

**MINUTES OF AUGUST 4, 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 Tuesday, August 4, 2020.

**CALL TO ORDER.**

The meeting was called to order at 4:06 p.m. by **Scott Morgan**, President.

**ROLL CALL AND ESTABLISH QUORUM.**

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

<b>Scott Morgan</b>	Present
<b>Richard Escott</b>	Present
<b>David Parker</b>	Present
<b>Kenneth Latimer</b>	Present
<b>Bill Hogue</b>	Present

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 PROPOSE THE DISTRICT'S 2021 BUDGET.**

Chief Shelor presented the proposed District 2021 budget. The Board discussed the District's 2021 Budget. Mr. Hogue inquired as to the significant increase for dispatch services. Chief Shelor explained that all of the ESDs in the surrounding area were asking Cypress Creek for some modifications to the fee structure and level of service from the dispatch center. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve the proposed District 2021 budget as presented. The Motion passed 5 to 0.

**TO PROPOSE THE DISTRICT 2020 TAX RATE.**

The Board held a discussion regarding the budget and tax rate considering different scenarios. Mr. Coveler explained that for this meeting it was necessary to propose a tax rate at the maximum rate and that the board could adopt the actual tax rate at the tax adoption meeting. He stated that there was still a need to receive more information from Harris County. After review and discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Escott** to propose a rate of \$.10/\$100 as the 2020 District tax rate. The Motion passed 5 to 0.

**TO SCHEDULE PUBLIC HEARINGS REGARDING THE DISTRICT'S 2020 TAX RATE AND THE DATE OF MEETING TO ADOPT.**

Mr. **Parker** made a Motion seconded by Mr. **Escott** to approve the special meeting on August 20, 2020 at 4:00 p.m. at Champions Emergency Services Fire Station at 12730 Champion Forest Drive, Houston, Texas 77066 to hold the public hearing and adopt the District's tax rate. The Motion passed 5 to 0.

**TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 3, 2020.**

The Board held a discussion regarding the possible need to hold a tax rate election. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Hogue** to call an election to be held November 3, 2020 regarding the District's tax rate setting. The Motion passed 5 to 0.

**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. **Parker**, seconded by Mr. **Escott** to transfer \$127,00 from Trustmark Bank to Texpool. The Motion passed 5 to 0.

Mr. **Escott** then made a Motion to close the Wells Fargo checking account and move the funds to Banc Corp South. Mr. **Hogue** seconded the Motion. The Motion passed 5 to 0.

The Board next reviewed the loan note for Station 12. After discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Escott** to approve payment the loan payment in the amount of \$354,102.33. 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.**

The payment of District bills and the approval of transfer of funds was next discussed. Commissioner Latimer stated that the following transfers were being requested. (1) \$89,032.98 for operations expenses, (2) \$95,244.04 for payroll, and (3) \$13,372.36 for District administrative expenses. A Motion was made by Mr. **Escott**, seconded by Mr. **Hogue** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 5 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

Discussion was then held regarding the Wells Fargo loan for Station 11. The Board discussed that the rate for the loan was getting ready to adjust and that the board could maintain the financing in place or satisfy the loan and pay off the remaining principal balance. Chief Shelor and Mr. **Latimer** estimated the interest savings to the District at almost \$100,000 by paying off the Station 11 loan early. Mr. **Latimer** noted that the District was earning the best possible return on its money, but that it was not equivalent to the amounts the District was paying as interest on the Station 11 loan. After the discussion concluded, Mr. **Escott** made a

Motion, seconded by Mr. **Latimer** to prepay the Station 11 loan in full. The Motion passed 5 to 0.

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

The Board then addressed the Minutes of prior meetings. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to approve the Minutes from the District's regular meetings held March 5, 2020, April 2, 2020, May 7, 2020, June 4, 2020, July 1, 2020 and Minutes from the District's special meeting held April 13, 2020 and July 23, 2020. 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 stated that the previous month was slow as the Department responded to sixty-seven (67) calls the previous month of which 38% were EMS. Mutual aid was provided on seven (7) calls and received on three (3) calls. Thirteen (13) responses were overlapping. After review, a Motion was made by Mr. **Hogue**, 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.**

The stairs are still being finished at Station 11 and a company known of as "Right Fence Company" will install a new fence along the back of Station 11. The work should be complete by September 2020.

**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 REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S).**

No requests were received by the Board.

**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 requests were received by the Board.

**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, September 3, 2020, to commence at 4:30 p.m.

**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.

**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 5:59 P.M. The Motion passed 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on September 3, 2020.

**HARRIS COUNTY  
EMERGENCY SERVICES DISTRICT NO. 29**

By: \_\_\_\_\_

**David Parker**  
District Secretary