

**MINUTES OF MAY 12, 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, May 12, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:04 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

**Bill Hogue** was not present at the meeting. 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 stated that the special meeting to canvass the results of the election will be held Wednesday, May 18, 2022, at 10:00 a.m.

**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 stated there to be nothing out of the ordinary in the 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) \$94,515.13 to be

transferred to the District operations account, (2) \$237,662.23 to be transferred to the District payroll account, and (3) \$24,226.83 to be transferred to the District's administrative account.

Mr. **Latimer** also reported that Bancorp Bank was changing to Cadence Bank though the account number(s) would remain unchanged. The need to meet with the bank regarding the depository pledge was also noted. 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. The Board discussed the election costs including those for election equipment. Mr. Coveler expanded on the elections and matters related to the District's bank accounts. 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 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 action taken.

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

The Board tabled review of prior meeting Minutes until the June, 2022 meeting.

**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 seventeen (117) calls for service, compared to ninety-nine (99) calls in March of 2021, of which 34% were EMS. The estimated average response time of the in-District emergency call was 5:18 minutes.

Chief Shelor expanded on a call that involved a child choking at Wunderlich. ESD 29 was notified thirty-nine (39) minutes after the initial call and a medic unit didn't arrive until 1 hour and 12 minutes after the initial 911 call. The ESD 11 dispatcher canceled the Department's response as Engine 11 was arriving. Five (5) minutes after being dispatched, the ESD 11 dispatcher called back two (2) minutes later to request a response and Engine 11. Engine 11 arrived on scene three (3) minutes after the most recent request for dispatch. This matter will be reviewed in greater detail in closed session.

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.**

Attendance at TEEEX for \$1,700 by Chief Shelor and Farand Hardy was presented to the Board as well as attendance at TFCA in Grapevine for up to \$2,800. Mr. **Parker** encouraged more groups to attend these types of training events. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the trainings as presented. 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 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 ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATIONS OR RELATED FACILITIES.**

Chief Shelor requested authorization to acquire a Turbo Draft device to access static water sources that are not readily accessible using conventional drafting techniques. Upon discussion, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the acquisition of the Turbo Draft in the amount of \$4,000. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Chief Shelor also stated the generator was starting to fail and looking to get away from the Generac generator systems. Additionally, Chief Shelor discussed the need for electrical work for the District's generators. 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 JUNE 2, 2022.**

The next regular meeting is scheduled for Thursday, June 2, 2022, to commence at 4:00 p.m., at Station 11. The Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas, election of officers and bank card access 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 did not enter Closed Session to discuss personnel matters.

RECONVENE IN OPEN SESSION.

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 Fire Life Safety Officer position that would offer compensation in the range of \$70,000 - \$90,000 depending on the experience of the applicant. Other positions were discussed including the creation of full time Driver Operator positions. Salary and qualifications were reviewed for the needed three (3) Driver Operator positions, which hopefully can be satisfied from the District's in-house personnel. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the establishment of the Fire Life Safety Officer position and the three (3) Driver Operator positions 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. **Latimer** made a Motion, seconded by Mr. **Parker** to adjourn the meeting at 5:39 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