

MINUTES OF JUNE 2, 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, June 2, 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:

Scott Morgan	Present
David Parker	Present
Kenneth Latimer	Present
Jon Taylor	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. Kim Duncan and Traci Arellano of Frost Bank were also in attendance for all or a portion of this meeting.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG.

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

TO ADMINISTER OATH(S) TO NEWLY ELECTED AND RE-ELECTED DISTRICT COMMISSIONERS.

District Counsel Ira Coveler administered the oath to Commissioner **SCOTT MORGAN** and Commissioner **JON TAYLOR**.

TO RECEIVE PUBLIC COMMENT.

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

TO ELECT DISTRICT OFFICERS.

The Board then addressed agenda item number 5, to elect District officers. After review, Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to nominate **SCOTT MORGAN** as President. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to nominate **DAVE PARKER** as Vice-President. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Latimer** made a Motion, seconded by Mr. **Parker** to nominate **JON TAYLOR** for the position of Secretary. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Taylor** then made a Motion to nominate **KEN LATIMER** as Treasurer. Mr. **Parker** seconded the Motion. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. **Latimer** then made a Motion to nominate **BILL HOGUE** as the Assistant Secretary. Mr. **Taylor** 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 A PRESENTATION REGARDING BANKING SERVICES TO THE DISTRICT.

Traci Arellano and Kim Duncan of Frost Bank addressed the Board. Ms. Arellano relayed information about the financial institution. She expressed the wish that Frost Bank become the “one stop shop” and facilitator for the ESD. Kim Duncan explained the experience at Frost Bank was not “banking in a box”. She relayed the excellent online platform, good training and support provided by a successful team at Frost Bank. Ms. Duncan brought attention to the fact that the District had been working with several different banks noting the support team at Frost Bank remains in place and ready to serve the needs of the ESD. 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. Ms. Davis noted the election equipment and payroll in the report. A Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor** 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 4 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) \$70,664.27 to be transferred to the District operations account, (2) \$230,954.28 to be transferred to the District payroll account, and (3) \$18,469.62 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. **Taylor** seconded by Mr. **Parker** 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 4 to 0.

Mr. Latimer briefly stepped away from the meeting at this time.

The Board then reviewed the District bills for approval. The Board discussed the election costs including those for election equipment. Mr. Coveler expanded on the allocation for election equipment, \$20,937.00, and services, and payment to Coveler & Peeler, P.C., to then be disbursed accordingly. A Motion was made by Mr. **Parker** seconded by Mr. **Taylor** to approve payment of the District bills, including the election allocation costs, 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. Latimer returned to the meeting at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AUTHORIZED SIGNERS ON THE DISTRICT BANK ACCOUNT(S).

Mr. **Taylor** made a Motion seconded by Mr. **Latimer** to authorize the existing Board as signatories to the District's accounts and to increase the pledged amount to \$11 million. 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 ENTERING INTO AN AGREEMENT WITH AN ELEVATOR COMPANY TO SERVICE THE DISTRICT'S ELEVATOR AT STATION 11.

Chief Shelor stated the current elevator service provider, Kone Elevator, steadily increased its price, presently at a rate of \$1,800 per quarter. Ms. Rogers found a new, local company, TKE Elevator, with a rate of \$900 per quarter. After review, Mr. **Parker** made a Motion seconded by Mr. **Taylor** to engage the services of TKE Elevator. 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 ELECTRICAL WORK FOR THE DISTRICT'S EXISTING GENERATORS AND EMERGENCY GENERATORS.

Chief Shelor provided an update on the District's generators as both stations require rewiring to accommodate a portable generator as backup should the primary generator fail. Chief Shelor also explained that, "the new parts came in though started leaking". "We will need to keep an eye on the generators for oil leaks". After review, Mr. Taylor made a Motion seconded by Mr. **Latimer** to approve repair on the generators, not to exceed \$30,000. 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).

No action taken.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed Minutes of prior meetings. Counsel presented the Minutes from the regular meetings held March 3, 2022, April 7, 2022 and May 12, 2022. After review, a Motion

was made by Mr. **Latimer**, seconded by Mr. **Taylor** to approve the Minutes as presented. 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 one hundred twenty-eight (128) calls for service, compared to one hundred nineteen (119) calls in April of 2021, of which 34.38% were EMS. The Department provided mutual aid twenty-six times during the month received aid on four (4) occasions. The estimated average response time of the in-District emergency call was 5:12 minutes. Chief Shelor reported a mobile home fire, two passenger vehicle fires, a building fire and a couple trash/rubbish fires.

After review, a Motion was made by Mr. **Taylor** 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 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.

Attendance at VCOS Symposium in the Sun by Mr. Taylor and Mr. Morgan November 10 through November 13, 2022 in Clearwater, Florida was presented to the Board. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the trainings as presented. 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 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 1) extend chair rail and 2) install plastic corner protectors for a cost of \$3,425 in the Station 11 meeting room. Upon discussion, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the items as presented. 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 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 JULY 7, 2022.

The next regular meeting is scheduled for Thursday, July 7, 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 at 4:55 p.m. to discuss personnel matters and returned to Open Session at 5:07 p.m.


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

The Board discussed the four applicants, all internal candidates, for the three (3) Driver Operator positions and the question of insurance coverage for same. A Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor** to authorize insurance for the four (4) individuals as well as Chief Shelor. 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 August 4, 2022.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29

By:



Jon Taylor
District Secretary