

MINUTES OF JULY 1, 2020 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, July 1, 2020.

CALL TO ORDER.

The meeting was called to order at 4:06 p.m. by **Richard Escott**, Vice-President.

ROLL CALL AND ESTABLISH QUORUM.

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

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

Absent from the meeting was Commissioner Scott Morgan. Also present at the meeting were Fire Chief Dan Shelor, 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 bookkeeper, presented the financial report. Ms. Davis talked about the Wells Fargo account and station payment. She also discussed the construction account and balance for same. After discussion by the Board, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the report as presented. The Motion passed 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 transfer of funds was next discussed. Commissioner Latimer stated that the following transfers were being requested. (1) \$117,680.84 for payroll, (2) \$18,532.11 for administrative expenses, (3) \$12,562.00 for J.E. Dunn from the construction account and (4) \$53,774.83 for District administrative expenses.

A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON 2021 BUDGET AND 2020 TAX RATE ADOPTION PLANNING, INCLUDING REVIEW OF TRUTH IN TAXATION PROCEDURES AND DESIGNATION OF OFFICIALS TO CALCULATE TAX RATES AND PROVIDE TAX RATE INFORMATION TO THE BOARD.

District Counsel, Ira Coveler discussed the tax rate process and explained the new tax setting process under Senate Bill 2. Mr. Coveler, explained that due to the new tax setting process resulting from Senate Bill No. 2, that if the District desired to exceed its Effective Tax Rate (now known as the “No New Revenue Tax Rate”) by more than 3.5%, an election to do so would be necessary. Absent an election, going forward, the District would be statutorily capped at a 3.5% increase in taxes (other than as permitted by the *diminimis* tax rate setting process). After review, a Motion was made by Mr. **Parker** second by Mr. **Latimer** to authorize the Harris County Tax Assessor Collector’s Office to prepare the tax rate calculations for 2020. The Motion passed 4 to 0.

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

No items reported.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PROPOSAL FROM BACKWATER FENCE REGARDING ADDING ADDITIONAL SUPPORT TO THE GATE AT STATION 12.

A Motion was made by Mr. **Parker**, second by Mr. **Latimer** to accept the proposal from Backwater Fence as received. The Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Mr. Coveler provided the Board with Minutes for review though no action taken.

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 stated that the Department responded to 81 calls the previous month in which mutual aid was provided on 16 calls and received on 5 calls. The average response time during the month was 5:28. Chief Shelor noted the 51 second variance in response time between March/April/May of 2019 of 6:28 and that for March/April/May of 2020 of 5:37. Chief Shelor went on to share that the communication center now provides an alert if the response time is over 10 minutes. Chief Shelor relayed that the Department responded to 7 fires in May including a trash fire, apartment fire, cooking fire and vehicle fire. Chief Shelor also noted that no direct COVID cases had been reported for firefighters and the EMS cases were down. Temperatures of personnel continue to be logged. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 4 to 0.

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

The pricing on the flooring at Station 11 is being updated. The installation date is yet to be determined.

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 is tentatively scheduled for Thursday, August 6, 2020, to commence at 4:30 p.m. Two special meetings will be scheduled for (1) July 29, 2020 to address the District 2019 Audit and (2) August 10, 2020 to adopt the District 2020 tax rate.

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 4:44 p.m. and reconvened in Public Session at 5:18 p.m.

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

The Board did not exercise the option to enter Closed Session regarding personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn the meeting at 5:17 P.M. The Motion passed 4 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