

MINUTES OF AUGUST 4, 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, August 4, 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:

Scott Morgan	Present
Kenneth Latimer	Present
Jon Taylor	Present

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Krystine Ramon of Coveler & Peeler, P.C., District legal counsel. Traci Arellano from Frost Bank and Jennifer Day from McCall Gibson were present during part of the 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 PUBLIC COMMENT.

The Board opened the floor for public though none was offered.

TO RECEIVE A PRESENTATION FROM FROST BANK REGARDING SERVICING THE DISTRICT.

Traci Arellano was present from Frost Bank. Ms. Arellano presented the Board with a proposal for consolidating five (5) bank accounts. Ms. Arellano presented to the Board that no fees of service will be implemented by Frost Bank if an average of all bank accounts isn't below \$4,500,000. If the average gets below \$4,500,000 then a 0.45% will be charged. Ms. Arellano presented that the District will be getting a 1.5 % over bank standard rate.

Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to accept services from Frost Bank. After further discussion, 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 DISTRICT'S 2021 AUDIT.

Jennifer Day from McCall Gibson was present to report on the District's 2021 Audit. Ms. Day presented that overall there were no issues with the District's 2021 Audit. Ms. Day presented the Statement of Activities and Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance ending December 31, 2021, was \$4,015,589 with a net increase of \$996,815. Ms. Day presented the Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund ending December 31, 2021, was \$5,176,291 with a net increase of \$996,815 and a variance positive of \$402,318. Ms. Day presented that note 11 needs to reflect the percentage owned by Harris County Emergency Service District No. 11.

Mr. **Taylor** made a Motion, seconded by Mr. **Latimer** to accept the District's 2021 Audit as presented, pending final changes. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

Please see the District's 2021 Audit Report prepared by McCall Gibson, for a more detailed presentation of the District's Audit Report.

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 insurance from McNeil & Co, Inc. did go up substantially. A Motion was made by Mr. **Latimer** seconded by Mr. **Taylor** 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 3 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 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) \$165,591.29 to be transferred to the District operations account, (2) \$262,500.92 to be transferred to the District payroll account, and (3) \$28,335.77 to be transferred to the District's administrative account. A Motion was made by Mr. **Taylor** seconded by Mr. **Latimer** to approve the bills as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 3 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 CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.

The Board reviewed the Investment Policy for Harris County Emergency Services District No. 29 that was put in place on June 4, 2020. The Board discussed they reviewed the Investment

Policy and approved the adoption to renew the policy on February 3, 2022. The Board discussed further review of the policy. No changes were recommended by the District Counselor or Board.

A Motion was made by Mr. **Latimer**, seconded by Mr. Taylor to approve the Resolution Regarding 2022 Review of the Adopted Investment Policy reappointing Ken Latimer as the as the District's Investment Officer. After discussion, 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 AND SAFETY CODE §775.0738 (A-1).

No action taken.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed Minutes of prior meetings. Counsel presented the Minutes from the regular meetings held June 2, 2022, July 7, 2022 and special meeting held July 7, 2022. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Taylor** to approve the Minutes as presented. After further discussion, 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 OPERATIONS REPORT.

Fire Chief Dan Shelor presented the Fire Operations Report. Chief Shelor stated ninety-five (95) calls were made for the month of July which is a decrease from July of 2021. Forty (40) percent of the calls were for EMS. Mutual aid was used nineteen (19) times with six (6) of the calls overlapping. Majority of the calls were within the area of Champions. Average response time was 5:58 minutes and 5:09 for time in district. Mutual aid was provided to neighboring Departments on nineteen (19) service calls. The formal ISO presentation to the Department will be held one September 1, 2022. Two full-time firefighters started this month.

After review, a Motion was made by Mr. **Taylor** seconded by Mr. **Latimer** 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 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 discussed the Symposium scheduled for November of 2022 and reminded the Board of dates. Chief Shelor discussed he will be attending the Annual Texas Fire Chiefs Workshop to be held December 14, 2022. Cheryl Rogers attended training with TCDRS for the month of June, which was \$1,200. No action taken.

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.

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 September 1, 2022, to commence at 4:00 p.m., at Station 11. Agenda items to add are to receive ISO presentation and to review and take action on purchase of Knox keys for Station 11.

The next special meeting to adopt the 2022 tax rate is scheduled for August 23, 2022, to commence at 11:30 a.m., at Station 11.

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 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 enter closed session on personnel matters.

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

No action taken.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Latimer** made a Motion, seconded by Mr. **Taylor** to adjourn at 5:01 p.m. President **Morgan** called for a vote and the Motion passed by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 6, 2022.

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

By: 

Jon Taylor
District Secretary