

**MINUTES OF JANUARY 4, 2024 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, January 4, 2024.

**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:

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

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

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

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

**TO RECEIVE PUBLIC COMMENT.**

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

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

- a. Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345.
- b. Order Approving and Appointing an Agent for the Election;
- c. Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk;
- d. Order Establishing and Designating Election Precincts and Polling Places;
- e. Order Establishing and Designating Early Voting Polling Places;
- f. Order Adopting Form of Notice of District Election;
- g. Action to approve a contract with Hart InterCivic, Inc. for election services.
- h. Action to approve a contract with KNOWiNK for election services.
- i. To review and take action to hold an election jointly with one or more other political subdivisions.

- j. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Mr. Coveler explained the process for the election, stating the May 4, 2024 election would be held regarding three (3) Commissioner positions on the Board. He then advised the Board regarding the proposed Order of Election and its subsequent requirements, after which point he answered questions related to the same. The Board then appointed and approved the following items:

- (1) An election under Texas Health and Safety Code Section 775.0345 to take place May 4, 2024.
- (2) The law firm of **Coveler & Peeler, P.C.**, shall be the District's agent for the election.
- (3) An Early Voting Clerk would soon be designated for the election.
- (4) The Election Precincts and polling places shall be as set forth in the District's Election Order.
- (5) The early voting polling place shall be at **12730 Champion Forest Drive, Houston, Texas 77066.**
- (6) The form for the Notice of Election was presented and approved.
- (7) The District approved the contract **Hart InterCivic, Inc.**, for Election Services related to conducting the election.
- (8) The District approved the contract **KNOWiNK.**, for Election Services related to conducting the election.
- (9) The election would be held solely by the District with no participation or joint interest of any other political subdivision.

Further orders and other Election matters would be addressed as needed. Mr. Coveler reminded the Board that applications for a place on the May 4, 2024 ballot for Commissioner were to be submitted no sooner than January 17<sup>th</sup>, and no later than February 16<sup>th</sup> at 5:00 p.m. The Board then discussed benefits and risks of hosting the election at Station 11, being a public building, and though aware of potential risk for damage and misuse, agreed to host early voting and election day activities on site. After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **Latimer** to approve items (1) through (9) of the election process. 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.**

Commissioner **Latimer** requested Mr. Hamilton reorder account information in his reports to present numerically for ease of correlation to checks from the District. Commissioner **Latimer** then questioned the accounts used to make transfers with TexPool as multiple transfer attempts had failed for unknown reasons. New forms had been provided to complete transfers, though Mr. Coveler offered to assist with the process and requested confirmation of the accounts which were designated to work with TexPool. Mr. Hamilton stated a past deposit had been made from Trustmark, though current paperwork read Texas State Bank, and the account in question came through Cadence. Mr. Coveler advised he would assist in clarifying matters if possible. He then stated after speaking with representatives of Texas Traditions Bank, more information was being

provided related to the bank's IntraFi system, which would be discussed at a later meeting. No action was taken at this time.

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

Mr. Hamilton then addressed the Board, stating that no report was available for November regarding payroll figures and thus the profit/loss report was incomplete. Once said report was available, the figures would be updated and appropriately adjusted. He next addressed the issue of incoming property tax revenue, stating that a new account had *not* been created to separate the incoming revenues as he had been advised that such adjustments would be made by the auditors. Mr. Coveler stated it would be better for the District to proactively separate those funds as a deferral of revenue, rather than requiring the auditor to make such determinations. Mr. Hamilton agreed to adjust matters accordingly. After review, Commissioner **Latimer** made a Motion, seconded by Commissioner **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 - \$63,880.50
2. Payroll - \$382,951.98
3. Admin. - \$24,830.30

The combined transfer request totaled \$471,662.78. Commissioner **Taylor** questioned payroll expenses and schedules, and told by Chief Shelor that there were twenty-six (26) pay periods per year, with some months including three (3) rather than two (2) periods on average. Mr. Hamilton also noted that there had been an increase in insurance and billing in November which further impacted the presented costs.

After review, Commissioner **Latimer** made a Motion, seconded by Commissioner **Taylor**, to authorize payment of the District's bills and transfers as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 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 by Commissioners, though none were forthcoming, and no action was taken.

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

Mr. Coveler advised the Board that the District's annual fiscal audit would be handled by McCall Gibson Swedlund Barfoot, PLLC ("McCall Gibson"), and was estimated to cost between

\$22,000 and \$25,000. When asked, Chief Shelor stated the prior year's audit had cost approximately \$25,000 to complete. Commissioner **Parker** stated the same services could likely be found elsewhere at a lower rate, and suggested seeking more information for alternative auditors for the 2024-year audit. After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **Latimer**, to engage McCall Gibson to complete the District's 2023 fiscal audit. Thereafter, 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.**

Mr. Coveler next addressed the Board regarding the District's annual Investment Policy renewal. Having reviewed the current policy, no legal changes were recommended. After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **Latimer**, to adopt the prior Investment Policy to continue through the 2024-year. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board then reviewed meeting minutes from the District's December 2023 meeting. After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **Latimer**, to approve the minutes as presented. 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 who stated ninety-six (96) calls were made in the month of November, including eight (8) overlapping calls. Thirty-seven percent (37%) of calls were EMS related. Mutual Aid had been received three (3) times, and given thirteen (13) times to Cy-Fair, Cypress Creek, Klein, Little York, Northwest, and Ponderosa Fire Departments. Average emergency and non-emergency response times in-District totaled five minutes seven seconds (5:07), while average emergency response times in-District totaled four minutes fifty-four seconds (4:54). Four (4) major fire events were noted, including three (3) building fires with a total save value of \$2,339,194 out of a total initial value of \$2,458,194. After review, Commissioner **Taylor** made a Motion, seconded by Commissioner **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.

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

The Board next received the Department's Fire & Life Safety report from Captain Ledford who stated that recently, four (4) pre-fire safety surveys had been completed, forty-seven (47) addresses had been updated with NorthComm, thirty-four (34) fire reports were reviewed for false alarm billing, one (1) after hours operation with Harris County Fire Marshal's Office ("HCFMO") had been run, and one (1) stolen U-Haul had been recovered by District personnel.

Captain Ledford first stated that a new occupant on Willowbrook Park had installed a Knox Box on their chain link fence to allow access to emergency responders when necessary. Next he added that efforts with Boxx Modular to install a new walk-through gate with Knox lock were

ongoing, though the installation of said gate had already been approved by HCFMO. In prior months, reports of dumping and overgrown vegetation had been made regarding a vacant lot on 1960 which had since been cleaned up and cleared for safety reasons. A request had been made regarding a Knox box at the Aviara apartments on 1960, after which needed repairs were noted and are being addressed with management.

Captain Ledford then informed the Board that during a recent residential site visit, he observed a U-Haul unit which appeared to be providing power to some device or devices inside the home via an electrical cord strung through an open window. Upon noting the license plate, it was discovered that the unit in question had been reported stolen and would be reclaimed by U-Haul. The home location in question was noted to ensure Precinct 4 personnel would be notified in case of emergency response calls.

Regarding the new ESO program, the Department had already been working with the program on the reporting, training and personnel tabs. In an attempt to consolidate reporting efforts between the program's inspections tab and Captain Ledford's inspections/reports, he had been working with the program administrators to discuss possible methods of consolidation to avoid the necessity of cross reporting with Responder 360. There were also some language specific issues which were being addressed with the program.

Other projects mentioned in the report included working with American Fire Systems to get master keys for area pull stations so fire alarms can be reset when occupants don't have the proper keys. The first set of Honeywell keys had been obtained, further adding to the Department's designation as of the *first* Departments to have such a cache of keys. Captain Ledford then discussed ongoing work with Klein FD about above-ground water storage for fire systems in their area. Peer reviews for Fire Investigation SOGs had also been completed with West University Fire Department. Lastly, he stated that work was being completed with Prime ITS on a "follow-up" jot form, to provide alerts when emails were received and addressed in the system.

President Morgan inquired if any adjustments had been made regarding response methods given the continued construction on 1960, and was told that unfortunately current reporting software would not advise of road closures and impacts, though TxDot had promised to alert crews of any known closures or changes which might impact emergency services in the area. There being no further questions, Commissioner **Latimer** made a Motion, seconded by Commissioner **Hogue**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Before moving to the next item, Captain Ledford introduced a new challenge coin design for the District to the Board. He described the background of challenge coins as a military marker, and advised that this would be something commemorative for District personnel to have or trade with other Departments. Another coin had been designed in the past, though that coin had been specific to Station 12 and was no longer in production.

**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 training expenses, though none were forthcoming, and no action was taken.

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

The Board then reviewed the District's budget, though no changes 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 amendments 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.**

The Board then reviewed needed improvements or repairs to District property, though none were 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 discussed thirty (30) day 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.**

Chief Shelor advised the Board that after hose testing in December, the following equipment would be designated as salvage material and disposed of accordingly.

1. Four (4) one-hundred-foot (100') sections of five-inch (5") hose
2. One (1) twenty-five-foot (25') section of five-inch (5") hose
3. Four (4) fifty-foot (50') sections of three-inch (3") hose
4. One (1) twenty-five-foot (25') section of two and a half inch (2.5") hose
5. Four (4) Red Stat packs
6. One (1) Red Ferno EMS bag

Several sections of old hose had failed the pressure leak test and thus was presented for disposal, in addition to the Red Stat and Ferno bags. Some new hoses and bags had been ordered to replace the expired and damaged equipment as presented, though not everything was being replaced at this time. After review, Commissioner **Hogue** made a Motion, seconded by Commissioner **Taylor**, to approve the equipment presented as salvage goods and dispose of it accordingly. Thereafter, 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 FEBRUARY 1, 2024.**

The Board then confirmed the next meeting to be scheduled for Thursday, February 1, 2024. No additional items were requested for addition on the upcoming agenda.

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

The Board then entered into Closed Session at 5:09 p.m. 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 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 entered into Closed Session at 5:09 p.m. to discuss 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 5:26 p.m. No further action was taken 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 at 5:26 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 1, 2024.

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

By:

  
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**Jon Taylor**  
District Secretary