

MINUTES OF NOVEMBER 5, 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, November 5, 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:

Scott Morgan	Present
Richard Escott	Present
David Parker	Absent
Kenneth Latimer	Present
Bill Hogue	Absent

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

Commissioner **David Parker** was absent from the meeting. Commissioner **Bill Hogue** was also 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.

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 requested the following transfers: (1) \$325,141.88 for payroll and (2) \$17,592.11 for District administrative expenses. A Motion was made by Mr. **Escott** 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.

Mr. **Escott** made a Motion, seconded by Mr. **Latimer** 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.

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

Ricardo Martinez presented an update on the remodel stating the project is approximately \$187,00 noting the additional \$50,000 for the bathroom and Chief's office. The Board discussed other modifications needed including lighting, painting of the building interior, flooring and an upgrade to the HVAC. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to authorize Station 11 remodel to proceed with Martinez Architects as the District's architect. The Motion passed 3 to 0.

Mr. Martinez also informed the Board that the District's new Station 12 received an award for outstanding design.

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 again slower as the Department responded to seventy-nine (79) calls the previous month of which 37% were EMS calls. The Department received mutual aid on four (4) calls and provided aid on thirteen (13) calls. The average response time of the in-District calls was 5:12 minutes. Chief Shelor explained that the EMS response demand was down due because Cypress Creek EMS had been putting more ambulances trucks into service in the District's territory. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to accept the Fire Operations Report as presented. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING IMPLEMENTING A 457(B) PLAN FOR DISTRICT PERSONNEL.

Fire Chief Dan Shelor presented information on the deferred compensation plan in which firefighters would have the opportunity to invest with no matching contribution from the District being required. The only cost to the District is a relatively nominal fee of .55% of the contributions made to the plan. This cost would be charged to the District rather than employee(s). Mr. Escott inquired further as to the cost of the plan and if participation in the plan would be voluntary. Chief Shelor and Mr. Coveler explained that this plan, unlike TCDRS, is a completely voluntary program. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve the implementation of a 457(b) plan for the District as presented. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON LONGEVITY RETENTION PAYMENTS FOR DISTRICT PERSONNEL.

After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve additional hazard pay due to COVID 19 and longevity payments as presented by chief Shelor. The Motion passed 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON PURCHASE OF NEW BUNKER GEAR WASHING MACHINE.

Chief Shelor explained that the original bunker gear washer was 17 years old and in need of \$4,500 worth of repairs. A new machine, costing \$6,905, would have the ability to clean four (4) sets of bunker gear per cycle. After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott** to approve the purchase of a Dexter T600 from Scott Equipment for \$6,905.00 as presented. The Motion passed 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 presented information about his attendance at the Texas Fire Chief Academy to be held December 9 – 11, 2020. The Board is under the impression that the 2021 SAFE-D Conference may be cancelled due to COVID 19.

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 NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATION OR RELATED FACILITIES.

No repairs were reported.

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 dispose of seven (7) recliners and one (1) barbeque grill was received. After review, Mr. **Latimer** made a Motion, seconded by Mr. **Escott** to approve the disposal of the salvage items as presented. The Motion passed 3 to 0.

TO RECEIVE ANY COMMITTEE REPORTS AND TAKE ANY NECESSARY ACTION.

No reports presented.

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

The matter was addressed during Closed Session.

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 AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH A PRIVATE LAW FIRM PURSUANT TO §6.30 OF THE TAX CODE FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES AND PROVIDING FOR THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT.

After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Escott**, to ratify a continuing contract with the law firm of Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes, penalties, and interest. The Motion passed 3 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO §33.07 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.

Mr. **Latimer** made a motion to approve the imposition of additional penalty on delinquent taxes accruing prior to June 1, 2021. After discussion, Mr. **Escott** seconded the motion. The motion passed 3 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES TO DEFRAY COSTS OF COLLECTION BY THE DISTRICT'S DELINQUENT TAX ATTORNEY, PURSUANT TO §33.08 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

After review, motion was made by Mr. **Latimer**, seconded by Mr. **Escott**, to approve the imposition of additional penalty on delinquent taxes accruing after June 1, 2021. The motion passed 3 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO §33.11 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

Mr. **Latimer** made a motion to approve the imposition of early additional penalty for collection costs as presented. After discussion, Mr. **Escott** seconded the motion. The motion passed 3 to 0.

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 DECEMBER 3, 2020.

The next regular meeting is tentatively scheduled for Thursday, December 3, 2020. to commence at 4:00 p.m. An item pertaining to entering a phone contract with "Go To Meeting" will be placed on said 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 5:24 p.m. and returned to Open Session at 5:55 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. Escott** to adjourn the meeting at 5:55 P.M. The motion passed 3 to 0.

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

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

By: 

David Parker
District Secretary