

**MINUTES OF MAY 7, 2020 SPECIAL 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 Monday, May 7, 2020.

CALL TO ORDER.

The meeting was called to order at 4:30 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Present
Richard Escott	Present
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present

Also present at the meeting were Fire Chief Dan Shelor, Brad Dill of BD Realty, Inc., Ricardo Martinez of Martinez Architects, Melanie Davis of Better Bookkeepers and Ira Coveler of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT.

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

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 new bookkeeper, reported that all financials had been reconciled for 2020 and the books for January and February were being rebuilt in the Better Bookkeepers, Inc. system. The Board advised of some coding changes and Ms. Davis stated that the coding would be adjusted as previously directed by Ken Latimer, the District's Treasurer.

TO RECEIVE A REPORT ON THE STATUS OF TRANSITION TO BETTER BOOKKEEPERS, INC., AND TAKE ANY OTHER RELATED AND NECESSARY ACTION.

Myrtle Cruz, Inc. will be contacted in an effort to obtain any documentation which may not have been given to the District. Mr. Latimer is in the process of having documents, previously redirected from Myrtle Cruz, Inc., to the District or rerouted to Better Bookkeepers, Inc. No action taken.

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

Motion was made by Mr. **Escott** to transfer funds in the amount of \$283,274.39 for payroll and \$12,915.65 for administrative expenses as presented. The administrative account should retain a balance of \$25,000. No funds would be transferred to the operating account as it has a current balance of \$162,000. Mr. **Parker** seconded the Motion. The Motion passed 5 to 0.

After a review of bill related to training, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the payment of the District bills as presented. The Motion passed 5 to 0.

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

A Motion was made by Mr. **Escott** to approve payment of Pay Application 15. Mr. **Parker** seconded the Motion. The Motion passed 5 to 0.

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

Mr. Martinez presented the following update regarding Station 12. He stated that he and the contractor (JE Dunn) are reviewing issues with the HVAC systems at Station 12 to verify the functionality of the systems. Additionally, he stated that the HVAC wiring is being reviewed as well as the wiring related to the installation of the Big Ass Fan system. He stated that the HVAC system was not cooling sufficiently and that they are awaiting the completion of the commission of the HVAC system of the station. He concluded by informing the Board that the Big Ass Fan shut off is located in the wrong location. No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY CHANGE ORDERS OR PUNCH LIST ITEMS THAT NEED TO BE ACTED ON BY THE BOARD.

A discussion was held though no action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A VARIANCE SUBMISSION TO HARRIS COUNTY MUD 191 FOR THE REIMBURSEMENT AND SHARING OF SALES TAX REVENUE WITH THE DISTRICT.

Brad Dill presented a variance request letter he prepared and explained that there is no variance form provided by MUD 191. Mr. Dill stated that he would contact MUD 191 for its response. A Motion was made by Mr. **Hogue**, seconded by Mr. **Escott** to make a submission to MUD 191. The Motion passed 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of meeting minutes.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING RENEWING THE DISTRICT'S BUILDING INSURANCE, VEHICLE INSURANCE AND UMBRELLA POLICY WITH MCNEIL & CO.

Mr. Parker reviewed the policy though questioned the ownership of an F350. Chief Shelor confirmed ownership explaining that the booster truck is the referenced F350 truck. A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to renew the insurance policy with McNeil & Co. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY ASSUMED NAME FILINGS FOR THE DISTRICT.

Mr. **Parker** made a Motion, seconded by Mr. **Escott** to proceed with the assumed name filings for Champions Emergency Services District and Champions Emergency Services District 29. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO A SERVICE AGREEMENT FOR LAWN MAINTENANCE WITH GROWTH SERVICES, INC.

A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to engage the services of Growth Services, Inc. to maintain District grounds. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO A CONTRACT WITH TRIPLE H STRUCTURAL STEEL COVERS OF TEXAS TO INSTALL A STORAGE BUILDING AND CARPORT AT STATION 12.

The Board discussed the addition of covered parking for five spaces at Station 12 for a cost of \$8,550. The covering would be painted grey to match that on the building. The addition of a storage building to house training props was also discussed. The storage building would cost \$5,195. Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the parking coverage and storage building as presented. 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 relayed that training had been conducted on the new drill tower and added that Houston Ladder 84 and Cypress Creek were going to be training on the tower. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to accept the Fire Operations Report 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.

No improvements or repairs were reported.

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.

After discussion, Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the purchase of a door prop in the amount of \$7,350 from PEB Enterprises. The Motion passed 5 to 0. Siddons-Martin would be flying to Pierce and be conducting inspections from May 10th – 21st.

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

No amendments were necessary.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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, June 4, 2020, to commence at 4:30 p.m.

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 entered Closed Session to consult with legal counsel regarding real estate matters at 5:55 p.m. and reconvened in Public Session at 6:24 p.m.

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.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 6:26 P.M. The Motion passed 5 to 0.

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

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

By: _____
David Parker
District Secretary