

**MINUTES OF JULY 3, 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 **Wednesday July 3, 2024**, which was held at **Fire Station 11**, located at **12730 Champion Forest Drive, Houston, Texas 77066**.

**Call meeting to order.**

The meeting was called to order at 4:01 p.m. by **Scott Morgan**, President, and Chairman for the meeting.

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

<b>Scott Morgan</b>	Present
<b>David Parker</b>	Present
<b>Jon Taylor</b>	Present
<b>Kenneth Latimer</b>	Absent
<b>Bill Hogue</b>	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, 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.

**To receive the District's 2023 Audit Report from McCall Gibson, and discuss and take action related to the same.**

At this time, the Board agreed to table discussion of the District's 2023 audit, as the report was incomplete and presentation from McCall Gibson would be delayed until the August meeting.

**To review, discuss and take action regarding any District financial institution matters.**

The Board took no action regarding District financial institution matters.

**To receive a report from Better Bookkeepers, Inc., the District's bookkeeper, and take action on the Treasurer's Report.**

The Board next received the financial report from Ms. Christina Moore of Better Bookkeepers, who stated that no unusual transactions or items were present in the report. She advised the Board that one (1) payment was being submitted for approval that had not been included in the previously provided report, but that that payment had been verified for payment. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, 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 including any necessary ACH transfers.**

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. Operating – \$233,545.61
2. Payroll – \$339,506.84
3. Admin – \$31,703.70

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).**

At this time, the Board discussed Commissioner submittals for compensation from Commissioners **Taylor** and **Morgan**. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve payment of the submittals 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 minutes of prior meetings including the June regular Board meeting, and the May 13, 2024 special meeting. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, 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 forty-two (142) calls were received in the month of May. Twenty-nine percent (29%) of those calls were EMS related. Mutual aid was given nineteen (19) times, and received five (5) times. Turnout times in the month averaged one minute twenty-five seconds (1:25), with an average travel time of five minutes eighteen seconds (5:18), and an overall response

time in-District of six minutes forty-three seconds (6:43) for emergency and non-emergency calls. Two (2) major fire incidents were noted including an apartment fire, and one (1) residential fire resulting from a lightning strike.

Chief Shelor then advised the Board that two (2) members had resigned from the Department, taking family leave with no intention of returning, and another who took employment elsewhere. He then informed the Board that physical assessment test practice had recently been held at Station 12 for new applicants. Twelve (12) individuals participated, and three (3) would be chosen to fill positions by August 2, 2024. He noted that the new additions had been approved by the Board, but were not replacements for the recently vacated member positions. 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, Division Chief (DC) Ledford, along with Captain Blount, provided the Fire & Life Safety Report. DC Ledford began by noting that the keypad concrete pole and pad at the Champion Oaks Apartments, previously discussed in the June meeting, had been removed and would no longer pose a threat to apparatus responding to events in that complex. He then stated that a previously discussed local church had also completed repairs to all fire doors on campus, and removed unapproved door stops on the property. Lastly, he advised that Chick-fil-a was still not open, though the District was continuing to assist them in obtaining a certificate of occupancy to reopen.

Captain Blount next spoke, informing the Board that new alarm systems had been installed in three (3) buildings of a local apartment complex to which the Department made frequent responses. One (1) of those buildings had lost their previous system due to a lightning strike. A pre-plan was completed for the twenty-seven (27) buildings in the complex, and though three (3) did not have sprinkler systems, every building had functioning alarm systems. There remained some concern about the complex entrance due to sharp turns and limited turn radius of fire trucks, but overall, the facility had developed a good relationship with Captain Blount and was working well to ensure the safety of its residents, and local emergency responders.

DC Ledford again addressed the Board, explaining that a local school had been toured and that the District was aiding that school in developing a better response plan in the event of emergency, as the campus currently did not host a sprinkler system, but did provide access to first responders through a Knox box gate. Captain Blount then described efforts to work with local large commercial facilities with concerns related to hazardous material storage, but noted many such buildings along Cutten Road were well maintained and often housed full alarm and sprinkler systems. When asked, Captain Blount further stated most property and business owners were very receptive to pre-plans and meetings with District personnel to help improve and address safety concerns in the area.

During the month of June, thirty-eight (38) pre-fire plans and safety surveys were completed, with nine (9) fire reports being reviewed for billing accuracy. Twenty-one (21) business names and addresses were updated with NorthComm for accuracy in emergency response situations, and personnel responded to two (2) emergency calls for service. Lastly, Chief Shelor shared images of the new canopy which was printed with the District patch and images to promote

the Department during PR and other community events. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, 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 and take action on approval of expenses related to upcoming training classes, course materials, equipment and related expenditures to be incurred by the District.**

The Board then reviewed upcoming expenses for training classes, though none were forthcoming, and no action was taken.

**To review, discuss and take action regarding any matters related to the District's Budget.**

Next, the Board discussed amendments to the District's 2024 budget, though Chief Shelor noted that no items were available at this time, and suggested any amendments or adjustments would be presented for consideration in August. No action was taken at this time.

**To review, discuss and take action regarding adoption and amendment of District policies and standard operating guidelines.**

The Board took no action regarding District policies or standard operating guidelines.

**To review, discuss and take action regarding membership in the TIPS Purchasing Cooperative.**

Mr. Coveler next informed the Board that the additional vehicle which was approved for purchase by the Board at the June 6, 2024 meeting, had been found locally through the TIPS cooperative purchasing group. In order to purchase the vehicle through TIPS, however, the District would need to become members with approval of the Board. Mr. Coveler advised there was no cost to join TIPS, and that joining the cooperative would allow the District an additional avenue through which to obtain necessary apparatus and equipment. He requested Board approval for the District to join TIPS, and to authorize President **Morgan** to sign paperwork related to that membership. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the membership and authorize President **Morgan** to sign any necessary documents related to the same. 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 needed improvements or repairs to the District's station, related facilities, vehicles or equipment.**

The Board then discussed improvements and repairs needed for District property. Chief Shelor first noted continued issues with the air conditioning system at Station 11, and explained his intention to install sensors in the dorms to help control temperatures at night. During the day, the system would still be controlled via thermostat, though the upstairs and downstairs area would run on two (2) separate thermostats. Though no official quote for service had been received, the project would involve ductwork and work with the fire wall. Adept Controls had submitted a quote of \$7,715 to complete work in the dorms and meeting room area. Chief Shelor noted that if approved, work in the dorms could begin, and the project would be finished once further quotes were received to complete the full project. No action was taken at this time.

Next, Chief Shelor informed the Board that the District Tanker was in the shop for maintenance, where the apparatus' pump was found to be severely impacted by extreme rust. Siddons Martin advised that due to the rust, the pump would soon fail and need replacing, though they suggested returning the equipment to service until it could not be used. Chief Shelor advised the Board that a replacement pump would cost approximately \$15,000, not counting installation fees, and that there was a lead time to receive a new pump of two (2) to three (3) months. Though catastrophic failure of the component was not likely, Mr. **Parker** pointed out the potential for failure when the tanker was needed and suggested it would be better to purchase the pump and install the part later when needed to avoid lead times in the future.

After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to buy a new pump at a cost not to exceed \$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 new command vehicle.**

Chief Shelor next advised the Board that a Chevrolet Tahoe had been located in Richardson which was available for purchase and upfit for under \$90,000 as approved by the Board at the June 6, 2024 meeting. This vehicle would be purchased through the TIPS cooperative at Reliable Chevrolet, and would be upfitted by Siddons Martin. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the purchase and upfit of the new Chevrolet Tahoe as described. Thereafter, President **Morgan** called for a vote, and the Motion passed by a vote of 3 to 0.

**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.**

The Board took no action regarding thirty (30) day requests by the Department.

**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.**

The Board then reviewed any items for sale or disposal, though none were forthcoming, and no action was taken.

**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 August 1, 2024.**

At this time, the Board unanimously agreed to postpone the regular August meeting until Thursday, August 8, 2024 to accommodate both the Tax Rate Proposal and Regular meeting agendas. They requested items for the 2023 financial audit, amendments to the 2024 budget, and proposal of the 2025 budget and other tax information be placed on the upcoming agenda.

**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 deliberate on 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.**

The Board took no action related to real estate or personnel matters.

**Adjournment.**

There being no further discussion, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to adjourn the meeting at 4:38 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 August 8, 2024.

By:

  
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**Jon Taylor**  
District Secretary