisable to provide safety in case of issues with payroll or large account balances.

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

Ms. Melanie Davis presented her report to the Board, stating that despite a slightly high insurance payment, a bill for thermal imaging equipment and ongoing adjustments to payroll expenses, all financial items were in line with expected expenditures. She then explained that with the adoption of the new ACH payment system, items requiring ACH payment were highlighted and broken out for attention. Commissioner **Latimer** inquired if ACH methods would apply to all or only recurring expenses and was told that additional information was being sought from vendors to determine payment methods in the future.

Commissioner **Taylor** opined that most entities appreciated ACH payments as they required less time and attention than other methods and were more secure. Mr. Coveler cautioned against allowing entities to automatically withdraw funds from the District's accounts and was assured that all expenses would be properly invoiced and reviewed before payments could be submitted to outside entities. Chief Shelor added that payments made to workers' compensation insurance were only available to be paid monthly or in annual payments, and were taken from the Operations account, usually after much discussion and fact checking with the provider.

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

No additional information regarding financial institutions was available for discussion at this time.

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

The payment of District bills and the approval of transfer of funds was discussed next by the Board. Commissioner **Latimer** stated that funds were ready to be transferred and requested approval of the following bank transfers: (1) \$110,057.25 to be transferred to the District operations account, (2) \$385,148.65 to be transferred to the District payroll account, and (3) \$30,756.98 to be transferred to the District's administrative account.

Following the presentation and a discussion of the District's funds on hand, a Motion was made by Commissioner **Taylor**, seconded by Commissioner **Latimer**, to approve the transfer of funds as presented. After further discussion, Chairman **Parker** called for a vote and the Motion passed by a vote of 4 to 0.

After review and discussion, Commissioner **Hogue** made a Motion, seconded by Commissioner **Taylor** to approve payment of the District bills. After discussion, Chairman **Parker** called for a vote and the Motion passed by a vote of 4 to 0.

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

No submittals were presented for approval, and the Board took no action at this time.

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

The Board agreed to table review of the March meeting minutes for approval in May.

TO REVIEW, DISCUSS AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2023.

Mr. Coveler discussed with the Board the Board's options with respect to granting exemptions. A discussion amongst the commissioners was had regarding the cost of the exemptions to the District as well as the revenue effect of the exemptions granted. Mr. Coveler stated to the Board that the 2022 tax exemptions were as follows:

Homestead:	0%
Over 65:	\$100,000
Disability:	\$100,000

The Commissioners asked Mr. Coveler about changes coming from the Texas legislature regarding tax setting matters. The Commissioners next discussed the advantage of maintaining or

changing the current exemptions and expressed concerns about the uncertainty of proposed legislation which would cap commercial property increases, modify the homestead exemption or eliminate the de minimis tax rate calculation. After review, Commissioner **Latimer** made a Motion, seconded by Commissioner **Taylor** to maintain the current exemption rates. After discussion, Chairman **Parker** called for a vote and the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON DISPATCH SERVICES AND MATTERS RELATED TO TEXAS EMERGENCY COMMUNICATIONS CENTER, INC.

Chief Shelor advised the Board that TECC Director Lori Broadrick had requested permission to fill two (2) dispatcher positions, allowing all four (4) shifts to comprise three (3) people on each shift. The annual price increase for the District would amount to \$10,000 beginning in 2024, with a \$5,000 increase this year if approved, bringing the total annual expenditure for Dispatch services to \$115,000 beginning in 2024. Commissioner **Hogue** requested clarification and Chief Shelor explained that the cost for additional services for this year would total \$110,000 which was already budgeted. Four (4) other participating Districts would also provide payment to cover the cost of additional dispatch personnel with TECC. After review, Commissioner **Hogue** made a Motion, seconded by Commissioner **Latimer** to approve the additional cost for new dispatch personnel to service the District's needs. After discussion, Chairman **Parker** called for a vote and the Motion passed by a vote of 4 to 0.

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

Chief Shelor stated February had been the slowest month since June of 2020 with only seventy-five (75) calls made, including four (4) false alarms and sixteen (16) good intention calls. Forty-five percent (45%) of calls were EMS related. Mutual aid was provided thirteen (13) times to Cy-Fair, Cypress Creek, Klein, Northwest, and Ponderosa Fire Departments, and received twice, with eight (8) overlapping calls. Three (3) major structural fire incidents were notated in-District during the month. Average response time In-District came to five minutes forty-seven seconds (5:47) with average emergency response time coming to five minutes twelve seconds (5:12). After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **Hogue** to approve the report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed by a vote of 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Chief Shelor next presented the Fire Life & Safety report in Captain Ledford's absence. Knox boxes had been inspected and installed in multiple gated communities where none previously existed or were nonfunctioning. Meetings with Living Earth Mulch Company led to the development of a fire prevention plan to reduce calls after a high volume of fire incidents were reported by the company. Damage was sustained to a Department apparatus by a malfunctioning gate at the Mirage Community. Repairs and modifications to that gate have since been completed to reduce future incidents.

Twenty-five (25) safety surveys were completed in March resulting in four (4) safety advisories. One (1) site included padlocked exits which were reported and should be removed accordingly by the new manager with the assistance of the Harris County Fire Marshal's Office

(HCFMO). Another entity was reported to the HCFMO for follow up and code enforcement due to blocked exits and a lack of fire extinguishers. One (1) new entity in the District was recently checked for operational use and found to be in compliance with fire suppression and alarm systems as well as operational hydrants.

Captain Ledford's provided thirty-three (33) business names and addresses to TECC (North Comm) to update their databases regarding critical dispatch notes. Captain Ledford also recently attended meetings with the Houston Northwest Chamber of Commerce, Precinct 3 Safety Forum, Northside Fire Chief's Meeting, Klein ISD Safety and Security and the Texas Association of Special Investigator Units. Chief Shelor informed the Board that despite touring local campuses to check radio reception and Knox box access, nonfunctioning Knox boxes had *not* been repaired, resulting in a report to the fire marshal for further evaluation and follow up.

It was lastly announced that Captain Ledford recently achieved his Fire & Life Safety Educator Certification, Blue Card Incident Commander Certification, attended the Texas Fire Chief's Association Conference, completed sexual harassment training and Tower Ladder Tactics training.

After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **Hogue** to approve the Fire Life & Safety report as presented. After discussion, Chairman **Parker** called for a vote and the Motion passed by a vote of 4 to 0.

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

No upcoming training courses were presented, and the Board took no action at this time.

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

No budgetary concerns were brought forth, and the Board took no action at this time.

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

No amendments or adoptions of District policies were necessary at this time, and the Board took no action.

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

No new repairs or improvements were presented, and the Board took no action at this time. Chief Shelor advised the Board that the new Tahoe had come in ahead of schedule, and was being prepared for painting. Commissioner **Hogue** requested an update on the roof leak and was informed the leak was repaired by an approved company through the contractor at no cost to the District.

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

No submittals were presented, and the Board took no action at this time.

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 salvage or surplus property was presented, and the Board took no action at this time.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR MAY 4, 2023.

The Board next discussed the upcoming May 4th meeting. Commissioner **Hogue** would not be in attendance, though all other Board members confirmed their availability, and the May meeting was confirmed to take place on May 4, 2023.

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

The Board did not exercise the option to meet in Closed Session.

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

The Board did not exercise the option to meet in Closed Session.

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

The Board did not exercise the option to meet in Closed Session.

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

There being no real estate or personnel matters to discuss, the Board took no action at this time.


ADJOURNMENT.

There being no further business brought before the Board, Commissioner **Latimer** made a Motion seconded by Commissioner **Hogue** to adjourn the meeting at 5:20 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on May 4, 2023.

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

By: _____


Jon Taylor
District Secretary

MINUTES OF MAY 4, 2023 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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday May 4, 2023.

CALL TO ORDER.

The meeting was called to order at 4:15 p.m., by **Scott Morgan**, President and Chairman for the meeting.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Captain Ledford, Melanie Davis of Better Bookkeepers, Inc., Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., and Texas Traditions Bank representatives Emmett Rhodes, Yvette DeLosReyes, Keith Badough, and David Roth.

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

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

TO RECEIVE PUBLIC COMMENT.

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

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING OPENING ACCOUNTS AT OTHER BANKING INSTITUTIONS.

The Board next received a presentation from Mr. Keith Badough and his associates from Texas Traditions Bank ("Traditions"), regarding the possibility of doing business together with Traditions acting as the District's secondary banking institution. Mr. Badough extolled the personal relationships maintained by Traditions in comparison with larger banks, and stated they represented a community-based bank controlled by three hundred (300) shareholders, with headquarters located in Katy, Texas.

Mr. Coveler asked the Traditions representative if they had any other governmental clients at the current time. Mr. Badough stated they held no government entity clients at present, but had experience working with similar entities in the past and would be capable of managing the District's needs without concern. He then explained the team of around twenty-five (25) had all worked together prior to opening Traditions in September 2022, and currently maintained approximately \$118,000,000 in assets across around seven hundred (700) accounts. Mr. Badough lastly introduced a program through Traditions which would allow for account access and management across five thousand (5,000) institutions, insured by FDIC, and all managed through Traditions to reduce accessibility and function concerns for clients.

President **Morgan** questioned whether the District should invest in a new bank in the current economy, but thanked the Texas Traditions Bank representatives for their presentation and advised they would be kept in mind during the ongoing decision-making process.

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

The Board then received the bookkeeper's report from Ms. Melanie Davis who stated that the District's finances were stable. She did note to the Board that the reports she provided to the Board had been partially recharacterized as this report now reflects that TCDRS expenses are coded to the District's retirement account rather than payroll expenses. There being no further inquiries or comments, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor**, to approve the bookkeeper's report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

No additional information regarding financial institutions was available for discussion at this time.

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

The payment of District bills and the approval of fund transfers was discussed next by the Board. President **Morgan** stated that funds were ready to be transferred and requested approval of the following bank transfers: (1) \$40,072.99 to be transferred to the District's operations account, (2) \$279,456.26 to be transferred to the District payroll account, and (3) \$20,231.83 to be transferred to the District's administrative account. Following a discussion of the District's funds and ACH payments with Ms. Davis, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor**, to approve the transfer of funds as presented, and to pay the District's bills. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Mr. Coveler then briefly asked Ms. Davis to endeavor to modify the District's name for ACH transfers to "Harris County ESD 29" or "HC ESD 29" to minimize the risk of confusion to vendors regarding payments amongst a variety of Districts. Mr. Coveler noted that the District number is not shown on the ACH name.

TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2023.

Mr. Coveler then advised the Board regarding an annual resolution designating the Harris County Tax Assessor-collector's office to prepare the District's tax rate information for 2023. Mr. Coveler explained that these calculations are prepared by the Harris County Tax Assessor-Collector's Office every year and that there was no cost to the District for these calculations to be made. Mr. Coveler confirmed that his office does review and verify the calculations based upon the information provided. After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **Parker**, to approve the resolution as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

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

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

Mr. Coveler next addressed the minutes of prior meetings including both March 2023 and April 2023. President **Morgan** noted two (2) typographical errors in the April meeting minutes, though no other objections were made.

After review, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor** to approve the April meeting minutes, pending revision of the aforementioned typographical errors. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0. Thereafter, Commissioner **Taylor** made a Motion, seconded by Commissioner **Parker**, to approve the March meeting minutes as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE INSURANCE RENEWAL PROPOSALS RECEIVED FROM EMERGENCY SERVICES INSURANCE PROGRAM ("ESIP").

Chief Shelor next advised the Board that the District's property and liability insurance would renew on May 17, 2023, and would include all coverages apart from workman's compensation. The insurance premium for renewals in 2023 totaled \$106,341 which increased from \$94,716 in 2022. After review, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor** to approve the insurance renewal as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board next received the Department's Fire Operations Report from Chief Shelor who stated eighty-nine (89) calls were made in March, thirty-six percent (36%) of which were EMS related. Mutual aid was given to five (5) other Departments by the District fourteen (14) times

and received twice, with only two (2) overlapping calls. Average response time in-District for both emergency and non-emergency calls was four minutes fifty-one seconds (4:51), and emergency response time was four minutes forty-eight seconds (4:48). There were three (3) notable fire incidents during the month.

Chief Shelor also provided new information regarding the cause of ignition for notable fire incidents for the month, and explained that firefighters on scene reported a perceived cause of ignition, but the Harris County Fire Marshal's Office would make the final determination after incident investigations were completed. When asked, he also stated that EMS statistics had held steady around thirty-five (35%) to forty percent (40%) since ESD 11 began providing EMS services in the area, and noted some decline resulted from the District not always being properly dispatched when required. After review, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor** to approve the Fire Operations Report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

The Board next received the Fire & Life Safety Report. Captain Ledford stated twenty-two (22) safety surveys had been completed, with three (3) occupancy issues turned over to the HCFMO. He then made special note of a new residential neighborhood being built, the buildings in which were designed in such a way that ground ladder access would be required during serious fire events. Seven (7) entities were further noted for complaints and necessary follow-ups due to blocked exits, and malfunctioning or missing suppression systems and Knox boxes.

There were four (4) emergency response events of note including a commercial fire at IntegritCert where smoking materials were improperly disposed of, leading to structure damage. Twenty-six (26) business names and addresses were also turned over to TECC for confirmation and updating in dispatch notes for future event calls. Lastly, Captain Ledford stated he had attended the Precinct 3 Safety Forum as well as the Northside Fire Chief's meeting, and had completed Blue Card Certification for Incident Commander, and would start Fire & Life Safety Educator Level 2 training next week.

At this time, Commissioner **Parker** requested a monthly synopsis of information totals related to inspections, violations, and other statistical data be provided at the end of each Fire & Life Safety report which should be used to compile an annual summary of events for the District. After review, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor**, to approve the Fire & Life Safety Report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board then reviewed expenses related to upcoming training, though none were presented, and no action was taken.

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

The Board then reviewed changes related to the District's budget, though none were presented, and no action was taken.

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

Chief Shelor next advised the Board on amendments to the District's policies, including a change to pay periods to accommodate all personnel schedules, District recognized holidays, insurance language modifications, and PTO/sick leave. After reviewing the policies as provided, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor**, to approve the policy amendments, pending legal review. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board then reviewed improvements or repairs to District property, though none were presented, and no action was taken.

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

Chief Shelor next addressed the Board, stating that no submittals were available for review at this time, but that based on a recent quote for a new Pierce engine totaling \$1,229,000 discussion regarding the need for future asset purchases would soon likely be prudent. Due to new engine production to meet emissions requirements in 2027 and continued supply chain shortages which contribute to manufacturing delays, lead time for a new engine was expected to reach forty-two (42) months if ordered at this time. Mr. Coveler stated discussion of future purchases would be added to the June meeting Agenda.

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

The Board then reviewed the sale or disposal of District property, though no such requests were presented, and no action was taken.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR JUNE 1, 2023.

The Board then reviewed any items requiring addition to the upcoming month's agenda, noting one (1) item to discuss the potential purchase of a new Engine for the District based on increased costs and extended future lead times. They then confirmed next month's meeting date as Thursday, June 1, 2023.

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

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

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

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

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

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

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

No further discussions or reviews were held at this time regarding District real estate or personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, President **Morgan** declared the meeting adjourned at 5:29 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on July 6, 2023.

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

By: _____


Jon Taylor
District Secretary

MINUTES OF JUNE 1, 2023 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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday June 1, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Captain Ledford, Melanie Davis of Better Bookkeepers, Inc., District Counsel Ira Coveler, and Melissa Wiggins of Coveler & Peeler, P.C.

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

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

TO RECEIVE PUBLIC COMMENT.

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

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING OPENING ACCOUNTS AT OTHER BANKING INSTITUTIONS.

The Board took no action regarding bank accounts at other institutions.

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

Ms. Davis advised the Board that figures through the month of April were in line with expectations, and that approximately \$34,000 had been earned in interest during that same period. She also stated that in future reports, the employer contributions would be shown as part of the retirement total, but employee portions would remain under payroll items. She lastly inquired if a

previously mentioned charge of \$161 had been resolved and was told to check with Ms. Rogers, the District administrator.

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

Commissioner **Latimer** advised the Board that multiple requests had been made to move additional funds to the District's TexPool account to take advantage of the five percent (5%) interest rate which was currently available. After discussion regarding the amount of funds needed to cover District costs through the end of the year, Commissioner **Parker** suggested moving \$5,000,000 to TexPool. Mr. Coveler suggested the Board consider \$7,000,000 as the interest rate was at risk of declining due to possible upcoming legislative changes, and any needed funds could be recovered from the fund on an as-needed basis later on. Commissioner **Parker** then made a Motion, seconded by Commissioner **Taylor** to approve the transfer of \$7,000,000 to TexPool. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Commissioner **Latimer** briefly offered that Trustmark Bank was also offering a similar interest rate on a seven (7) month CD. Commissioner **Parker** then requested an agenda item be added for the July meeting, to discuss and take action on potentially investing \$1,000,000 in a CD, or other options to take full advantage of the current banking interest rates.

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

Commissioner **Latimer** advised the Board that funds were ready to be transferred, and requested approval of the following movements: (1) \$68,741.50 to be transferred to the District's operations account, (2) \$280,105.38 to be transferred to the District's payroll account, and (3) \$24,938.14 to be transferred to the District's administration account. Following a discussion of the District's funds, Commissioner **Taylor** made a Motion, seconded by Commissioner **Parker** to approve the fund transfers as stated, and approve payment of the District's bills. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board took no action regarding Commissioner submittals.

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

The Board unanimously agreed to table the approval of May meeting minutes.

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

Chief Shelor then provided the Fire Operations Report from April to the Board, citing seventy-seven (77) total calls for the month of April. Approximately forty-one percent (41%) of those calls were related to EMS, and ten (10) calls were mutual aid calls to other Departments with

a total of six (6) overlapping calls. Average response times in-District for both emergency and non-emergency came to six minutes five seconds (6:05) for fifty-five (55) calls, and an average in-District response time for emergencies of five minutes ten seconds (5:10). Five (5) major fire incidents including residential and commercial properties were also mentioned with a total loss estimate of \$18,750.

He next informed the Board that three (3) classes had been completed by the F.I.R.S.T. team hired by the District to work with critical incident management and firefighter mental health, including A, B, and C shifts. He lastly reminded the Board to complete their legally required Texas cyber-security training. At this time, Commissioner **Taylor** made a Motion, seconded by Commissioner **Hogue** to approve the report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Captain Ledford next provided the Department's Fire & Life Safety report, stating thirty-two (32) safety surveys had been completed in the month of May, along with one (1) pre-plan completion with the Fire Marshal's Office ("FMO"), and three (3) occupancies which were reported to the FMO due to heavy fire loads, blocked exits, and unsafe living conditions in an unpermitted boarding home. He also noted additional guidance regarding when to alert HCFMO on calls or incidents could now be found online, and had been provided to all District units for reference as well.

Captain Ledford then described projects including Legends Architectural Stone which had received input from the District team regarding water storage tanks for fire suppression on the property, and also Ireland Outreach International regarding necessary remodeling considerations in order to achieve occupancy approval from the FMO. Other locations of note included Champions Oak Subdivision relating to updated Knox locks, eight (8) local gas stations regarding potentially blocked entrances/exits, and Klein Forest High School related to a small structure fire inside the main building. Nineteen (19) business names and addresses were provided to TECC in May, to be updated for critical dispatch note purposes. Since February 2023, ninety-four (94) safety surveys have been completed, seven (7) notifications have been made to HCFMO, two (2) boarding home violations have been reported, and seventy-eight (78) business names and addresses have been updated by TECC for critical dispatch notes.

Lastly, Captain Ledford stated he had represented the District at three (3) meetings with Precinct 3, Harris County, and Northside Emergency Service Leadership, while also completing sexual harassment prevention class section 2, and completing the final project for Fire and Life Safety Educator course 2.

Chief Shelor briefly the new dashboard system "first arriving" which provided reports and breakdowns of incidents and real time calls at every station to keep all personnel informed of current operations day to day. At this time, Commissioner **Hogue** made a Motion, seconded by Commissioner **Taylor** to accept the report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board took no action regarding upcoming training classes or related expenses to the District.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF A NEW PUMPER TRUCK INCLUDING FINANCING OPTIONS FOR SAME.

Chief Shelor next advised the Board that meetings were held with a Pierce representative, and based on 2020 engine specs, quoted an estimated \$1,230,000 for the specs without additional changes, compared to the total cost in 2019 of \$656,000. The District will soon require a new apparatus, and would prefer to lower the hose bed, changing some configurations to the apparatus. Anticipating a nine percent (9%) yearly increase in price between 2019 and the delivery year of 2027, the estimated cost of a new engine totaled \$1,300,000. Chief Shelor stated that changes or modifications in requirements for the engine during the forty-two (42) month lead time could be covered by contingencies, but that consideration for the purchase of a new engine would be necessary sooner rather than later.

Based on the District's current replacement policy, engines are normally replaced after ten (10) years of service, however that timeframe could be extended to twelve (12) to fourteen (14) years at this time. Replacement needs were determined based on technology and safety improvements, normal wear and tear to the apparatus, and its cost of repairs versus the cost of purchasing a new apparatus. Mr. Coveler then recommended the District not pay in advance, and instead continue to gain interest on the funds which would later be used to purchase the new truck. He also cautioned the Board that purchasing trucks without engines to bypass the new emissions requirements was no longer possible.

Chief Shelor lastly stated that Engine 12 would eventually be sold rather than traded in, when a new apparatus was purchased, and that the District's three (3) current pumpers from 2014 and 2020 were still in service along with a 2017 model tanker. Once a new apparatus was purchased, the older two (2) engines would be placed in reserve and split between the District's stations.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER AND HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11.

Mr. Coveler advised the Board this item would be discussed in Closed Session. No further action was taken by the Board.

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

The Board took no action regarding the District's 2023 budget.

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

Chief Shelor advised the Board that no updates were currently available, but that new items would potentially be discussed after consultation with legal counsel at the July Board meeting.

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

The Board took no action related to improvements or repairs to the District's assets.

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

The Board took no action related to submittals by the Department.

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

Chief Shelor advised the Board that no action was necessary at this time, though items would be listed for approval to be disposed of at the July Board meeting.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR JULY 6, 2023.

The Board then reviewed items requiring inclusion on the July meeting agenda, including items for discussion of purchasing a new apparatus, matters pertaining to banking institutions, and potential investments and CDs for the District. They lastly confirmed the meeting date as Thursday, July 6, 2023.

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

The Board entered into Closed Session to consult with legal counsel at 5:32 p.m.

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

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

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

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

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

The Board reconvened in Open Session at 6:06 p.m.


No action was taken regarding real estate or personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Commissioner **Parker** made a Motion, seconded by Commissioner **Taylor** to adjourn the meeting at 6:06 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on July 6, 2023.

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

By: 

Jon Taylor
District Secretary

**MINUTES OF JULY 6, 2023 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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday July 6, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Captain Ledford, Melanie Davis of Better Bookkeepers, Inc., Jennifer Day of McCall Gibson Swedlund Barfoot PLLC, District Counsel Ira Coveler, and Melissa Wiggins of Coveler & Peeler, P.C.

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

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

TO RECEIVE PUBLIC COMMENT.

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

TO PROPOSE THE DISTRICT 2024 BUDGET.

The Board then received a presentation regarding the District's 2024 budget from Chief Shelor. Based on comparative calculations and observations of predicted vs. actual costs during 2023, Chief Shelor stated that revenue anticipated for 2024 including interest income, and property and sales taxes totaled \$8,450,000. Of the total \$7,226,603 in expenses expected by the District for 2024 including capital, and financing items, fire operations expenses represented \$6,100,000. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to adopt the 2024 budget as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO PROPOSE THE DISTRICT 2023 TAX RATE.

Mr. Coveler advised the Board that calculations which would determine parameters for setting the District's 2023 tax rate had not been completed by Harris County. In lieu of that information a rate of ten cents (\$0.10) was recommended, with the understanding that any necessary revision could be made once more information was available. He encouraged the Board to furthermore consider the cost and value to the District associated with participating in a tax rate election. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to propose a ten cent (\$0.10) tax rate for 2023. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2023 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.

Mr. Coveler recommended the Board set the public hearing and adoption of 2023 tax rates for August 3, 2023 at 4:00 p.m., though that date could be changed if information from the county was not quickly forthcoming. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the proposed August 3rd date for the District's 2023 tax rate hearing and adoption. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2023 TAX RATE SETTING NOTICES.

Mr. Coveler advised the Board that this action would authorize Coveler & Peeler PC to publish necessary tax rate setting notices in preparation for the 2023 hearing and subsequent adoption. Mr. **Taylor** then made a Motion, seconded by Mr. **Parker**, to authorize District Counsel to publish necessary notices related to 2023 tax rate setting. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 7, 2023:

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

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to call for an election to be held on November 7, 2023, according to Texas Tax Code Section 26.07. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

ADJOURNMENT.

There being no further business brought before the Board, President **Morgan** adjourned the meeting at 4:17 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on August 10, 2023.

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

By: 

Jon Taylor
District Secretary

**MINUTES OF JULY 6, 2023 MEETING OF
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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday July 6, 2023.

CALL TO ORDER.

The meeting was called to order at 4:17 p.m., by **Scott Morgan**, President and Chairman for the meeting.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Also present at the meeting were Fire Chief Dan Shelor, Captain Ledford, Melanie Davis of Better Bookkeepers, Inc., Jennifer Day of McCall Gibson Swedlund Barfoot PLLC, District Counsel Ira Coveler, and Melissa Wiggins of Coveler & Peeler, P.C.

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

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

TO RECEIVE PUBLIC COMMENT.

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

TO REVIEW, DISCUSS AND TAKE ACTION ON THE DISTRICT'S 2022 AUDIT.

The Board next received a presentation related to the District's 2022 audit from Ms. Jennifer Day of McCall Gibson Swedlund Barfoot PLLC. No major items of concern were noted, though the Board requested to hold this item for approval in August to allow absent Commissioners the opportunity to discuss and vote accordingly. Ms. Day advised the Board that there was a ten (10) day review period during which the Board could approve or deny the audit after it was formally received, and that that period would begin as of the August meeting date. The Board took no further action, pending discussion and approval in August.

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

The Board then received a report from Ms. Melanie Davis of Better Bookkeepers, Inc, who stated no unexpected activities were present in the month's financial report. After some discussion, Ms. Davis was asked to break out the costs of benefit items for better clarity in expense reports. She also advised the Board that one (1) large expenditure related to the purchase of a new Tahoe would be reflected in future reports. That payment would be made to the auto dealer but not remitted to Siddons Martin until the District took possession of the vehicle.

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

Mr. **Taylor** next advised the Board that after discussion with Mr. **Latimer**, no funds had yet been transferred per the Board's request in June, as further discussion was requested regarding interest rates and the possible implications to District relations with Cadence Bank. Mr. **Taylor** then noted a similar interest in potentially diversifying District investment assets, and along with Mr. **Parker**, requested the matter be held over for discussion during the August Board meeting.

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

Commissioner **Taylor** next presented transfers required for District expenses in the following amounts:

1. Operations - \$142,774.76
2. Payroll - \$283,923.12
3. Admin - \$55,024.63

President **Morgan** then requested a line be added to the total transfer report, showing a complete cost of all three (3) account transfers each month. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the payment of District bills, and authorize the transfers as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

No submittals were received by the Board, and no action was taken.

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

Mr. Coveler stated that one (1) correction had been made to the June minutes at Chief Shelor's request, but that both the May and June meeting minutes had been provided to the Board prior to this meeting for review and consideration. There being no further revisions or questions,

Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve both sets of minutes as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Chief Shelor next presented the Fire Operations Report. He first noted the gift packages provided by a local fast-food establishment, along with updated photographs of the entity's mascot with District apparatus, which would be displayed at that establishment. One hundred thirteen (113) calls were made in the month of May, including seven (7) fire incidents, and thirty-seven (37) rescue and EMS calls. Mutual aid was given to Cy-Fair, Cypress Creek, Klein, and Northwest departments a total of twenty (20) times, and received once, with sixteen (16) overlapping calls. Average emergency and non-emergency response time in-District was six minutes eleven seconds (6:11), with an emergency response time of five minutes twenty-four seconds (5:24). Two (2) fire incidents were noted, with a combined total loss amount of \$6,100. At this time, Chief Shelor also noted one (1) fatality incident response which took place June 4th involving one (1) civilian death, two (2) civilian casualties, and one (1) firefighter injury.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Captain Ledford next presented the District's Fire & Life Safety Report. Twenty-six (26) safety surveys were completed in May, with one (1) occupancy turned over to the Fire Marshal's office (FMO), and three (3) others noted for future notification to the FMO. Attention was also given to the District's False Alarm policy, including service fees related to calls, in an effort to reduce redundancies, and better educate and form relationships with community members and entities. When asked, Captain Ledford explained the current policy allowed for four (4) free false alarm calls, with a \$200 fine being applied to all calls after that during a twelve (12) month period. Similar attention was given to District procedures and information regarding public information act requests and release of information related to records updated and provided through dispatch. Information regarding outdoor burning in the District was also being provided to Department personnel for reference during the summer months.

He then stated one hundred fifty (150) smoke alarms had been donated to Champions ESD by American Fire Systems (AFS). Members of the Department took a tour of the AFS facility in Cy-Fair, and were able to install approximately thirty-four (34) of those donated alarms to seventeen (17 homes) located in a local mobile home park on Cutten Road. Fliers with information about the smoke alarms were also created to be handed out when they were used or installed.

Thirteen (13) business names and addresses were updated with Northcomm to be included with future critical dispatch notes. Captain Ledford also noted that one (1) previously mentioned inspection violation had been rectified and subsequently lifted, though other establishments in the area were still under review by the FMO. To date, one hundred twenty (120) pre-fire safety surveys had been completed, eight (8) notifications were made to the FMO, two (2) boarding facility violations were reported, and ninety-one (91) names and addresses had been updated to dispatch for critical response notes. Recently, Captain Ledford represented the District at the Precinct 3 safety forum and Northside Emergency Service Leadership meetings. Lastly, Captain Ledford stated he had completed the written and skills portion of the Fire and Life Safety Educator 2 class, with the subsequent TCFP exam following on July 27th. He was also participating in

FIRST suicide prevention training, cyber security awareness training, and firefighter safety standdown training.

At this time, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve both reports as presented by Chief Shelor and Captain Ledford. After discussion President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Chief Shelor stated one (1) expense was upcoming related to Mr. Doug Poor who would be traveling to the annual TEEEX training school as an instructor, for a total cost of \$2,800. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the expense as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF A NEW PUMPER TRUCK.

Chief Shelor stated that no new information was available at this time, but requested it remain an item on upcoming agendas for further discussion at a later date.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER AND HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11.

Mr. Coveler briefly reviewed current matters related to the Texas Emergency Communications Center (TECC) and Harris County Emergency Services District No. 11 (ESD 11). Tensions currently exist related to policies regarding Public Information Act requests, though efforts were being made by both ESD 11's counsel, and Coveler & Peeler, PC to reach an agreement which would settle matters more thoroughly. Mr. Coveler advised the Board that the current hostilities between entities did not appear to impact provision of service to the public as long as the current CAD to CAD system was maintained. No action was taken by the Board.

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

The Board took no action regarding the District's 2023 budget.

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

Chief Shelor then advised the Board regarding Policy No. 337, related to Law Enforcement Response to Motor Vehicle Incidents. After slight revision to the previous policy, Chief Shelor had reinstated this policy which would better define expectations related to wait times for firefighters present at accident scenes in relation to law enforcement presence. This policy was altered to consider the needs of firefighters and apparatus more effectively to be available for incoming calls in non-emergency situations unless it was deemed necessary to stay on scene beyond thirty (30) minutes after designating themselves "in service on-scene" while waiting for

law enforcement representatives. The policy also left room for officer discretion due to extenuating circumstances. No action was taken by the Board.

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

The Board took no action regarding improvements or repairs to District assets.

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

The Board took no action regarding thirty (30) day submittals by the Department.

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

Chief Shelor informed the Board that fire gear which had failed inspection was going to be deemed as salvage equipment, and given to the forestry service for use, pending Board approval. Members of the Cypress Creek Fire Department would transport the items, along with their own donations, to the forestry department. Items listed for donation included:

1. 51 Hoods
2. 2 Suspenders
3. 2 Pairs of Boots
4. 15 Pairs of Gloves
5. 2 Helmets
6. 7 Pants
7. 8 Coats

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the donation of salvaged goods as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR AUGUST 3, 2023.

At this time, the Board confirmed next month's meeting date for August 3, 2023 at 4 p.m. No new items were requested to be added to the agenda beyond those which were discussed during the meeting including the purchase of a new engine, the 2022 District audit, and matters related to banking institutions.

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

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

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

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

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

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

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

The Board took no action related to real estate or personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to adjourn the meeting. Thereafter, President **Morgan** declared the meeting adjourned at 5:27 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on August 10, 2023.

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

By:



Jon Taylor
District Secretary

**MINUTES OF AUGUST 10, 2023 MEETING OF
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 Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday August 10, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Commissioners **Latimer** and **Hogue** were absent from this meeting. Also present at the meeting were Fire Chief Dan Shelor, Captain Ledford, Melanie Davis and Drew Hamilton of Better Bookkeepers, Inc., Logan Mangold of VFIS, District Counsel Ira Coveler of Coveler & Peeler P.C., and Melissa Wiggins of Coveler & Peeler, P.C.

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

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

TO RECEIVE PUBLIC COMMENT.

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

At this time, the Board agreed to take the agenda out of order and address agenda item No. 17, to review, discuss and take action on insurance for personnel.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING RENEWAL OF THE HEALTH INSURANCE POLICY FOR DISTRICT PERSONNEL.

Mr. Mangold of VFIS next provided a presentation on insurance coverage for District personnel. He advised that a rate increase would apply based on the District's current coverage plans, and reviewed additional and alternative options for coverage with the Board. After reviewing market figures and fluctuations, he reiterated a need for waivers signed by all part-time personnel related to their benefits coverage, in order to remain in compliance with state and federal

laws. He then stated a possibility for a slight rate reduction if more members participated in a full-time capacity with the plan for next year. Regarding dental and vision insurance, he stated that Beam remained the most cost-effective provider, and vision coverage remained unchanged.

Mr. **Taylor** then inquired about the possibility of engaging a gap plan in conjunction with existing insurance to ease the financial burden on District members, and was told multiple options existed, though each presented slight variances in claims processing. After reviewing potential coverage details, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to maintain the District's current insurance policy coverage, with the addition of a MedPair supplemental "gap" plan. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

At this time the Board returned to the regular agenda order and moved to Agenda Item 3, to review, discuss and take action on the District's 2022 audit.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE DISTRICT'S 2022 AUDIT.

Mr. **Taylor** stated that Commissioners **Hogue** and **Latimer** had not yet reviewed the District's 2022 financial audit which would be discussed at this meeting. Mr. **Coveler** then recommended that since a quorum was present, the audit should be discussed and finalized regardless of other Commissioners being absent. He then advised that no issues were noted by legal counsel or the bookkeepers and stated the audit could be amended later if necessary. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the District's 2022 audit as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Ms. **Davis** of Better Bookkeepers, Inc., reviewed the District's financial reports with the Board, stating no extraordinary items were present, but noting three (3) payroll runs in the month of June 2023. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the bookkeeper's report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

No new information was presented for discussion and the matter was tabled for future meetings.

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

Commissioner **Taylor** next presented transfers required for District expenses in the following amounts:

1. Operations - \$168,486.50
2. Payroll - \$395,958.28

3. Admin- \$50,821.96

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the payment of District bills, and authorize the transfers as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Mr. **Taylor** then advised the Board that due to rescheduling the regular monthly meeting, the District's payroll account was overdrawn and required additional transfers to cover costs. The Board then discussed raising the minimum balance in the payroll account to avoid future issues. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve increasing the minimum payroll account balance from \$400,000 to \$500,000. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

No submittals were presented, and no action was taken by the Board.

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

The Board was then advised that two (2) sets of minutes were being presented for approval. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor** to approve the July 6th Special meeting minutes and July 6th Regular meeting minutes. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board next received the Department's Fire Operations Report from Chief Shelor, who stated one hundred fifty-two (152) calls were made in the month of June including the highest number of fire calls for the year. He also noted that EMS calls for the month were down to thirty (30) percent of total calls made. Fifty-three (53) of the total one hundred fifty-two (152) were overlapping calls. Mutual aid was given seventeen (17) times to Cy-Fair, Cypress-Creek, Klein, Little York, Northwest, and Ponderosa Departments, and received once (1). Average emergency and non-emergency response time for the month was five minutes fifty-four seconds (5:54), and average emergency response time in-district was five minutes (5:00). Two (2) major fire events were noted for the month of June. Chief Shelor also advised the Board that one (1) day shift position had been added for the booster truck, to assist with grass fire calls as needed. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to accept the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Captain Ledford next presented the July Fire & Life Safety Report. Twenty-five (25) safety surveys were completed, including one (1) private residence, with two (2) occupancies turned over to the Fire Marshal's office ("HCFMO") and one (1) commercial property turned over to Harris County Pollution Control. Information for twenty (20) businesses were also updated in Northcom

for critical dispatch notes. Radio testing was conducted at Yeager Elementary School to determine appropriate channels for use by first responders in emergency situations. Captain Ledford then made note that after smoke alarms were donated to the District by American Fire Systems and subsequently installed in a local mobile home neighborhood by District personnel, one (1) home was damaged in a fire event. Residents were able to exit the home with no injury, and reported this was only possible thanks to the detectors which District personnel had previously provided.

Captain Ledford next stated he recently represented the District at the Northside Emergency Service Leadership meeting hosted by Spring ESD 7, and the fire foam demonstration hosted by HCFMO Hazmat team, and successfully completed the TCFP Fire & Life Safety Educator Course 2. To date, one hundred forty-five (145) safety surveys have been completed, ten (10) occupancies have been turned over to HCFMO, and one hundred eleven (111) businesses have been updated with NorthCom. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO 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 advised the Board that Captain Ledford would be attending the Battalion Chief Academy in College Station in October for a total cost of \$2,300. He further advised the Board that flights had yet to be confirmed for the upcoming VCOS convention for the two (2) confirmed participants. President **Morgan** stated he would no longer be attending the conference due to a schedule conflict. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the cost of Captain Ledford's academy attendance in October for \$2,300. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF A NEW PUMPER TRUCK.

Chief Shelor advised the Board no new updates were currently available related to this matter and no action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF AN ELECTRIC VEHICLE CAR FIRE BLANKET.

Chief Shelor next advised the Board regarding the purchase of an electric vehicle car fire blanket. The blanket, a Bridgehill Reusable Car Fire Blanket Pro X, was made by Darley, and would cost \$3,230. The blanket was intended to assist firefighting personnel to extinguish electric car fires, as lithium-ion batteries posed additional difficulties in fire situations. The eighteen (18) by twenty-four (24) foot blanket was reusable up to thirty (30) times, and made of high strength fire-retardant quartz woven material which was heat resistant up to 2,500° Fahrenheit. It would be housed on the DC 10 Chevrolet Tahoe, and though intended for electric vehicles, could be used for gasoline fires as well. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to purchase the reusable electric vehicle car fire blanket. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER AND HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11.

Mr. Coveler advised the Board that no new information was available regarding TECC and ESD 11 at this time. Mr. **Parker** then requested a brief recess in the meeting. Thereafter, President **Morgan** announced that the Board would briefly recess the meeting at 5:06 p.m.

The Board returned to session at 5:17 p.m.

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

Mr. Coveler then reviewed possible tax rate scenarios for 2023 with the Board. The District's tax base in 2023 reportedly increased approximately twenty-five (25) percent compared to 2022, ultimately lowering the no-new revenue tax rate option from ten (10) cents, to just under nine (9) cents. Mr. Coveler advised that adopting a rate beyond the de minimis rate of \$0.098851 would automatically trigger the need for a tax rate election in November, and further explained that costs of that election process would likely exceed \$40,000 even without legal and publication fees. Mr. **Parker** agreed, and stated a preference to adopt a rate which would not trigger the need for that election, though the rate would formally be discussed and adopted at the August 22nd Special Public Hearing meeting. No action was taken by the Board at this time.

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

No amendments or new policies were forthcoming and no action was taken.

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

No necessary improvements or repairs were noted for discussion, and no action was taken.

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

No submittals were presented to the Board, and no action was taken.

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

Chief Shelor next presented the following equipment for donation to the Texas Forestry Service:

1. Two (2) Partner K950 saws
2. Two (2) Cutters edge vent saws with two (2) extra chains
3. Two (2) Holmatro 3150 model combi tools
4. Two (2) Ferrara gasoline GX 160 ventilation fans

5. One (1) Ferrara electric ventilation fan
6. One (1) one and a half (1.5) inch piercing nozzle

Additional items considered trash for disposal included:

1. One (1) large Craftsman rolling toolbox
2. One (1) miscellaneous box of chargers for thermals, radios, MDT and Opticom modules
3. One (1) Propane, PR extinguishing prop
4. Two (2) natural gas cut off clamps
5. One (1) obsolete radiological kit
6. Two (2) electric cord reels with twist lock receptacle
7. One (1) E-flare 500 kit (battery operated electric flares)
8. One (1) two and a half (2.5) inch hose washer
9. One (1) one and a half (1.5) obsolete foam inductor with nozzle

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the donation and disposal of items as listed. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR SEPTEMBER 7, 2023.

Mr. Coveler then reminded the Board of their upcoming August 22nd Special Meeting and Public Hearing for the adoption of the District's 2023 Tax Rate. That meeting would be held at 10:00 a.m., and require at least three (3) Commissioners to be present to vote for the rate. President **Morgan** requested an additional reminder be sent to the Board a few days prior to that meeting.

At this time, Ms. Melanie Davis of Better Bookkeepers, Inc., announced she would be transitioning to a new role as Director of Business Development, and thus no longer be directly involved with the District's bookkeeping needs. She then introduced her colleague, Mr. Drew Hamilton, who was already familiar with the District's processes, and who would be taking over in her stead.

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

The Board convened in Closed Session at 5:37 p.m., to consult with legal counsel. The Board reconvened in Open Session at 5:50 p.m.

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

The Board did not meet in closed session to deliberate real estate matters.

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

The Board did not meet in closed session to deliberate personnel matters.

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

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


ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to adjourn the meeting. Thereafter, President **Morgan** called for a vote and the meeting was adjourned at 5:51 p.m., by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on September 7, 2023.

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

By:



Jon Taylor
District Secretary

**MEETING MINUTES OF THE AUGUST 22, 2023 SPECIAL MEETING
AND PUBLIC HEARING ON TAX INCREASE OF
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29**

A special meeting was duly called by the Board of Commissioners of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Tuesday, August 22, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

Ken Latimer was not present for this meeting. Also present at the meeting were Fire Chief Dan Shelor, Melissa Wiggins of Coveler & Peeler, P.C., and other members of the Department.

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 first opened the floor to public comment related to the proposed property tax rate setting, though none was forthcoming.

CONCLUDE PUBLIC HEARING ON TAX INCREASE.

There being no public comment related to the proposed property tax rate setting, the Board unanimously agreed to conclude the Public Hearing.

TO ADOPT THE DISTRICT 2024 BUDGET.

The Board then moved to adopt the District's 2024 budget. President **Morgan** advised the Board that the 2024 Budget had been presented and reviewed during the regular August meeting, and no modifications or amendments were necessary at this time. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to adopt the 2024 budget as previously discussed. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

TO ADOPT THE DISTRICT 2023 TAX RATE.

The Board next moved to adopt the District's 2023 ad valorem tax rate. Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to adopt an ad valorem tax rate for 2023 in the amount of \$0.098851 per \$100 valuation. At this time, Mr. **Hogue** requested clarification regarding the possible rates compared to the District's current ten (10) cent rate, and questioned who was responsible for calculating the tax base figure listed on the District's tax rate scenario page provided by legal counsel. Ms. Wiggins, along with President **Morgan**, explained the figures were provided based on calculations completed by the Harris County Tax Office which could be found on the District's tax rate calculation worksheet.

It was furthermore explained that the levy amounts presented on the scenario spreadsheet represented a one hundred (100) percent collections rate. Chief Shelor then advised that the now adopted 2024 budget was created with a slightly lower expectation regarding collections, and that adoption of the de minimis tax rate as Mr. **Parker** motioned, would already exceed the expected budgetary revenue. There being no further discussion, President **Morgan** called for a vote and the Motion to set the District's 2023 tax rate at \$0.098851 per \$100 valuation passed by a vote of 4 to 0.

CANCEL THE DISTRICT'S TAX RATE ELECTION.

The District was advised that the tax rate adopted was not higher than the de minimis tax rate and therefore the District is not required to hold an election to set the tax rate adopted by the Board. There being no need to participate in the previously called for tax rate election, Mr. **Taylor** made a Motion, seconded by Mr. **Hogue**, to cancel the District's tax rate election. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

The Board then discussed the payment of an invoice to the Houston Chronicle related to publication expenses. Ms. Wiggins presented that invoice in the amount of \$4,574.06. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve payment of the invoice as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

ADJOURNMENT.

There being no further business brought before the Board, President **Morgan** adjourned the meeting at 10:22 a.m.

The foregoing minutes were passed and approved by the Board of Commissioners on September 7, 2023.

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

By: 

Jon Taylor
District Secretary

MINUTES OF SEPTEMBER 7, 2023 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A meeting was duly called of the Board of Commissioners of Harris County Emergency Services District No. 29, which was held at **Champions Fire Station 11** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, September 7, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM

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

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

Also present at the meeting were Fire Chief Dan Shelor, Captain Ledford, Drew Hamilton of Better Bookkeepers, Inc., Melissa Wiggins of Coveler & Peeler, P.C., and other members of the Department and public.

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

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

TO RECEIVE PUBLIC COMMENT.

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

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

Mr. Drew Hamilton of Better Bookkeepers, Inc. then presented transfers required for District expenses in the following amounts:

1. Operations - \$87,268.37
2. Payroll - \$283,712.21
3. Admin - \$21,411.58

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the transfers as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Mr. **Taylor** informed the Board that communications with Texas Traditions were ongoing, with further information related to potential District accounts to be submitted and discussed at the October Board meeting. Mr. **Taylor** had been assured of a four (4) percent interest rate, with potential for improvement based on additional discussions with other bank partners. Mr. **Taylor** further expressed his support for Texas Traditions as a candidate for the District's secondary banking institution, but asked that the matter be tabled for action at the October meeting. Mr. **Parker** agreed, and stated his appreciation for the personal communication and attention being provided by Texas Traditions. Thereafter, the Board agreed to table the item for further discussion and review at the next Board meeting on October 5, 2023.

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

Mr. **Taylor** stated that no outstanding or unusual expenses were forthcoming. Chief Shelor then advised the Board that one (1) large payment related to the Station 12 loan note, would be paid by wire next week. After discussion of the loan's pre-payment restrictions, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve payment of the District bills, including the Station 12 note. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

No submittals were presented, and no action was taken by the Board.

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

Ms. Wiggins stated that Ira Coveler had provided the Board with two (2) sets of minutes from the District's August 10th regular meeting, and August 22nd special adoption meeting for review prior to the meeting. Requested revisions have been made to those minutes, which now require approval by the Board. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor** to approve both sets of minutes as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Chief Shelor then presented the Fire Operations report for the month of July. One hundred twenty-five (125) calls were made during July, including twelve (12) overlapping calls. Forty-four (44) percent of all calls were EMS related. Mutual aid was given to Districts including

Cypress Creek, Klein, Ponderosa, and Northwest Volunteer Fire Department fifteen (15) times, and received during six (6) calls. Emergency and non-emergency response times averaged five minutes thirty-four seconds (5:34), with emergency response times in district averaging five minutes five seconds (5:05). Four (4) major incidents were noted, including multiple residential fires, and a five (5) acre wildland fire which occurred on September 3rd, and included a three (3) day response by the District, Houston Fire Department's wildland team, and the Texas Forestry Service. Captain Ledford noted that the owner of a nearby motel had been advised on methods to clear out underbrush and flammable property near his motel to avoid the likelihood of property loss during future fire events.

President **Morgan** then inquired about upcoming road work on FM 1960, and was told it would not severely impact dispatch and response times as work on one hundred twenty-six (126) feet of track was being constructed overnight. Future roadwork to widen that area would likely commence in November, and was slated to last up to twenty-eight (28) months.

Chief Shelor then briefly presented a chart comparing incident response numbers between Ponderosa, Champions, Cypress-Creek, and Klein Fire Departments provided by Chief Windisch, related to North-Comm. Dispatching and ESD 11. He noted that Champions was the second busiest entity per square mile. He lastly informed the Board that multiple requests had been received to host the Champions ESD Family Day event for 2024 at Kemah Boardwalk. That event would take place March 23, 2024, with dinner that evening at Saltgrass Steakhouse for anyone who was attending. There being no additional questions or comments, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to accept the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Captain Dustin Ledford next presented the District's Fire & Life Safety report for the month of August. Twenty-nine (29) pre-fire safety surveys were completed during the month, including multiple apartment complexes. One (1) vacant property was turned over to the Harris County Fire Marshal's Office for further investigation and intervention. Three (3) entities were also advised regarding District fire alarm billing policies, and ways to correct recurring issues in the future. Twenty (20) business names were updated with North-Comm. for response communications. Captain Ledford then noted that three (3) more mobile homes on Cutten Road had requested and received new smoke alarms, installed by the Engine 12 team, after recent fire events and a mass installation effort by the District in July.

He next informed the Board of a growing concern related to fire pull stations and the common issue of property managers being unable to reset the stations after an event. Captain Ledford stated due to frequent property turnover rates, onsite managers often did not possess keys to the fire pull stations, and were thus unable to reset them after an event. When asked, he explained that fire alarm companies could potentially provide keys to property owners or managers upon request, but that keys were specific to each pull station manufacturer. He then informed the Board that he would be working with American Fire Systems to acquire a set of fire pull station reset keys for front-line apparatus to mitigate this issue in the future.

Captain Ledford next noted the District's participation in coordinating medical standby services for a four (4) day golf tournament which recently took place at Champions Golf Club after

another District rejected the opportunity. He lastly listed recent events, including the Northside Fire Chief's meeting and completion of the CyFair ISD EV Bus module. To date, one hundred seventy-four (174) pre-fire surveys have been completed, eleven (11) notifications were made to the Harris County Fire Marshal's Office, and one hundred thirty-one (131) updates were provided to North-Comm.

Mr. **Parker** next advised the Board of an upcoming meeting regarding lithium-ion batteries and electric cars, and the dangers and complications both pose to the fire service related to active fire situations and subsequent clean-up efforts. There being no further questions or comments, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to accept the Fire & Life Safety report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Chief Shelor reminded the Board of the upcoming VCOS conference, and the subsequent need for confirmation by attendees. He advised that four (4) rooms were being held, pending confirmation. He next informed the Board of his intention to attend the Texas Fire Chiefs Workshop hosted by the Texas Fire Chiefs Association in San Antonio in mid December of 2023 for a total cost of \$1,300.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve Chief Shelor's attendance at the TFCA conference at a cost not to exceed \$1,300. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF A NEW PUMPER TRUCK.

Chief Shelor next reviewed information related to the purchase of a new pumper truck. Original quotes for a new pumper based on current trucks and pricing totaled \$1,290,000. Changes were then made to the design of the new pumper including lowering the hose bed, removing the Class A foam system, and exchanging the Cummins motor for a Paccar motor. Those alterations, and time delays resulted in a modified quote totaling \$1,218,792. Due to the delay in ordering and modifications, lead time for delivery of the new pumper was extended to up to fifty-two (52) months. The new quote also did not include contingency packages, or additional expenses related to delivery and inspection travel.

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the purchase of a new pumper truck at a cost not to exceed \$1,250,000. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER AND HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11.

No action was taken by the Board at this time.

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

No discussion or action was taken by the Board at this time.

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

No amendments or new policies were forthcoming, and no action was taken by the Board.

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

No requests were forthcoming, and no action was taken by the Board.

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

Chief Shelor next informed the Board that the K2 thermal cameras, which had been budgeted as a 2024 expense, were currently available at a reduced cost. The cameras, which were normally priced at \$1,300 per unit, were on sale for \$999. Chief Shelor then requested permission to order five (5) K2 thermal cameras at a total cost of \$4,995, rather than waiting to pay full price in the future. This purchase would provide one (1) camera per firefighter seat during a response event.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the purchase of five (5) thermal cameras at a cost of \$4,995. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Chief Shelor then stated two (2) old bed frames would be disposed of with the Board's permission. New frames have been ordered to replace the old items. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to appropriately dispose of the two (2) old bed frames. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board then confirmed the next meeting date to be Thursday, October 5, 2023. Regarding next month's agenda, it was requested that matters related to banking institutions be kept for discussion, but that matters related to the new pumper purchase be removed.

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

The Board did not exercise the option to enter into Closed Session.

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

The Board did not exercise the option to enter into Closed Session.

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

The Board did not exercise the option to enter into Closed Session.

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

No action was taken by the Board at this time.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion seconded by Mr. **Taylor** to adjourn the meeting at 5:11 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 5, 2023.

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

By:



Jon Taylor
District Secretary

MINUTES OF OCTOBER 5, 2023 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A meeting was duly called by the Board of Commissioners of the **Harris County Emergency Services District No. 29** which was held at **Fire Station 11** located at **12730 Champion Forest Drive, Houston, Texas 77066**, on **October 5, 2023**.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM

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

Scott Morgan	Present
Kenneth Latimer	Present
Jon Taylor	Present
Bill Hogue	Present (arrived 4:34 p.m.)
David Parker	Absent

Also present at the meeting were Fire Chief Dan Shelor, Captain Ledford, Drew Hamilton of Better Bookkeepers, Inc., District Counsel Ira Coveler of Coveler & Peeler P.C., and other members of the Department and public.

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

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

TO RECEIVE PUBLIC COMMENT.

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

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

The Board next received a report from Mr. Drew Hamilton of Better Bookkeepers. Mr. Hamilton stated that the Benchmark payment had not been processed, but that an authorization had been sent to Benchmark. Mr. Latimer asked that the financial reports reflect the balances for all of the District's accounts, with an emphasis on the District's HCAD account. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Taylor**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board next discussed matters related to District financial institutions including Texas Heritage, Allegiance, and Cadence banks. It was noted that Cadence Bank currently pays slightly

over four percent (4%) in interest on the District's deposited funds, but that Cadence Bank had recently suffered a minor security breach. Mr. **Latimer** also discussed that he was visiting with Texas Heritage Bank regarding that institution becoming a second depository for the District. He also added that Allegiance Bank was also very interested in serving as a bank for the District.

Chief Shelor discussed with the Board the possibility of making a prepayment on the District's Station 12 loan. However, he stated that at this time it didn't make sense to do so since there would be a prepayment penalty and the District was earning more on the \$500,000 in its investments than the cost of the interest expense for the loan. After review and discussion regarding the District's investments, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer**, to transfer \$1,000,000 to the District's TexPool account. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board then reviewed District bills and transfers presented by Mr. Hamilton as part of the Better Bookkeepers reports. Mr. **Latimer** then announced that the following amounts needed to be transferred related to the District's accounts:

1. Operations: \$61,176.73
2. Payroll: \$285,410.09
3. Admin: \$29,121.33

Total transfers amounted to \$375,708.15. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Taylor**, to approve payment of the District's bills, and transfers as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board took no action regarding submittals from District Commissioners.

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

The Board then reviewed the minutes from the September 7, 2023 meeting. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer**, to approve the minutes. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

Commissioner **Hogue** joined the meeting at this time. The Board then received the Department's August 2023 Fire Operations Report from Chief Shelor who stated that one hundred forty-six (146) calls were made, including thirty-four (34) overlapping calls. Approximately forty (40) percent of those calls were EMS related. Mutual Aid was given twenty-eight (28) times to Cy-Fair, Cypress Creek, Klein, Little York, Northwest, and Ponderosa Departments, and received three (3) times. Response times for emergent and non-emergent calls totaled five minutes twenty-

eight seconds (5:28), with response times for emergency calls in District also totaling five minutes twenty-eight seconds (5:28). Chief Shelor noted three (3) major fire events including one (1) building fire, and two (2) cooking fire incidents with a loss estimate of \$34,500 and an overall rescue figure of \$2,737,666.

After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

The Board then received the Department's September Fire & Life Safety Report presented by Captain Ledford who stated twenty-eight (28) pre-fire safety surveys were completed, two (2) responses were initiated by personnel after an emergency response including a foster home and hookah lounge, and forty-three (43) business names were updated with contact information to NorthComm Dispatch. Two (2) commercial businesses including a laundromat and holiday supply store were reported to the Harris County Fire Marshal's Office ("HCFMO") regarding improper storage techniques and other noticeable violations. An issue with locked exits at a local pediatric center was also addressed and quickly corrected with Captain Ledford's assistance. Captain Ledford advised the Board that a meeting had been held with the owner of a local hotel whose property was endangered by a large fire in September. The District assisted in that fire response, and now met with the property owner to offer cost-effective solutions for reducing the potential for future brush fire incidents, and discouraging encampments from forming in the area.

After noticing inconsistencies with a local strip center, multiple suite addresses and business names were corrected and updated with NorthComm thanks to Chief Shelor. Captain Ledford then discussed safety matters relating to massage parlors in the area, advising that workers often slept in business locations after working hours, and should be considered "possible victims" in live emergency events. Lastly it was noted that Captain Ledford recently represented the District at the Northside Emergency Services Leadership Meeting in Cy-Fair, and at the Klein ISD First Responder Recognition Night.

To date, two hundred and two (202) pre fire surveys have been completed, thirteen (13) commercial properties have been reported to HCMFO, and one hundred seventy-four (174) address updates have been made to NorthComm Dispatch in 2023. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Taylor**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

The Board next reviewed expenses related to upcoming training classes. The Board was advised that four (4) people would be attending the TEEEX symposium in January 2024, the cost of which would total approximately \$5,400. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Hogue**, to approve the expense of \$5,400 for the TEEKS symposium in January. Thereafter, President **Morgan** called for a vote and the Motion passed by vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER.

The Board then discussed matters related to the Texas Emergency Communications Center ("TECC"). It was noted that TECC had retained a Public Relations firm to manage news and events related to Harris County Emergency Services District No. 11 ("ESD 11"). Currently the communications and operations between TECC and ESD 11 are proceeding normally. There has not been a response from the counsel for ESD 11 regarding the CAD to CAD agreement.

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

The Board took no action related to the District's budget.

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

The Board took no action related to District policies and operating guidelines.

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

The Board took no action related to improvements or repairs to District property.

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

The Board took no action related to thirty (30) day requests by the Department.

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

The Board took no action related to surplus or salvage property.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR NOVEMBER 2, 2023.

The Board then reviewed matters for inclusion on the November 2, 2023 agenda, and confirmed the same as the date for the November Board meeting.

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

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

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

The Board did not exercise the option to enter into Closed Session to deliberate real estate matters.

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

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

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

The Board took no action related to real estate or personnel matters at this time.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Taylor** made a Motion seconded by Mr. **Latimer** to adjourn the meeting at 5:03 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on November 2, 2023.

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

By: 
Jon Taylor
District Secretary

MINUTES OF NOVEMBER 2, 2023 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A meeting was duly called of the Board of Commissioners of Harris County Emergency Services District No. 29, which was held at **Champions Fire Station 11** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, November 2, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM

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

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

Commissioner **Hogue** was absent from this meeting. Also present at the meeting were Fire Chief Dan Shelor, Drew Hamilton of Better Bookkeepers, Inc., Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District Legal Counsel, and other members of the Department.

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

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

TO RECEIVE PUBLIC COMMENT.

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

At this time, the Board agreed to discuss Agenda Item No. 9, to receive the Department's Fire Operations Report.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT PRESENTED BY CHIEF DAN SHELOR.

The Board then received the Department's Fire Operations Report from Chief Shelor, who stated that one hundred three (103) calls were made during the month of September, including eighteen (18) overlapping calls. Approximately forty-four (44) percent of those calls were EMS related. Mutual aid was given eight (8) times to Cy-Fair, Cypress Creek, Little York, and Ponderosa Departments, and received three (3) times. Emergency and non-emergency average

response times in-District totaled five minutes forty-nine seconds (5:49). Average emergency response times in District totaled five minutes thirty-nine seconds (5:39).

Four (4) major fire events were noted, with a loss total of \$41,600, and an approximate value saved of \$1,042,100. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

At this time, Chief Shelor advised that no Fire & Life Safety Report was available for this meeting. The Board therefore determined to return to Agenda Item No. 4, to receive the Bookkeeper’s Report.

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

The Board next received the Bookkeeper’s report from Mr. Drew Hamilton. Mr. Hamilton informed the Board that financial reports were satisfactory with no concerns of note, aside from confirming a previously cancelled check which does not need to be reissued. Chief Shelor confirmed the matter had been closed, and no further action was necessary.

Mr. Coveler then advised the Board that the receipt of property tax income going forward should be regarding as 2023 revenue, aside from delinquent collections, and asked Mr. Hamilton to reflect new income for the 2023 tax year as “deferred revenue” until after January 1, 2024. Revenues would be received for the 2023 year beginning in November, but could not be counted as usable revenue until January 1, 2024 and thus should be reflected as such in the District’s records.

There being no further comments, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion was approved by a vote of 4 to 0.

The Board then moved to Agenda Item No. 6, to pay or authorize District Bills and transfers.

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

The Board next reviewed District fund transfer requests, presented in the following amounts:

- 1. Operations: \$86,701.31
- 2. Payroll: \$273,911.48
- 3. Admin.: \$51,599.39

Mr. Hamilton stated combined transfers totaled \$412,212.18. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Taylor**, to approve the transfers as presented, and authorize payment of

the District's bills. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The Board then moved to Agenda Item No. 5, to review and discuss District Financial Institution Matters.

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

Mr. **Latimer** addressed the Board, noting a recent letter from Paula Barr regarding possible amendments to Rule 3.334 of the Texas Administrative Code which addresses local sales and tax matters. Mr. Coveler advised at this time that the amendment was merely a clarification of the existing rule and was not expected to impact the District's sales tax revenues. Mr. **Latimer** then requested Board permission to move forward in discussions with Texas Traditions Bank regarding potentially engaging them as an additional financial institution for the District. Mr. **Latimer** stated he had previously been in contact with bank representatives, and been told the bank offered a minimum four (4) percent interest rate on accounts. No official action would be taken, but further discussion and exploration would be investigated between now and the District's December meeting.

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Latimer**, to authorize Mr. **Latimer** to reach out to Texas Traditions Bank for more information regarding potential District accounts. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The Board then moved to Agenda Item No. 11, to review and discuss submittals from District Commissioners.

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

The Board took no action regarding Commissioner submittals at this time.

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

At this time, Mr. **Taylor** requested to defer approval of the October meeting minutes until the December meeting. There being no objection, the Board agreed to table approval of the October meeting minutes until December. No further action was taken at this time.

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 advised the Board that the District's Administrative Assistant, Cheryl Rogers, would be attending an administrative conference in January with a cost of approximately \$1,000 including travel and expenses. After review, Mr. **Parker** made a Motion, seconded by Mr.

Latimer, to approve the expense as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Parker** briefly questioned the need for low-cost expenses to be approved by the Board and was told only classes involving travel costs were brought before the Board for approval. President **Morgan** stated that a policy could be made to place expenses below a certain threshold under the Fire Chief's purview if such a policy was desired. No further action was taken at this time.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER.

Mr. Coveler advised more information related to this item would be discussed in Closed Session. No action was taken by the Board at this time.

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

The Board took no action related to the District's budget at this time.

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

Chief Shelor stated that no new policies or amendments were available for action at this time, but advised the Board of potential changes which would eliminate the "Senior Captain" position beginning in the new year.

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

Chief Shelor informed the Board that no improvements or repairs were currently needed by the District, but stated that a new roof coating to reduce attic heat at Station 11 was being investigated. Applying a special paint-like coating to the exterior surface of the station's roof would reduce attic heat, but would also void the current roofing warranty. Mr. **Parker** expressed concern regarding the feasibility of the product, as well as its warranty implications. No action was taken by the Board at this time.

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

The Board reviewed Department submittals, though none were forthcoming, and no action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN CONTRIBUTION FOR 2024

The Board next discussed contributions to the District's retirement plan for 2024. Chief Shelor presented a comparison of values and options for contributions in 2024, advising against altering the District's current contributions. He stated a current option of 8.64% contribution with a 2:1 contribution rate, and an additional \$72,000 lump sum contribution in order to maintain a 100% funding ratio. He then noted that other local entities were also set at a 2:1 contribution level. Mr. **Parker** added that there were other ESDs in the area that set their matching contribution level at 250%. Chief Shelor stated that forgoing the lump sum contribution would raise percentage contributions slightly above budgeted expectations, but could be adjusted if necessary.

After review, Mr. **Parker** made a Motion to maintain current contribution rates under Option No. 4 as presented by Chief Shelor, with a lump sum contribution to TCDRS not to exceed \$75,000 for 2024. Mr. Coveler advised the Board that fund transfers amounts for December would also need to be increased to accommodate the contribution. At this time, Mr. **Parker** amended his Motion, seconded by Mr. **Taylor**, to reflect an increase to fund transfer totals in addition to the adoption of Option No. 4 and the lump sum contribution of up to \$75,000 for 2024. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

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

The Board then reviewed disposal of surplus or salvage property, though none was forthcoming, and no action was taken by the Board.

TO REVIEW AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH A PRIVATE LAW FIRM PURSUANT TO §6.30 OF THE TAX CODE FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES AND PROVIDING FOR THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT.

The Board next discussed issues pertaining to the collection of delinquent taxes, and penalties relating to the same. Mr. Coveler stated that this was an annual requirement wherein the District contracted with Harris County's attorney, Linebarger Goggan Blair & Sampson, LLP ("Linebarger") to collect delinquent taxes, and imposed penalties on those delinquent taxes as well.

After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Taylor** to ratify a continuing contract with the law firm of Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes, penalties, and interest. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO §33.07 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the imposition of additional penalties on delinquent taxes accruing prior to June 1, 2024. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES TO DEFRAY COSTS OF COLLECTION BY THE DISTRICT'S DELINQUENT TAX ATTORNEY, PURSUANT TO §33.08 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Taylor**, to approve the imposition of additional penalties on delinquent taxes to defray costs of their collection. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO §33.11 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the imposition of early additional penalties for collection costs as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR DECEMBER 7, 2023.

The Board then reviewed items for inclusion on the December meeting agenda, and discussed potential dates related to the same. After review, the Board agreed to hold the next Board meeting on Thursday, November 30, 2023 rather than the originally scheduled December 7th date.

Mr. **Parker** then briefly questioned budgeting for full-time personnel in the 2024 year, and was told by Chief Shelor that all six (6) positions had been budgeted for and did not require additional discussion.

President **Morgan** then requested that financial reports be provided to the Board up to a week in advance of future Board meetings in order to give Commissioners the opportunity to review the reports prior to discussion and approval.

Before entering Closed Session, the Board moved to Agenda Item No. 27, to discuss personnel matters.

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

Chief Shelor advised the Board that three (3) full time positions were posted in January, with four (4) internal applicants coming forward. All four (4) applicants also currently work for Houston Fire Department (HFD), but assured the Chief that no conflict would exist regarding scheduling, as the District would be considered their primary employer. One applicant stated his intention to leave his employment at HFD, though the other three (3) will remain employed there as well. He had also been informed that one (1) District driver would likely be leaving ESD 29, making it possible to accept all four (4) applicants for full time positions. Though the Board originally approved full-time positions only for firefighters, Chief Shelor's recommendation was to approve hiring all four (4) applicants at their current ranks, including three (3) full-time

firefighter positions, and one (1) Captain. One (1) of the firefighters would then be promoted to fill the soon-to-be vacant Driver position. This would provide a complete shift of full-time personnel for A shift on Engine 11 beginning no later than January 1, 2024.

When asked for clarification, Chief Shelor explained that budgeted figures allowed for three (3) firefighter positions rather than two (2) firefighters and one (1) captain. The financial difference was small, but would require Board approval to authorize. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to authorize hiring all four (4) personnel, including three (3) firefighters and one (1) Captain as discussed. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Before moving to Closed Session, the Board took a brief recess beginning at 4:46 p.m.

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

Having returned from recess, the Board entered into Closed Session at 5:08 p.m. to consult with legal counsel.

The Board reconvened in Open Session at 5:19 p.m.

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

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

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

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

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion seconded by Mr. **Taylor** to adjourn the meeting at 5:22 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on November 30, 2023.

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

By: 

Jon Taylor
District Secretary

MINUTES NOVEMBER 30, 2023 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A meeting was duly called of the Board of Commissioners of Harris County Emergency Services District No. 29, which was held at **Champions Fire Station 11** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, November 30, 2023.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM

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

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

Also present at the meeting were Fire Chief Dan Shelor, Drew Hamilton of Better Bookkeepers, Inc., Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District Legal Counsel, as well as Mr. Badough, Mr. Roth and Mr. Rhodes from Texas Traditions Bank and other members of the Department and public. The Board announced that this meeting, despite being called for November 30, 2023, was serving as the twelfth (12th) regular monthly meeting of the year and would be noted as the December 2023 meeting in the meeting minutes. There were commissioner conflicts and quorum issues related to a meeting being scheduled during the month of December.

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

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

TO RECEIVE PUBLIC COMMENT.

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

At this time, President **Morgan** determined it was appropriate to take the meeting agenda out of order and proceed to Agenda Item no. 6, to allow the Texas Traditions Bank representatives additional time to prepare for their presentation later in the meeting. There were no objections from any of the other commissioners present.

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

The Board next received a report from Drew Hamilton of Better Bookkeepers, Inc. Mr. Hamilton advised that no issues of note existed for October, but stated that revised reports had been submitted to the Commissioners for review after formatting line errors were discovered in the initial report submissions. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Taylor**, to approve the report as presented. Thereafter, President **Morgan** called for a vote, and the Motion passed by a vote of 5 to 0.

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

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

1. Operations - \$0.00
2. Payroll - \$303,072.62
3. Admin. - \$30,430.92

The combined transfer total amounted to \$332,289.57. Mr. Hamilton stated the Operations account held the remaining \$1,200 and would not require a fund transfer to cover expenses. President **Morgan** expressed concern regarding that figure, despite the additional minimum balance of \$15,000. When asked, Mr. Hamilton suggested a minimum ceiling of \$25,000 be maintained in the account, and further stated that an additional \$8,786.03 could be transferred to Operations, with Board approval, to meet the \$25,000 threshold. This additional increased the combined transfers to a total of \$342,289.57.

At this time, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to increase the Operations account minimum ceiling to \$25,000 to avoid potential issues in the future. Mr. **Taylor** then Motioned that additional funds be transferred into the Operations account immediately to raise the balance to the aforementioned \$25,000. Mr. **Parker** seconded the Motion. After discussion, President **Morgan** called for a vote and the Motions passed by a vote of 5 to 0.

Mr. **Taylor** then made a Motion, seconded by Mr. **Hogue**, to approve payment of all District bills as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board then reviewed submittals for Commissioner compensation or reimbursement, though none were forthcoming, and no action was taken.

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

The Board next reviewed minutes from prior Board meetings. President **Morgan** requested confirmation that the response time of five minutes twenty-eight seconds (5:28) as quoted in the October 5, 2023 minutes was correct. Chief Shelor confirmed the time as correct for both emergency and non-emergency calls. Regarding the November 2, 2023 minutes, President **Morgan** requested that Station 11 be identified as the location of potential roof modifications under discussion of Agenda Item No. 15 regarding improvements or repairs to the District's stations, facilities, and equipment.

After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue**, to approve the minutes of the October 5, 2023 meeting as presented, and to approve the November 2, 2023 minutes as amended. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT PRESENTED BY CHIEF DAN SHELOR.

The Board then received the Department's Fire Operations Report from Chief Shelor. One hundred six (106) calls were made during the month of October, forty-five percent (45%) of which were EMS related. Mutual aid was given to other Departments including Cy-Fair, Cypress Creek, Klein, Northwest and Ponderosa seventeen (17) times, and received once (1), with five (5) overlapping calls. Emergency and non-emergency response times in-District averaged five minutes fifty-seven seconds (5:57), with average emergency times in-District totaling five minutes thirty-eight seconds (5:38). One (1) major incident was noted, representing the approximate loss of \$75,000 out of a pre-incident total of \$253,169.

Mr. **Parker** inquired as to the swing in call-volume over the year from February to October, and was told EMS calls varied slightly over the year, though fire events during the summer droughts in May and June substantially impacted call volumes for those months. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to accept the report as provided. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Chief Shelor then presented the Department's Fire & Life Safety report for October and November in Captain Ledford's absence. In the two (2) months, forty-one (41) pre-fire safety surveys were conducted, forty-five (45) addresses and names were updated with NorthComm, two (2) properties were reported to the Harris County Fire Marshal's Office (HCFMO), and one (1) commercial property was reported to Harris County Pollution Control (HCPC).

Properties reported to HCFMO and HCPC included a landscaping company related to matters of illegal dumping and burning, the North Oaks Shopping Center, a dog training facility on Shiloh Church Rd., and a commercial strip center on 1960. Captain Ledford made special note of potential issues regarding a former inspection and automotive repair center, and the commercial strip center which had installed rooftop metal fencing and parapet walls along its perimeter which would make response calls difficult at this location.

Captain Ledford recently assisted Spring Fire Department with TCFP skills testing, and assisted West University's Fire Department with SOGs regarding notification of the Fire Marshal and Public Safety Outreach and Education. He also met with Pastor Rivera regarding safety and county issues regarding a new church moving to the area on 1960. Lastly, Captain Ledford attended the TFCA Battalion Chief's Academy in College Station, and attended the IAFC Symposium Under the Sun in Clearwater, Florida.

After review, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

At this time, the Board agreed to return to Agenda Item no. 4, to receive a presentation from representatives of Texas Traditions Bank, and take any necessary action related to the same.

TO RECEIVE A PRESENTATION FROM MR. KEITH BADOUGH, PRESIDENT OF TEXAS TRADITIONS BANK, AND TAKE ANY NECESSARY ACTION RELATED TO THE DISTRICT OPENING A NEW BANK ACCOUNT.

Mr. Keith Badough, President of Texas Traditions Bank ("TTB" or "the Bank"), along with Mr. David Roth, CFO, and Mr. Rhodes, Market President-Katy, addressed the Board in the interest of working with the District as a secondary banking institution. Mr. Badough stated TTB was rated Number 2 across the United States for new banking institutions, and reiterated his point from previous meetings that that distinction was based largely on the personal relationships and services offered through the Bank. "We have all the same stuff as the bigger banks. You don't have to set appointments with us. We're available for you anytime. It's important for us to perform for you. We do what we say we're going to do."

Mr. **Latimer** advised that he had looked into other banking institutions, but that no other entity offered the same level of attention of TTB. "I was tasked with finding a bank. I was looking at other banks, but they were very grasping. I don't want to go through what we went through with those banks." To that end, Mr. Badough pointed out that as a smaller bank of only thirty-six (36) employees, due to the size and emphasis on personal care from their team, "everyone from the teller to President can handle things because all positions are critical."

When asked by Mr. **Hogue**, Mr. Badough stated the Bank's corporate headquarters is located at Hwy 99 and I-10, though other locations were also present in Webster and at the Beltway and Hwy 249. TTB primarily focuses on commercial banking matters, though personal banking was also available related to the business which existed through commercial relationships. TTB currently hosts approximately three hundred (300) investors, and is fully state chartered with FDIC approval.

Mr. **Hogue** next inquired about fund transfers with other banking institutions, and was assured that transfers via wire or ACH were always available through TTB. He further added that due to high wire and other fraudulent activity, it was the Bank's policy to verify all actions to protect their clients and customers. During discussion amongst the Commissioners, Mr. **Latimer**

stated the Board's goal was to transfer \$500,000 to a secondary banking institution as a backup or safety measure in case of need. At this time, Mr. **Parker** made a Motion, seconded by Mr. **Latimer**, to establish a banking relationship with Texas Traditions Bank as the District's secondary banking institution.

Mr. **Hogue** requested clarification on the action at hand, and was informed by Mr. **Latimer** that after research and speaking with other banks, services through other institutions were not as customer friendly as those with TTB, and that other institutions had furthermore recommended TTB as a good fit for the District's needs. At this time, Mr. **Parker** made a Motion, seconded by Mr. **Latimer**, to transfer \$500,000 to a new account to be established with Texas Traditions Bank. Mr. Coveler interjected that for that amount, a pledge would be necessary with the bank to protect the funds. Mr. Badough agreed and stated a securities pledge or "IntraFi" service could be set up based on the Board's preference.

President **Morgan** then requested clarification regarding "IntraFi" and was told it was a system through which funds were spread across multiple institutions from a central bank, thus ensuring protection under FDIC standards while still being available through that central institution. Mr. Roth cautioned that figures which were provided to the Board had been based assuming an IntraFi service rather than securities pledge, and that those figures could be altered if the depository pledge were preferred. District funds would be secured by TTB with either provision.

At this time, Mr. **Parker** amended his Motion to approve the transfer of \$500,000 to a new account with Texas Traditions Bank, subject to level review of depository pledge or IntraFi agreements. Mr. **Taylor** seconded the Motion. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

No further action was taken regarding District financial institution matters.

At this time, the Board returned to the regular meeting order, and addressed Agenda Item no. 12 regarding training expenses to the District.

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

Chief Shelor stated that in addition to four (4) Commissioners, registration and hotel rooms had been reserved for himself, Ms. Rogers, and Captain Ledford for the upcoming 2024 SAFE-D conference in Irving, February 21st-24th in the amount of \$10,000. Chief Goerner would also be attending the Texas Fire Chiefs Association conference in January for a total of \$1,100. After review, Mr. **Parker** made a Motion, seconded by Mr. **Hogue**, to approve expenses for the two (2) conferences, in an amount not to exceed \$12,000. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER.

The Board did not discuss or take action related to matters regarding the Texas Emergency Communications Center.

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

Chief Shelor stated that no revisions or additions to the budget were necessary at this time, and no action was taken by the Board.

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

Chief Shelor then addressed the Board regarding District policies and standard operating guidelines ("SOG"). An organizational chart was provided to the Board for consideration, including reorganizing chain of command to reflect a more functional system for the Department. Operations personnel would now report to an Assistant Chief of Operations, Planning, and Logistics, who would in turn report to Chief Shelor. EMS and SCBA assistants, along with Deputy Chief of Training and EMS would then report to the Assistant Chief of Administration and Training, who would in turn also report to Chief Shelor.

Chief Shelor then restated his intention to eliminate the "Senior Captain" position so that rank would not present an issue down the line between existing captains. When asked by Mr. **Hogue**, Chief Shelor assured the Board that financially, no significant financial change would occur as a result of this reorganization. After review, Mr. **Parker** made a Motion, seconded by Mr. **Hogue**, to approve the new organization chart as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Next, Chief Shelor addressed the matter of holiday pay policies. Currently, holiday shifts earn double, or triple time pay. In an effort to address things consistently, he stated an intention to change all holiday pay to a 2.5 rate. This revision would reduce payroll for holiday pay by approximately \$7,000 and settle out over time. Though Mr. **Hogue** expressed concern with this change, Mr. **Parker** offered that ESD 24 followed the same standard. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the new standardized 2.5 times pay rate for holidays as discussed. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Lastly, Chief Shelor addressed part-time and full-time policies for 2024, impacting ride up rates, and pay scale changes to both part-time and full-time personnel. He lastly stated that changes to the pay scales would reduce Annual Steps from twelve (12) steps to ten (10) steps, which allowed for bottom pay scales to increase without raising the top pay scale. The new Net-Net on payroll would be approximately \$2,000 per pay period, or about \$53,000 annually. When President **Morgan** expressed concern over competitive rates and personnel retention, Chief Shelor

stated the new rates were within the District's recent salary survey suggestion. It was then noted that all changes to payroll and chain of command structures would take effect on January 6, 2024, though Robert Goerner's promotion to Assistant Chief would be effective as of the start of the new pay period. After review, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer**, to approve the policy changes as presented by Chief Shelor. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board then reviewed needed improvements to the District's property, though none was forthcoming, and no action was taken.

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

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

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

The Board then reviewed any necessary sale or disposal of District property, though none was forthcoming, and no action was taken.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR JANUARY 4, 2024.

The Board then agreed to hold the January Board meeting on Thursday, January 4, 2024. Mr. Coveler reminded the Board that seats currently held by Commissioners Latimer, Parker, and Hogue would be up for election in the new year, and that the subject would be added to future agendas for attention as needed.

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

The Board did not meet in closed session to consult with legal counsel.

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

The Board did not meet in closed session to deliberate real estate matters.

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

The Board did not meet in closed session to discuss personnel matters.

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

The Board did not discuss real estate or personnel matters, and no action was taken.


ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion seconded by Mr. **Latimer** to adjourn the meeting at 5:19 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on January 4, 2024.

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

By: _____


Jon Taylor
District Secretary