

MINUTES OF JANUARY 6, 2022 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station 11** located at **12730 Champion Forest, Houston, Texas 77066** on Thursday, January 6, 2022.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

| | |
|------------------------|---------|
| Scott Morgan | Present |
| David Parker | Present |
| Kenneth Latimer | Present |
| Bill Hogue | Present |

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. John Taylor of the public was also in attendance at the meeting.

TO RECEIVE PUBLIC COMMENT.

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

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

The Board then reviewed and took action on calling a public election to be held on May 7, 2022 to elect two (2) commissioners to the District Board under Health & Safety Code, Sections 775.0345. The Board appointed and approved the following items: an agent for the election; an early voting clerk and deputy early voting clerk; designating election precincts and polling places; designating an early voting polling place; the form for the notice of election; any contract needed with Hart InterCivic, Inc. for services related to conducting the election; any contract with KNOWiNK for services related to conducting the election; as well as considered any additional related actions related to the election. Motion was made by Mr. Latimer, seconded by Mr. Hogue to approve the Order for the May 7, 2022 election, not to be held jointly with Harris County ESD No. 11. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

Melanie Davis of Better Bookkeepers, Inc., the District's bookkeeper, presented the District's financial report and asked for any questions regarding same. Ms. Davis stated that the insurance hit to McNeil to be unusual and relayed the webb uniform to be up. Ms. Davis noted payments for TECC health insurance for the period September 2021 to September 2022 in the amount of \$25,000, Lexipol insurance and Pay Application No. 6. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Treasurer's report as presented. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

The payment of District bills and the approval of transfer of funds was discussed next by the Board. Mr. **Latimer** requested approval of the following bank transfers: (1) \$93,579.80 to be transferred to the District operations account, (2) \$231,440.62 to be transferred to the District payroll account, and (3) \$19,578.11 to be transferred to the District's administrative account. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Hogue** seconded by Mr. **Parker** to approve the transfer of funds as presented. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to approve payment of the District bills as presented. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

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

Board then addressed the terms of the evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the terms of the audit engagement indicating fees between \$21,000 and \$23,000, as presented. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).

Mr. Latimer presented his compensation request for \$100.00 for participation in the December 2021 meeting. A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the compensation request. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA INCLUDING THE CONSIDERATION OF ANY PAY APPLICATIONS RECEIVED.

Chief Shelor provided an update to the Board regarding the Station 11 remodel project on behalf of Ricardo Martinez of Martinez Architects. Chief Shelor presented a Pay Application No. 6 in the amount of \$14,604.08. Chief Shelor reported that the tile in the kitchen, elevator and stairs was being installed though issues of tile popping up were being addressed. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the pay application as presented. After further discussion, President Morgan called for a vote and the Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of the Minutes of prior meetings.

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

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

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

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

Chief Shelor stated the Texas Fire Chief Workshop in San Antonio had been cancelled though Cheryl Rogers would still be attending the TEEX Leadership Conference, administrative conference and second-in-command training, at College Station. No action taken.

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

The Board then discussed modification to the District's 2022 budget. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to amend the 2022 Budget to allocate \$250,000 to TCDRS as presented. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

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

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

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

Mr. Coveler described the process involved to produce a map depicting the current boundaries of the District. No action taken.

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

No action taken.

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

No items were presented for consideration.

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

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

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

Discussion was held regarding life insurance for the commissioners in the sum of \$50,000 each. No action taken.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO SET THE DATE FOR THE NEXT SCHEDULED MEETING FOR FEBRUARY 3, 2022.

The next regular meeting is scheduled for Thursday, February 3, 2022, to commence at 4:00 p.m., at Station 11. No specific items were requested at the time of the meeting to be placed on the agenda.

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

The Board entered Closed Session to consult with legal counsel at 5:09 p.m. and returned to Open Session at 5:37 p.m.

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

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

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

No action taken.

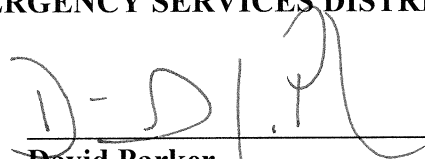
ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:38 P.M. After discussion, President Morgan called for a vote and the Motion passed 4 to 0.

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

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

By:



David Parker
District Secretary