

**MINUTES OF APRIL 7, 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, April 7, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:00 p.m. by **Scott Morgan**, President and acting Chairman for the meeting.

**ROLL CALL AND ESTABLISH QUORUM.**

Mr. **Morgan** 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 (arrived at 4:15 p.m.)

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 presented an Amended Order for Election to the Board. Mr. Coveler explained the need to amend was due to the revision of voting precincts recently provided by Harris County. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the Amended Order for Election as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 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. presented the District's financial report. Ms. Davis explained a voided check as positive pay violation in which a new check would be prepared. Ms. Davis also noted the Loftin check had been caught by positive pay. 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) \$47,084.20 to be transferred to the District operations account, (2) \$339,872.94 to be transferred to the District payroll account, and (3) \$24,554.60 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. Latimer then presented the Board with the District bills for approval. 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.

Mr. **Hogue** entered the meeting at this time.

**TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE RECEIPT OF DOWNLOADABLE PAID-UP AND DELINQUENT REPORTS FROM THE TEXAS COMPTROLLER'S OFFICE.**

Mr. Coveler presented on this matter and explained this was a housekeeping matter to allow his office to receive these files digitally as opposed to being delivered as hard copies. After review, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve receipt of downloadable Paid-Up and Delinquent Reports from the Texas Comptroller's Office. 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 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 of \$150.00 to Mr. Latimer. 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 tabled review of prior meeting Minutes.

**TO REVIEW, DISCUSS AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2022.**

Following a discussion of the cost of the exemptions to the District as well as the revenue effect of the exemptions granted, a Motion was made by Mr. **Parker**, to adopt the 2022 exemptions as follows:

Homestead Exemption at 0%  
Over-65 Exemption at \$100,000  
Disability Exemption at \$100,000

Mr. **Hogue** seconded the Motion. 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. Chief Shelor stated that the previous month the Department responded to ninety-four (94) calls for service. The estimated average response time of the in-District non-emergency calls was 6:20 minutes and 5:25 minutes for emergency calls.

Chief Shelor stated TECC has received its 501(c)(3) certification from the IRS. He continued with information on the new HAAS Alert and the purpose to alert drivers that emergency vehicles are on the road. Chief Shelor added Apple Maps and Waze to also utilizing alert systems.

After review, a Motion was made by Mr. **Latimer** seconded by Mr. **Parker** 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, DISCUSS AND TAKE ACTION ON VIDEO CONFERENCE SYSTEM PROPOSAL RECEIVED FROM IEVOLVE TECHNOLOGY LLC.**

Chief Shelor provided particulars on the Video Conference System Proposal received from iEvolue Technology LLC and answered any questions presented by the Board. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the system purchase for \$4,199.98. 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 PROPERTY, GENERAL LIABILITY AND AUTOMOBILE INSURANCE PROPOSAL RECEIVED FROM ESIP THROUGH McNEIL & Co.**

The Board discussed the increase in the insurance proposal received from ESIP through McNeil & Co. Half of the increase is related to the cost of the District's building. The addition of another vehicle to the policy created an increase in rate as well though the remainder of the increase is strictly due the industry. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the insurance premium in the amount of \$97,393 as presented. 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 INSURANCE PROPOSAL RECEIVED FROM PROVIDENT AGENCY, INC.**

Chief Shelor presented information on the Group Term Life Insurance through Provident Agency, Inc. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to

approve Plan 1 of the insurance proposal 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.**

No requests were received for consideration by the Board.

**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.**

The Board then discussed a proposed bereavement policy for the District memorializing and reducing what is currently happening at the Department. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the bereavement policy "as-is". 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 NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.**

Chief Shelor discussed a Firefighter Memorial to be created at Station 12. The Board looked at the preliminary drawings presented, and the concept was well received by the Board. Chief Shelor will present updates on this matter as it progresses. 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.**

No action taken.

**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 MAY 5, 2022.**

The next regular meeting is scheduled for Thursday, May 5, 2022, though the Board opted to schedule the meeting later in the month to accommodate the canvass of the May 7, 2022 election.

Therefore, the next regular meeting will be held Thursday, May 12, 2022, to commence at 4:00 p.m., at Station 11. 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 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 5:30 p.m. and returned to Open Session at 5:39 p.m.

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

The Board then discussed the creation of a full-time position, Fire Life Safety Officer. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the establishment of the full-time Fire Life Safety Officer position as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

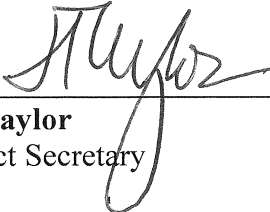
Chief Shelor also mentioned to the Board that for the District's 457 plan, thus far eleven (11) individuals had opted to participate in the plan.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 6:07 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 June 2, 2022.

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

By:   
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**Jon Taylor**  
District Secretary