

MINUTES OF JUNE 6, 2024 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A public meeting was duly called by the Board of Commissioners of **Harris County Emergency Services District No. 29** on Thursday, June 6, 2024 at **Fire Station 11**, located at **12730 Champion Forest Drive, Houston, Texas 77066**.

CALL MEETING TO ORDER.

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

President **Morgan** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Present
David Parker	Present
Jon Taylor	Present
Kenneth Latimer	Absent
Bill Hogue	Absent

Also present at the meeting were Fire Chief Dan Shelor, District Fire and Life Safety Officer Division Chief Dustin Ledford, Fire and Life Safety Officer Captain Brandon Blount, Melissa Wiggins and Ira Coveler of Coveler & Peeler, P.C., legal counsel, Dr. Ron Welch and Cadence Dwyer of Municipal Information Services, Melanie Davis and Christina Moore of Better Bookkeepers, Inc., and other members of the Department and public.

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 RECEIVE PUBLIC COMMENT.

The Board first opened the floor to public comment, though none was forthcoming.

At this time, Ira Coveler administered the Oath of Office to Commissioner Parker.

TO ELECT DISTRICT OFFICERS.

The Board then discussed Board Officer positions. At this time, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to maintain the current officer assignments. After review, President **Morgan** called for a vote, and the Motion passed by a vote of 3 to 0.

Officers for the ESD 29 Board of Commissioners were therefore elected as follows:

President	Scott Morgan
Vice President	Dave Parker
Secretary	Jon Taylor
Treasurer	Ken Latimer
Assistant Sec./Treasurer	Bill Hogue

TO RECEIVE A REPORT FROM MUNICIPAL INFORMATION SERVICES (MIS) REGARDING DISTRICT DEVELOPMENT, DISTRICT GROWTH AND TO CONSIDER THE INVOICE FROM MIS.

The Board next received a report from Dr. Welch of Municipal Information Services regarding District development and growth. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY DISTRICT FINANCIAL INSTITUTION MATTERS.

At this time, Mr. Coveler advised the Board that the Texas Traditions Intrafi agreement had been reviewed, and requested Board approval to execute the agreement. He then advised the Board that approved funds should be moved in increments to maintain FDIC coverage and avoid exposure of deposited funds. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve and execute the Intrafi Agreement with Texas Traditions Bank, as approved by legal counsel. Thereafter, President **Morgan** called for a vote, and the Motion passed by a vote of 3 to 0.

TO RECEIVE A REPORT FROM BETTER BOOKKEEPERS, INC., THE DISTRICT'S BOOKKEEPER, AND TAKE ACTION ON THE TREASURER'S REPORT.

The Board then received the bookkeeper's report from Ms. Melanie Davis, and Ms. Christina Moore of Better Bookkeepers. Ms. Davis first introduced Ms. Moore, who would now be representing the District with Better Bookkeepers. She then advised that financial reports had been provided prior to the meeting, and stated that no unusual expenses or movements were noted at this time. One (1) transfer from the admin account was noted which represented a semi-annual payment to McNeil. She also noted that a vendor who previously received checks from the District would now be paid through ACH, and advised that the check to Benchmark would likely be voided to avoid duplicate payments, as that payment was debited directly from the appropriate account. Mr. **Morgan** requested that ACH payments be broken out in a separate report to make review and approval easier in the future. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

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

The Board then reviewed fund transfers required to address District bill and expenses. Mr. **Taylor** stated transfers would need to be approved in the following amounts:

- 1. Operations – \$108,159.14
- 2. Payroll – \$310,676.15
- 3. Admin – \$79,310.51

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the transfers and bill payments as presented. Thereafter President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).

The Board next reviewed submittals for compensation by Commissioners. One (1) compensation submittal was received from Commissioner Latimer in the amount of \$221. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the submittal as presented. Thereafter, President **Morgan** called for a vote, and the Motion passed by a vote of 3 to 0.

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

The Board next reviewed the May 2, 2024 regular meeting minutes. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the minutes as presented. Thereafter, President **Morgan** called for a vote, and the Motion passed by a vote of 3 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT’S FIRE OPERATIONS REPORT PRESENTED BY CHIEF DAN SHELOR.

The Board then received the Department’s Fire Operations Report from Chief Shelor, who announced that one hundred (100) calls were received in the month of April. Thirty-six percent (36%) of those calls were EMS related. Mutual aid was given to Northwest, Klein, Cy-Creek, and Cy-Fair Fire Departments ten (10) times, and received twice. Turnout times in the month averaged one minute twenty-three seconds (1:23), with an average travel time of four minutes thirty-four seconds (4:34), and an overall response time in-District of five minutes fifty-seven seconds (5:57) for emergency and non-emergency calls. Two (2) major fire incidents were noted including an apartment fire, and one (1) commercial fire. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Next, District Chief (DC) Ledford, along with Captain Blount, provided the Fire & Life Safety Report. To begin, DC Ledford described a walkthrough of a local Methodist Church where he was able to provide advice on safety measures in case of emergencies. He also described a site visit to a local office supply store which had several concerns. That entity had since been working with the Fire Marshal’s Office (FMO) and had now been cleared of all issues. Captain Blount then described issues with a local event venue whose fire alarm system was previously damaged, that had also worked with the FMO and was now repaired, with a fully inspected and tagged

suppression system. He also stated that Knox keys had been obtained for the entire shopping center to allow access in emergency situations.

DC Ledford next described several apartments and properties which had recently installed Knox boxes to allow for easy entry during emergency situations, and also noted repair work to local fire hydrants which had previously been inaccessible on those properties. He then noted the discovery of a local pizza shop who had been having issues with their alarm system, leading to a "fire watch" by the FMO for a week to ensure the system was properly fixed. Captain Blount then spoke again regarding a manufacturing facility with notable safety hazards due to stored materials and necessary equipment in the facility. After working with the facility's safety manager, a pre-plan was created for that property in case of emergencies to protect both the business, and first responders.

DC Ledford lastly advised that for the month of May, twenty-three (23) false alarm reports were reviewed for billing purposes, nineteen (19) emergency calls were responded to with CESD, seventeen (17) businesses had been updated with North Comm, and that he and Captain Blount had attended four (4) community events, and participated in a half-day of training related to lithium-ion batteries. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A PROPOSAL TO REPLACE EXPIRED BALLISTIC ARMOR.

Next, Chief Shelor advised the Board regarding the replacement of District ballistic armor. He explained that this would be their third round of armor, after earlier versions which had since been upgraded. Three (3) companies had been considered, though ultimately it was his recommendation that eighteen (18) new sets of armor be purchased through Fire Armadillo, LLC for the total price of \$25,324.38. That armor would include helmets, vest carriers, armor plates, and Velcro patches. The armor would be distributed across the District's apparatus to ensure protection for active personnel during response events. This item had been accounted for in the budget. DC Ledford also stated the Department's intention to create a better storage or mounting system in the apparatus to prolong the life of the armor carrier to cut down on unnecessary replacements from damage due to transportation.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the purchase of ballistic armor as discussed, at a cost not to exceed \$26,000. Thereafter, 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.

Chief Shelor then advised the Board that three (3) District personnel would be traveling to the TEEX annual fire school in July for a total cost of \$7,000. Chief Shelor and Ms. Rogers would also be attending the upcoming TCDRS conference in Austin for a cost of \$2,000. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve expenses related to the two (2)

events, not to exceed a cost of \$10,000. Thereafter, 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 BUDGET.

At this time, Chief Shelor informed the Board that only one (1) reserve vehicle currently existed in the District's fleet, and presented a request to purchase a new tahoe to replace District 10. District 10 would then be considered a reserve vehicle, affording the District two (2) reserve vehicles to offer additional backup in case of simultaneous vehicle issues or maintenance. This purchase would be added to the 2025 budget, unless it could be worked into the 2024 budget. Chief Shelor was doubtful that a vehicle could be found quickly, but requested approval for the purchase when a vehicle could be found, at a cost not to exceed \$90,000. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the purchase of a new vehicle to supplement the District fleet, at a cost not to exceed \$90,000. Thereafter, President **Morgan** called for a vote, and the Motion passed by a vote of 3 to 0.

Mr. Coveler advised that the purchase would require a budget amendment which would be discussed and acted on at the July meeting.

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

No amendments to the District policies were requested, and no action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATION, RELATED FACILITIES, VEHICLES OR EQUIPMENT.

No improvements were requested for District property, and no action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF A "SCISSOR LIFT".

Chief Shelor next requested Board approval for the purchase of a scissor lift and accompanying trailer for transport of the same. He advised the Board of the need for a lift to see to District maintenance and other small matters. Lifts had previously been borrowed or rented to accomplish basic needs, but were often expensive or delayed, causing inconvenience and unnecessary delays to basic tasks. Chief Shelor stated a lift could likely be found for a cost of up to \$9,000, and requested pre-approval for the purchase of that lift and accompanying trailer for transport in an amount of up to \$20,000. This would allow the Chief to purchase units when they became available rather than waiting for Board approval at a later date. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the purchase of the scissor lift and accompanying trailer, not to exceed a cost of \$20,000. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF A TRAILER TO MANEUVER THE NEW SCISSOR LIFT AS NEEDED TO VARIOUS STATION LOCATIONS.

The Board held no further discussion regarding the purchase of the lift and trailer as covered in the previous agenda item.

REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES.

No action was taken regarding Department submittals.

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.

Chief Shelor then presented a list of items for sale or disposal, including old rescue tools and protective gear consisting of helmets, boots, gloves, hoods, pants, and coats. Any undamaged by expired items would be donated to the Texas Forestry Service with the Board's approval. Damaged goods would be disposed of accordingly. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the donation and disposal of items as listed. Thereafter, President **Morgan** called for a vote, and the Motion passed by a vote of 3 to 0.

TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR JULY 4, 2024.

The Board next discussed dates for the rescheduled July meeting, as the regularly scheduled meeting would take place on a holiday. After review, the Board agreed to hold the July Board meeting on Wednesday, July 3, 2024 at 4:00 p.m. They then reviewed items for inclusion on the July agenda, and requested an item be added regarding amending the budget based on the new vehicle purchase.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §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 meet in Closed Session to consult with legal counsel.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

The Board did not meet in Closed Session to discuss real estate matters.

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

The Board did not meet in Closed Session to discuss personnel matters.

TO RECONVENE IN OPEN SESSION TO REVIEW, DISCUSS AND TAKE ACTION ON ANY REAL ESTATE OR PERSONNEL MATTERS.

No action was taken regarding real estate or personnel matters for the District.

ADJOURNMENT.

There being no further discussion, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to adjourn the meeting at 5:23 p.m. Thereafter, President **Morgan** called for a vote and Motion passed by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on July 3, 2024.

By:



Jon Taylor
District Secretary