

**MINUTES OF JUNE 4, 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 Thursday, June 4, 2020.

CALL TO ORDER.

The meeting was called to order at 4:35 p.m. by **Richard Escott**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Present (arrived at 4:39 p.m.)
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 ADMINISTER OATH(S) TO NEWLY ELECTED/RE-ELECTED AND/OR APPOINTED DISTRICT COMMISSIONERS.

Oaths of Office were administered to Mr. Bill Hogue, Mr. Kenneth Latimer and Mr. David Parker by Mr. Coveler in his capacity as District counsel.

TO RECEIVE PUBLIC COMMENT.

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

TO ELECT DISTRICT OFFICERS.

There was discussion amongst the Board members to determine who wanted to serve in what capacities. After that discussion, the following nominations were made by **Mr. Parker**.

President	Scott Morgan
Vice-President	Richard Escott
Secretary	David Parker
Treasurer	Ken Latimer
Assistant Treasurer	Bill Hogue
Assistant Secretary	Bill Hogue

The nominations were seconded by Mr. **Escott** to approve the officers as set forth above. The motion passed 4 to 0.

Mr. Morgan joined the meeting at this time.

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 financial report. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to approve the report as presented. The Motion passed 5 to 0.

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. **Hogue** to transfer funds in the amount of \$230,042.54 for payroll and \$17,295.11 for administrative expenses as presented. No funds would be transferred to the operating account as it has a current balance of \$161,711.25. Mr. **Escott** seconded the Motion. The Motion passed 5 to 0.

A Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to approve the payment of the District bills as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION OF THE DISTRICT'S 2020 INVESTMENT POLICY.

Mr. Coveler next presented and reviewed with the Board the District's 2020 Investment Policy. The Board discussed the District's reserve and District's Investment reserve. After review, Mr. **Latimer** made a Motion to adopt the District's 2020 Investment Policy as prepared. Mr. **Hogue** seconded the Motion. The Motion passed 5 to 0.

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

No payment applications were submitted for consideration.

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. The replacement gates at Station 12 have been installed, but they are not motorized yet. The HVAC testing and balancing is still being conducted and reviewed. The lights at the kitchen sink are still wired to the wrong switch and that is being corrected and the vestibule lighting has been installed. The hot water at the mop sinks are now working. Big Ass Fans still has not resolved their issues with the switching and control mechanisms. Chief Shelor expressed his concern that Premiere does not know what they are doing with respect to Big Ass Fans. 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.

Addressed previously with agenda item 9.

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 reported that MUD 191 had approved the variance request on May 18, 2020. The reimbursement agreement remains in effect through March 2026 in which thirteen (13) tracts are eligible for reimbursement. Mr. Dill stated that this finalized his work on the matter. No action was taken by the Board.

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.

Chief Shelor presented the insurance policy for review noting the fact that ISO had not evaluated Station 11. The current value of the building had been corrected. The value of Station 11 is now \$8.0 million. A Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to renew the insurance policy with McNeil & Co. 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 EMS calls were down, mutual aid was provided nine times and received aid on five occasions with an average response time of five minutes and forty-nine seconds. Mr. Parker expressed his interest in reviewing response times to see how they have changed. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Escott** 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.

Mr. **Parker** made a Motion, seconded by Mr. **Escott** to authorize the installation of granite washout, not to exceed \$5,000, around the training tower at Station 12 and other areas where the granite meets the curb. No improvements or repairs were reported. The Motion passed 5 to 0.

The Board then discussed the flooring for the hallway and stairs at Station 11. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the installation of flooring by Spectra Contract Flooring not to exceed \$15,000. The Motion passed 5 to 0.

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.

No requests were received by the Board.

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 Wednesday, July 1, 2020, to commence at 4:30 p.m. Mr. Coveler discussed the need to consider the District budget as HdL has estimated a reduction in sales tax by approximately 8%.

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 regarding real estate matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board entered Closed Session regarding personnel matters at 5:33 p.m. and reconvened in Public Session at 6:41 p.m.

After discussion, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to engage Dan Shelor as a full-time employee of the District. The Motion passed 5 to 0.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 6:42 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