

MINUTES OF JANUARY 9, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A regular meeting was duly called of Harris County Emergency Services District No. 29, which was held at **Champions Emergency Services Fire Station at 12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, January 9, 2020.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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

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

TO RECEIVE PUBLIC COMMENT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

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

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

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

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

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

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

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

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

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

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

No requests were received by the Board.

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

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

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

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

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

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

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

Engine 11 and 12

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

No amendments were necessary.

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

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

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

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

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

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

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

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

TO TAKE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION.

No action taken.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:55 P.M. The Motion passed 4 to 0.

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

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

By:



David Parker
District Secretary