

**MINUTES OF JULY 7, 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, July 7, 2022.

**CALL TO ORDER.**

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

**ROLL CALL AND ESTABLISH QUORUM.**

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

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

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Krystine Ramon and Ira Coveler of Coveler & Peeler, P.C., District legal counsel. Rebecca Densmore with First In Resilience was also in attendance for 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 RECEIVE A PRESENTATION FROM GUARANTY BANK.**

No one from Guaranty Bank was present. No action taken.

**TO RECEIVE A PRESENTATION FROM FIRST IN RESILIENCE AND SUPPORT TEAM.**

The Board then addressed agenda item number 5, to receive a presentation from Rebecca Densmore from First in Resilience and Resource Response (FIR). FIR is a nonprofit 501(c)(3) organization. Services provided are for ESD employees and their immediate family members. Services covered include unlimited onsite services to first responders. FIR is an organization that includes seven (7) board members who are all first responders to assist first responders in their personal support needs. Service fee for ESD employees and immediate family members are \$50.00 per employee.

Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to accept services from First in Resilience and Support Team in the amount of \$50.00 per employee. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DISTRICT'S 2021 AUDIT.**

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 that fire equipment gear was the highest expense for the month. A Motion was made by Mr. **Hogue** seconded by Mr. **Latimer** 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 5 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) \$140,820.73 to be transferred to the District operations account, (2) \$248,300.61 to be transferred to the District payroll account, and (3) \$25,000.08 to be transferred to the District's administrative account. Chief Shelor also presented that the HVAC unit at Station 11 failed and needed to be replaced in the amount of \$12,000. A Motion was made by Mr. **Taylor** seconded by Mr. **Hogue** to approve the bills as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 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.

**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).**

No action taken.

**TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE OPERATIONS REPORT.**

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated one hundred and twenty two (122) calls were made for the month of May which is an increase from ninety-two (92) calls during the month of May 2021. Thirty-five (35) percent of the calls were for EMS and thirty-one percent were good intent calls. Mutual aid was used twenty-four (24) times

with ten (10) of the calls overlapping. Majority of the calls were outside the area of Champions. Average response time was 5:36 minutes and 5:03 for time in district. Five (5) calls were to assist Ponderosa. The formal ISO presentation to the Department will be held one September 1, 2022.

After review, a Motion was made by Mr. **Latimer** seconded by Mr. **Taylor** 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 5 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 discussed two trainings for firefighters. First training approved was for FRI National Conference in San Antonio in the amount of \$1,700. The second training was for Water on the Fire in Pensacola Florida. Mr. **Taylor** made a motion which was seconded by Mr. **Parker** to authorize the training for FRI and authorize not to exceed \$3,000 for the Water on the Fire Conference in Pensacola Florida. President **Morgan** called for a vote and the Motion passed by a vote of 5 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 ADOPTION AND AMENDMENTS TO THE DISTRICT POLICIES AND STANDARD OPERATING GUIDELINES.**

No action taken.

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

No action taken, as item agenda 8 discussed and approved for the repair of the A/C unit.

**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 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 AUGUST 4, 2022.**

The next regular meeting is scheduled for Thursday, August 4, 2022, to commence at 4:00 p.m., at Station 11. Agenda items to add are a contractual agenda for Frost Bank and review of the District's Investment Policy.

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 at 4:55pm and returned to open session at 5:29pm.

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

The Board did not enter closed session on personnel matters.

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

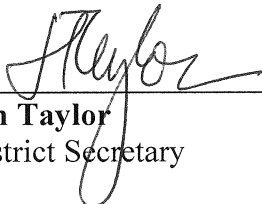
A Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to fund the acquisition of the 7111 Five Forks property and that the District would contribute up to \$1,400,000 for the acquisition. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to adjourn at 5:30 p.m. President **Morgan** called for a vote and the Motion passed by a vote of 5 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:   
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**Jon Taylor**  
District Secretary