

**MINUTES OF SEPTEMBER 3, 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, September 3, 2020.

CALL TO ORDER.

The meeting was called to order at 4:30 p.m. by **Scott Morgan**, President.

ROLL CALL AND ESTABLISH QUORUM.

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

Scott Morgan	Present
David Parker	Present
Kenneth Latimer	Present
Bill Hogue	Present (arrived at 4:43 p.m.)

Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers and Ira Coveler of Coveler & Peeler, P.C.

Commissioner **Richard Escott** was absent from the meeting.

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. After discussion by the Board, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** hold the check written to Right Fence. The Motion passed 3 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 application to TexPool was in process and the Wells Fargo loan for Station 11 had been processed. Commissioner Latimer then requested the following transfers: (1) \$164,074.39 for operations expenses, (2) \$231,994.03 for payroll, (3) \$19,293.71 for District administrative expenses, and (4) \$79,029.13 to reimburse the District for construction costs related to Station 12. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 3 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

The Board next reviewed the loan note for Station 12. After discussion, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve payment the loan payment in the amount of \$354,102.33. The Motion passed 3 to 0.

Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve payment of the bills as presented. The Motion passed 3 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. **Parker** to approve the Minutes from the District's regular meeting held August 4, 2020. The Motion passed 3 to 0.

Mr. Hogue arrived at this time, 4:43 p.m.

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 one hundred and four (104) calls the previous month in which seventy-five were in-District calls. The average response time of the in-District calls was 5:59 minutes. Engine 12 has had an average response time of 5:34 minutes thus far during 2020. Eighteen (18) responses were overlapping. Chief Shelor stated that an invoice in the amount of \$282,445.58 had been paid to ESD 11. 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 REGARDING THE HARRIS COUNTY BASIC PLAN.

Fire Chief Dan Shelor and District Counsel Ira Coveler presented the Harris County Basic Plan to the Board. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker**, to approve the Harris County Basic Plan 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.

Chief Shelor expressed his interest to review the possible addition of a floor space above the foyer in Station 11.

TO REVIEW, DISCUSS AND TAKE ACTION ON PURCHASE OF EIGHT (8) RECLINERS FROM DREAMSEAT.

A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the purchase of up to eight (8) recliners not to exceed \$5,800. The Motion passed 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

A request for the purchase of ropes, straps, and pulleys for the technical rescue stokes basket was received by the Board. After discussion, Mr. **Hogue** made a Motion, seconded by Mr. **Latimer** to approve the purchase of ropes, straps, and pulleys for the technical rescue stokes basket as requested, not to exceed \$6,500. The Motion passed 4 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.

No requests were received by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION AND AMENDMENT OF DISTRICT POLICIES AND STANDARD OPERATING GUIDELINES.

The adoption of Firearms Restrictions was presented to the Board. After discussion, a Motion was made by Mr. Parker, seconded by Mr. Latimer to approve the adoption of the Firearms Restrictions. The Motion passed 4 to 0.

The Board next considered a change to the Emergency Response Guideline 301 related to Non-Emergency Responses by the Department. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Latimer** to approve the amendment as presented. The Motion passed 4 to 0.

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 REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S CONTRACTS WITH HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11 AND CYPRESS CREEK EMS.

The Board held discussion on this matter for Closed Session.

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 OCTOBER 1, 2020.

The next regular meeting is tentatively scheduled for Thursday, October 1, 2020, to commence at 4:30 p.m. No specific items were requested for inclusion on the agenda.

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 5:04 p.m. and returned to Open Session at 5:30 p.m. 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. **Latimer** made a Motion, seconded by Mr. **Hogue** to adjourn the meeting at 5:31 P.M. The Motion passed 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 1, 2020.

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

By: 
David Parker
District Secretary