

**MINUTES OF FEBRUARY 3, 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, February 3, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:01 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:

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present <i>Arrived at 4:04 p.m.</i>

Also present at the meeting were Fire Chief Dan Shelor and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Jon Taylor and George Harlow, Jr., were also in attendance at the meeting.

**TO RECEIVE PUBLIC COMMENT.**

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

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

Mr. Coveler provided an update on the election process. No action taken.

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

Mr. Latimer presented the District's financial report, prepared by Melanie Davis of Better Bookkeepers, Inc. A Motion was made by Mr. **Parker**, 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 by a vote of 3 to 0.

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

The payment of District bills and the approval of transfer of funds was discussed next by the Board. Mr. **Latimer** requested approval of the following bank transfers: (1) \$114,462.63 to be transferred to the District operations account, (2) \$295,150.17 to be transferred to the District

payroll account, and (3) \$23,889.67 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. **Parker** seconded by Mr. **Latimer** 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 3 to 0.

*Mr. Hogue arrived at this point in the meeting.*

Mr. Latimer then presented the Board with the District bills for approval. Chief Shelor discussed invoices for a tankless plumbing system and a new water heater for Station 12. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve payment of the District bills as presented. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 4 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 CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.**

Mr. Coveler next presented and reviewed with the Board the District's 2022 Investment Policy. He further explained that the 2022 Investment Policy was the same as the prior year's policy and that no modifications were being recommended by Coveler & Peeler this year. A Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Resolution Regarding 2022 Review of the Adopted Investment Policy reappointing Ken Latimer as the District's Investment Officer. 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 AND SAFETY CODE §775.0738 (A-1).**

Mr. Latimer presented his compensation request for \$100.00 for participation in the January 2022 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 by a vote of 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 Dan Shelor and Mr. **Parker** provided an update to the Board regarding the Station 11 remodel project. Chief Shelor stated that installation of all flooring had been completed though the chair rail was still outstanding and remained to be installed. Mr. **Parker** discussed that Pay Application No. 7 had not yet been certified by Martinez Architects, but that the request was in the amount of \$13,599.29. Chief Shelor stated that the Station 11 remodel project had passed the Fire Marshal inspection as well as the ADA inspection. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the pay application, pending certification by Mr. Martinez. After further discussion, President Morgan called for a vote and the Motion passed by a vote of 4 to 0.

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

The Board then reviewed Minutes of prior meetings. Counsel presented the Minutes from the regular meetings held December 2, 2021 and January 6, 2022. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the Minutes as presented. After further discussion, 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 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 one hundred seven (107) calls for service of which fifty-one (51) were EMS. The Department gave mutual aid twelve (12) times and received mutual aid once. The estimated average response time of the in-District non-emergency calls was 6:05 minutes and 5:59 minutes for emergency calls. Chief Shelor stated that District's Fire Safety/Inspection Program had a position open, possibly as full-time.

Chief Shelor shared with the Board that an award was recently bestowed upon the Department related to "Operation Angel", which is the program intended to combat Human Trafficking and intervene in the victims' lives to free them from forced prostitution.

After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to accept the Fire Operations Report as presented. After further discussion, 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.**

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the expenses related to attendance by the District Commissioners and Chief for the upcoming Safe-D conference. Such expenses are subject to the District's reimbursement policy and schedules for such events. After further 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 MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

The Board then discussed modification to the District's 2022 budget. Sales tax in the amount of \$104,324.51 was inadvertently paid to the ESD. The question was raised as to why HdL did not identify the overpayment. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to issue a check for \$104,324.51 to the Comptroller to return the funds received in error. 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 AMENDMENTS TO THE DISTRICT'S BUDGET.**

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.**

Chief Shelor reported service on the water heater at Station 12.

**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 items were presented for consideration.

**TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.**

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 MARCH 3, 2022.**

The next regular meeting is scheduled for Thursday, March 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. Mr. Hogue will be unable to attend the March meeting.

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

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

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

The Board entered Closed Session to discuss personnel matters related to Chief Shelor at 5:03 p.m. and returned to Open Session at 5:23 p.m.

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

No action taken.

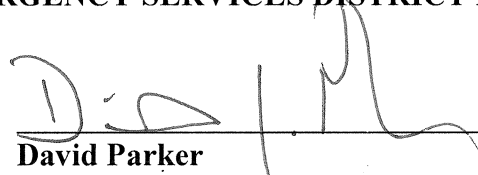
**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:25 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 March 3, 2022.

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

By:

  
\_\_\_\_\_  
**David Parker**  
District Secretary