

MINUTES OF OCTOBER 1, 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, October 1, 2020.

CALL TO ORDER.

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

ROLL CALL AND ESTABLISH QUORUM.

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

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|------------------------|--------------------------------|
| Scott Morgan | Present |
| Richard Escott | Present |
| Kenneth Latimer | Present |
| David Parker | Present |
| Bill Hogue | Present (arrived at 4:11 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.

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. Ms. Davis offered the following: She stated that twenty-five (25) checks were being presented to the Board and that nothing out of the ordinary had occurred since the prior meeting. She stated that there was no operational transfer needed this month. She confirmed that the invoiced funds had been received from Harris County ESD No. 11 related to their portion of the loan principal that was paid by the District as well as the Harris County ESD No. 11 portion of common construction and operational costs. Ms. Davis then informed the Board that (1) the District's Trustmark account had been closed, (2) the TexPool was open and funded and (3) the Bancorp account balance is approximately \$4,077,171.07. Ms. Davis also confirmed to the Board the collateral pledge amounts for the District accounts.

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 still being finalized but that the account was now open with TexPool. Commissioner Latimer then requested the following

transfers: (1) \$231,598.84 for payroll and (2) \$18,413.62 for District administrative expenses. A Motion was made by Mr. **Escott** seconded by Mr. **Parker** to approve the transfer of funds and payment of the District bills as presented. The Motion passed 4 to 0. Please see the financial report prepared by Better Bookkeepers, Inc., the District's bookkeeper, for more detailed information.

Mr. **Parker** made a Motion, seconded by Mr. **Escott** to approve payment of the bills as presented. The Motion passed 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board tabled the review of prior meeting Minutes.

Mr. Hogue arrived at this time, 4:11 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 ninety-seven (97) calls the previous month of which 42% were EMS calls. The Department received mutual aid on four (4) calls and provided aid on eight (8) calls. The Department responded to two residential fires (one house, one apartment). The average response time of the in-District calls was 5:45 minutes. Chief Shelor stated the average response time for 2020 had reduced over the last year. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to accept the Fire Operations Report as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE HARRIS COUNTY BASIC PLAN.

No action taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A REMODEL OF THE STATION 11 LOBBY AREA TO CREATE ADDITIONAL STORAGE, DORMS AND OFFICE SPACE.

Chief Shelor presented information on the proposed remodel of Station 11. He stated that there was a desire to add additional building security through the installation of a closed halls at the lobby area and the installation of secured doors within the lobby area. There is a possibility that the Chief's office would be moved upstairs as well and to convert the downstairs shower into a decontamination shower. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to engage Ricardo Martinez to establish a preliminary budget for the project and provide some conceptual drawings in an amount not to exceed \$3,000. 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.

No repairs were reported.

TO REVIEW, DISCUSS AND TAKE ACTION ON ACQUIRING A NEW CHIEF'S VEHICLE

A Motion was made by Mr. **Parker**, seconded by Mr. **Hogue** to approve the purchase of an F-150 STX V-8 crew cab pickup truck not to exceed \$60,000 as the Chief's vehicle. The Motion passed 5 to 0.

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

Chief Shelor reported that Communication 2 Tower located at Plum Creek had been condemned due to a structural failure of the tower. Therefore, an emergency request was being considered by the Board for the relocation of the Communication 2 Tower to the CenterPoint tower near the intersection of the Grand Parkway and Interstate 45. After discussion, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the relocation of Communication 2 Tower and a cost not to exceed \$60,000. The Motion passed 5 to 0.

A request for the purchase of life jackets was also received by the Board. Mr. **Parker** then made a Motion, seconded by Mr. **Escott** seconded to approve the purchase of life jackets for \$4,600. The Motion passed 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.

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 adoptions and/or 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.

The request to donate fifty-nine (59) PPE items to the Forestry Services due to expire life span was received. The PPE items included hoods (25), boots (8), coats (7), gloves (12) and pants (9). After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the donation of PPE. The Motion passed 5 to 0.

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.

Chief Shelor reported that ESD 11 paid to the District their portion of the Station 11 loan and expenses for 2019.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCH SERVICES FOR THE DEPARTMENT.

This item was discussed but no action was 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 NOVEMBER 5, 2020.

The next regular meeting is tentatively scheduled for Thursday, November 5, 2020, to commence at 4:00 p.m. The start time of meetings going forward will be permanently set for 4:00 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 5:53 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.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S SECOND QUARTER 941 FILINGS FOR 2019.

Mr. Coveler reviewed the District's second quarter 941 filings for 2019 with the Board and will seek a formal letter from Organizology regarding resolution of the IRS issue.

ADJOURNMENT.

There being no further business brought before the Board, the meeting adjourned at 5:54 P.M.

The foregoing minutes were passed and approved by the Board of Commissioners on November 5, 2020.

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

By:

A handwritten signature in black ink, appearing to read 'D. Parker', written over a horizontal line.

David Parker
District Secretary