

**MINUTES OF OCTOBER 6, 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, October 6, 2022.

**CALL TO ORDER.**

The meeting was called to order at 4:00 PM. 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>Bill Hogue</b>	Present

**Jon Taylor** was absent from the meeting due to a death in his family. Also present at the meeting were Fire Chief Dan Shelor, Melanie Davis of Better Bookkeepers, Inc., Ron Welch, and Ira Coveler of Coveler & Peeler, P.C., District legal counsel.

**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 comment though none was offered.

**TO RECEIVE A REPORT FROM MUNICIPAL INFORMATION SERVICES, INCLUDING BUT NOT LIMITED TO INFORMATION ON DISTRICT PROPERTY TAX, DISTRICT DEVELOPMENT, AND DISTRICT GROWTH.**

The Board received a report from Ron Welch regarding District's future property tax collections, property and business development and anticipated growth. Mr. Welch reviewed with the Board (1) the status of property tax evaluations by the Harris County Appraisal District, as well as the Harris County Realtors Association, (2) information he collects from different water utility districts located within the District boundaries and (3) the recent 2020 census data. Though appraisals are always subject to change based on major events including economic fluctuations in the state and country, as well as weather incidents (hurricanes, disasters, floods), the estimated real property values for ESD 29 are anticipated to continue to increase. He added that in 2022, the expected revenue for the District rose to \$3.23 million. Dr. Welch noted that continued development in the MUD district of new homes, condominiums, and apartment complexes has led

to an increase in revenues for the District, and encourages continued growth in the industrial and commercial sectors as well, which continues to impact the District in terms of potential revenue and services rendered. Further information regarding rates and economic statistics for the Houston area was referenced in the printed report packet provided to the Board by Mr. Welch. At the conclusion of his report, the Board thanked Dr. Welch for attending the meeting and providing the requested report.

**TO RECEIVE A REPORT FROM BETTER BOOKKEEPERS, INC., THE DISTRICT'S BOOKKEEPER, AND TAKE ACTION ON THE TREASURER'S REPORT.**

The Board next received a report from Melanie Davis of Better Bookkeepers Inc. A Motion was made by Mr. **Parker**, seconded by Mr. **Latimer**, to approve the Treasurer's report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY FINANCIAL INSTITUTION MATTERS.**

The Board next discussed financial matters including accounts and pledges held by various institutions. Mr. **Latimer** announced that the Cadence Bank merger with Bancorp South had been completed. He next reported that the Board needed to authorize him to finalize bank documents with Frost Bank so the District's funds could be deposited with that institution and for the Commissioners and other authorized persons to become signers on those accounts. Next, the Board discussed how payments to the District's vendors could be made by ACH payment. Finally, Mr. **Latimer** stated that the pledge amount for the District's account at Cadence Bank should be reduced from \$11 million, to \$9 million.

Following the discussion, Mr. **Parker** then made a motion to take action on financial matters as discussed, which was seconded by Mr. **Latimer**. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4-0. The Board made one motion to execute the Frost Bank documents subject to final legal review and confirming the reduction in the pledged amount as described above.

**TO PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, 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) \$113,176.56 to be transferred to the District operations account, (2) \$358,537.56 to be transferred to the District payroll account, and (3) \$23,137.10 to be transferred to the District's administrative account. Following the presentation and a discussion of the District's funds on hand, a Motion was made by Mr. **Hogue**, seconded by Mr. **Parker**, to approve the transfer of funds as presented. After further discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

After discussion, Mr. **Hogue** made a Motion to pay District bills, and transfer necessary funds for the District accounts, seconded by Mr. **Parker**. After further discussion, President **Morgan** called for a vote, and the Motion passed 4-0.

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 §775.038(A-1).**

No action was taken by the Board.

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

The Board reviewed minutes from August 4<sup>th</sup> regular meeting, the August 23<sup>rd</sup> Special meeting, and the September 1<sup>st</sup> regular meeting. After review, Mr. **Hogue** made a Motion to accept the minutes, which was seconded by Mr. **Latimer**. President **Morgan** then called for a vote, and the motion passed 4-0

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

The Board next received a presentation from Chief Shelor on the Department's Fire Operations Report for the month of August. Chief Shelor advised the Board that there had been 103 total callouts in August, including sixteen (16) mutual aid calls where ESD 29 responded and provided mutual aid to its neighboring departments, and one (1) where aid was received. The average response time from dispatch to arrival was 5:35 for non-emergency calls and 5:14 for emergency calls. Chief Shelor also noted that the Department's response time had considerably decreased for 2022 when compared to 2021 times. After discussion, Mr. **Latimer** made a motion to accept the report. Mr. **Hogue** seconded the motion. After discussion, Mr. **Morgan** called for a vote, and the motion passed 4-0.

**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 action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S 2022 BUDGET.**

No action was taken by the Board.

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

No action was taken by the Board.

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

The Board next reviewed necessary improvements and repair to District facilities. Chief Shelor addressed the Board and advised that repair or replacement of the Station 11 water heater

was imminent. The current water heater has a pin hole leak, which required the valves to be closed off to isolate said leak. The leak caused a buildup of moisture which required the use of a dehumidifier to resolve. At this time, bids are being sought for work with the water heater, and an insurance claim is being filed against the plan's \$2,500 deductible. Going forward, Chief Shelor was asked to look into acquiring an instant water heater, and a new water softener system.

**TO REVIEW DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUESTS FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES**

No action was taken 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 action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING AMONGST HARRIS COUNTY FIRST RESPONDERS REGARDING ACTIVE SHOOTER AND HOSTILE EVENT INCIDENTS.**

The Board received an explanation of the Memorandum of Understanding from Chief Shelor. After discussion, Mr. **Latimer** made a Motion, seconded by Mr. **Hogue** to accept the Memorandum.. After further discussion, President **Morgan** called for a vote and the Motion passed 4-0.

**TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR NOVEMBER 3, 2022.**

The Board was advised that an agenda item would be required to discuss ISO ratings, and another to discuss matters with the Fire Marshal.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY.**

The Board adjourned to Closed Session at 5:09 PM, and reconvened for Open Session at 5:24 P.M., to consult with District legal counsel.

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

The Board adjourned to Closed Session at 5:09 PM, and reconvened for Open Session at 5:24 PM. This discussion was regarding Chief Shelor's employment contract.

**TO RECONVENE IN OPEN SESSION TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.**

At this time, the Board discussed Chief Shelor's new contract with the District which was discussed in closed session. After discussion, Mr. **Latimer** made a Motion to approve the new contract, seconded by Mr. **Hogue**. After discussion, President **Morgan** then called for a vote and the Motion passed 4-0.

President **Morgan** and the rest of the Board joined together to congratulate Aldine Fire Chief David Parker on his recent election victory. Chief Parker will be the newly elected 3<sup>rd</sup> vice-president of the Texas Fire Chief Association. The stated job of the Texas Fire Chiefs Association is to be the liaison between the Texas Fire Service leadership and the legislative members of the State of Texas, attempting to further strengthen and logically apply proposed and current regulations which actively enhance the safety of the citizens of the State of Texas while protecting the career and volunteer firefighters throughout the State.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Parker** made a Motion seconded by Mr. **Latimer** to adjourn the meeting at 5:34 p.m. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on November 4, 2022.

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

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

  
**Jon Taylor**  
District Secretary