

**MINUTES OF APRIL 1, 2021 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** located at **12730 Champion Forest Drive, Houston, Texas 77066** on Thursday, April 1, 2021.

**CALL TO ORDER.**

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>Richard Escott</b>	Absent
<b>David Parker</b>	Present (Arrived at 4:08 p.m.)
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ricardo Martinez and Sarah Reed of Martinez Architects, L.P., and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

**TO RECEIVE PUBLIC COMMENT.**

The Board opened the floor for public. Mr. Latimer introduced two new constables.

The Board also took a moment to remember a member of the department who recently passed away. Don Stamps, who was with the Department from 2006 through 2021, passed away unexpectedly during a back surgery. The Board remembered Mr. Stamps and his service to the Department. Chief Shelor also shared some personal comments about Mr. Stamps. Everyone present recognized that the premature departure of Mr. Stamps was a tragic loss for our community.

**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 noted that the District would be receiving a credit on the workers' compensation coverage. Chief Shelor explained that the District initially prepaid the annual fee for the policy. The credit occurred when the District changed its payment method to a monthly basis. A Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve the Treasurer's report as presented. The Motion passed 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 next discussed. Ms. Davis requested approval of the following bank transfers: (1) \$46,933.87 for operations; (2) \$228,980.21 for payroll; and (3) \$12,023.84 for District administrative expenses. Mr. Hogue inquired as to how many individuals were on the payroll. Chief Shelor explained that the Department employed eighty (80) personnel, comprised of both part-time and full-time employees. Chief Shelor also shared that fifty (50) of the employees are staffed at Station 11 and thirty (30) employees are staffed at Station 12. Following the presentation and a brief discussion of the District's funds on hand, a Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve the transfer of funds as presented. The Motion passed 3 to 0.

Ms. Davis presented the Board with the District bills for approval. A Motion was made by Mr. **Latimer** seconded by Mr. **Hogue** to approve payment of the District bills as presented. The Motion passed 3 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 ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0738 (A-1).**

No requests received by the Board.

**DAVE PARKER JOINED THE MEETING AT THIS TIME, 4:08 P.M.**

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMODEL OF THE STATION 11 LOBBY AREA AS WELL AS MAKE SUCH OTHER IMPROVEMENTS AS AGREED.**

Ricardo Martinez of Martinez Architects, LP reviewed the design progress of the Station 11 lobby area with the Board including a discussion on the contract for same. After review, a Motion was made by Mr. **Hogue** seconded by Mr. **Latimer** to proceed with the remodel and permit Mr. Morgan to execute the related documentation on behalf of the District. The Motion passed 4 to 0.

A Motion was made by Mr. Parker seconded by Mr. Latimer to approve the additional cost of \$17,500 to modify the reception area of Station 11 install the Level II bullet protection glass in the reception area and make the other requested modifications. The Motion passed 4 to 0.

**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. **Hogue** to approve the Minutes from the District's regular meetings held January 13, 2021, February 4, 2021 and March 4, 2021. The Motion passed 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2021.**

Following a discussion, a Motion was made by Mr. **Latimer**, to adopt the same exemptions as those taken in 2020. Mr. Latimer motioned for a Homestead Exemption of 0%, an Over-65 Exemption of \$75,000 and Disability Exemption of \$100,000. Mr. **Hogue** seconded the Motion. The Motion passed 4 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 stated that the previous month the Department responded to two hundred twenty-six (226) calls, more than double the usual call volume due to the freeze. The Department provide mutual aid twenty-one (21) times and received mutual aid seven (7) times. The estimated average response time of the in-District emergency and non-emergency calls was 6:16 though this number is not entirely accurate due to the freeze related responses. Chief Shelor relayed information on seven (7) major incidents. In addition, the Department responded to five (5) major fires including a vehicle fire and the plant fire at Hwy 249.

Chief Shelor shared that William McDugle had utilized twenty-eight (28) hours toward the Fire Prevention Program and pre-planned twenty-one (21) inspections.

After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

**WITHOUT OBJECTION, THE BOARD MOVED TO AGENDA ITEM NO. 9:**

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.**

Mr. Coveler and Chief Shelor presented matters related to dispatch to the Board. There was discussion of several possible options including seeking a relationship with ESD 11 for dispatch services, looking for another entity to provide dispatch services to the District or standing up a new facility jointly operated by Spring Fire Department (ESD 7), Cypress Creek Fire Department (ESD 13), Klein Fire Department (provider to ESD 16), Ponderosa Fire Department (provider to ESD 28) and Champions Emergency Services District (ESD 29).

Chief Shelor and Mr. Coveler discussed the proposal received from Cypress Creek Emergency Medical Services Association (“CCEMS”) offer for funding CCEMS for dispatching services after August 2021 and the purchase of the Comm Center building located at 7111 Five Forks for a minimum cost of \$3.5 million. That proposal was rejected by all five (5) of the surrounding ESDs.

The Board of Spring Fire Department (ESD 7), Cypress Creek Fire Department (ESD 13), Klein Fire Department (provider to ESD 16), Ponderosa Fire Department (provider to ESD 28) have all approved joining together to start a new dispatch service. These different ESDs would join together under a non-profit corporation known of as Texas Emergency Communications Center, Inc. (“TECC”). Until TECC can find a permanent location, TECC will be housed out of and operate from Klein Fire Department Headquarters Building meeting room located at

16810 Squyres Road, Klein, Texas 77379. That building will be modified at a shared cost to accommodate the needs of the members of TECC.

The goal is to have TECC operation on or before the end of August 2021.

Chief Shelor next discussed the need to provide initial funding for TECC. The initial commitment from the District is \$300,000 to purchase equipment, software, modify the Klein Fire Department Headquarters Building meeting room and other expenses related to the operation of a new dispatch center for the District. Chief Shelor noted that the old FM 1960 communications center had been sold to CCEMS in 1996 and that we were heading back in that direction with this move.

After review and much discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to appoint Dan Shelor as the representative for the District on the TECC Board and to approve the \$300,000 funding commitment to TECC. The Motion passed 4 to 0.

**MR. MORGAN EXCUSED HIMSELF AT THIS POINT IN THE MEETING AT 5:00 P.M., AS HE HAD ANOTHER COMMITMENT TO ATTEND TO SEPARATE FROM DISTRICT BUSINESS.**

**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.**

No requests were received by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION ON POSITIVE PAY INCLUDING SPECIFIED ACCOUNTS AND DESIGNATION OF PERSON(S) TO ACCESS SAME.**

Mr. Latimer presented information on Positive Pay for the District's accounts. He shared that the fee for the Positive Pay service is \$50 per month. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve Positive Pay as presented. The Motion passed 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH DR. RON WELCH OF MUNICIPAL INFORMATION SERVICES TO PREPARE AN ECONOMIC REPORT FOR THE DISTRICT.**

The Board next discussed engaging Dr. Ron Welch with Municipal Information Services regarding development of the annual report he presents to the District regarding the District's future expected values and other demographic information. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to enter into an agreement with Municipal Information Services as presented. The Motion passed 3 to 0.

**TO REVIEW AND TAKE ACTION REGARDING THE DISTRICT'S DEBT OBLIGATIONS.**

Mr. Coveler presented data in relation to the District's debt obligations. A discussion was also held regarding the intermittent expenses related to Station 12. Chief Shelor also made a

presentation regarding the District's financial obligations under TCDRS. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to allow up to \$250,000 to be contributed toward the TCDRS unfunded liability. The Motion passed 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2021 BUDGET.**

The Board next addressed the District's 2021 Budget. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to amend the Motion to modify the District's budget to account for the contribution to TECC in the amount of \$300,000 to establish a new dispatch center in service to the District. The Motion passed 3 to 0.

Mr. **Hogue** then made a Motion, seconded by Mr. **Latimer** to increase TCDRS budget amount by \$250,000. The Motion passed 3 to 0.

**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.**

The Board addressed an issue with one of the showers in which water "spills" or runs out of the encasement. After review, a Motion was made by Mr. Latimer, seconded by Mr. Hogue to add a lip to the shower, not to exceed \$3,000, to remedy the water intrusions. The Motion passed 3 to 0.

**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 to the Board.

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

No reports presented.

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

No requests received by the Board.

**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 MAY 6, 2021.**

The next regular meeting is tentatively scheduled for Thursday, May 6, 2021, to commence at 4:00 p.m. The agenda will include an item regarding engagement of Municipal Information Systems to prepare an economic report for the District.

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

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:26 P.M. The motion passed 43 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on May 6, 2021.

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

By:

  
**David Parker**  
District Secretary