

MINUTES OF MARCH 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, March 3, 2022.

CALL TO ORDER.

The meeting was called to order at 4:06 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	Absent

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. George Harlow and Jon Taylor were also in attendance for all or a portion of this 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. He informed the Board that two (2) new candidates have submitted their applications for a place on the May 7, 2022 ballot. Mr. Coveler reminded the Board of the early voting dates to commence on April 25, 2022 and end on May 3, 2022. No action taken.

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

Melanie Davis of Better Bookkeepers, Inc. presented the District's financial report. The most recent budget was submitted for review which reflected two (2) months of insurance disbursed in January and check written to TECC. Ms. Davis noted counsel was holding two (2) outstanding invoices from Safe Co which would be included in next month's report. A Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** 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) \$165,197.71 to be transferred to the District operations account, (2) \$240,765.35 to be transferred to the District payroll account, (3) \$22,954.01 to be transferred to the District's administrative account, and (4) \$104,324.51 as a special sales tax transfer. 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. 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. **Parker** seconded by Mr. **Latimer** 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 3 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 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 2022.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to designate Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2022. After further 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 AND SAFETY CODE §775.0738 (A-1).

A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve compensation request(s). After further 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 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. Mr. **Parker** presented Pay Application No. 8 in the amount of \$21,010.65 certified by Martinez Architects. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the pay application as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 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 meeting held February 3, 2022. After review, a Motion was made by Mr. **Parker**, 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 3 to 0.

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

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated that the previous month the Department responded to one hundred twenty-three (123) calls for service of which fifty-eight (58) were EMS. The Department gave mutual aid twenty-two (22) times and received mutual aid five (5) times. The estimated average response time of the in-District non-emergency calls was 6:09 minutes and 5:46 minutes for emergency calls.

Chief Shelor also provided an ISO update. He reminded the Board of the request placed in May of 2020 to re-rate ESD 29, currently a Class 2/6 dual rating, due to the addition of Station 12. Chief Shelor stated that as of March 1, 2022, the re-rate had been completed and recommendation to change the Property Protection Class Rating. Chief Shelor proudly announced the ESD's new single class rating, ISO Class 1.

After review, a Motion was made by Mr. **Parker** 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 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 is scheduled to attend the Texas Fire Chief Association conference in Waco. In addition, the Harris County FFA Field Day is scheduled for April 22 – 24, 2022. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the expenses related to attendance at both events, not to exceed \$16,000. 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 3 to 0.

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

No action taken.

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.

Discussion was held regarding group term life insurance and a bereavement policy. 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 a water leak at Station 11 due to the absence of epoxy-glue to join the plumbing pipes which resulted in an emergency plumber repair. No action 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 requested to donate nine (9) coats, nine (9) pants, one (1) pair of boots and one (1) helmet to Helping Hands. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer**, to approve the donation as requested. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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 APRIL 7, 2022.

The next regular meeting is scheduled for Thursday, April 7, 2022, to commence at 4:00 p.m., at Station 11. Items pertaining to life insurance coverage for commissioners and discussion regarding banking institutions 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 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 5:17 p.m. and returned to Open Session at 5:52 p.m.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING APPROVAL OF A RESOLUTION PURSUANT TO TEXAS HEALTH & SAFETY CODE §775.073 TO ALLOW IDENTIFIED DISTRICT EMPLOYEES TO SIGN AND AUTHORIZE THE DISBURSEMENT OF DISTRICT FUNDS IN AN AMOUNT WHICH DOES NOT EXCEED \$2,000 PER EXPENDITURE.

Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to authorize Chief Shelor and Cheryl Rogers to sign and authorize the disbursement of District funds in an amount not to exceed \$2,000. 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 ANY PERSONNEL OR REAL ESTATE MATTERS FOLLOWING CLOSED SESSION.


The Board then discussed Dan Shelor's compensation package, insurance coverage and extension of his employment contract for three (3) additional years. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the items pertaining to Chief Dan Shelor as presented. 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, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:53 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 June 2, 2022.

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

By: 

Jon Taylor
District Secretary