

MINUTES OF DECEMBER 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, December 3, 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	Present
Kenneth Latimer	Present
Bill Hogue	Present

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. Tom Morgan of Texas Republic Woodworks was also in attendance.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public comment. Mr. Tom Morgan owner of Texas Republic Woodworks presented the donation of two (2) wooden signs to the District to be displayed at each District station. The handmade wooden signs contained the American flag and the insignia of the Department. The board was grateful for the donation and thanked Mr. Tom Morgan for his contributions to the Department Stations.

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 District's financial report. Ms. Davis stated that the checks had previously been provided to Mr. Latimer and that the duplicate check written to PPE Care would be voided. Though the payment to PPE Care was noted twice on the financial report, only one (1) payment was issued. Ms. Davis had visited with Organizology to coordinate payroll and expense reimbursements. Additionally, Ms. Davis reported that the retention payments approved by the District had been included in the December payroll.

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** reported that the District's funds were secured by a depository pledge from Bancorp South in the amount of \$7.5 million. He then requested approval of the following bank transfers: (1) \$268,283.58 for payroll and (2) \$21,175.58 for District administrative expenses. There was no requirement for an operations transfer at this meeting. A Motion was made by Mr. **Parker** seconded by Mr. **Escott** to approve payment of the District bills as presented. The Motion passed 5 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 the transfer of funds as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A REMODEL OF THE STATION 11 LOBBY AREA.

Ricardo Martinez of Martinez Architects presented an estimate on the expanded scope of work the District requested at the last meeting. Mr. Martinez stated that he had asked a local contractor, Omega Multiple Services ("OMS") to review the project and provide the District with a guideline estimate for the scope of work. According to OMS the estimated budget for the remodel is approximately \$325,000. Mr. Martinez stated that the permit should process quickly as a remodel project, but he stated he was still in need of some consultants and other soft costs related to the project. After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve the Station 11 expanded scope of work as presented by Mr. Martinez. The Motion passed 5 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. **Escott** to approve the Minutes from the District's regular meetings held September 3, 2020, October 1, 2020, and November 5, 2020. The Motion passed 5 to 0.

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-eight (78) calls the previous month of which 35% were EMS calls. The Department received mutual aid on two (2) calls and provided mutual aid on eleven (11) calls. The average response time of the in-District emergency and non-emergency calls was 5:36 minutes and 5:22 minutes for in-District emergency calls only. Chief Shelor reported one (1) major incident in which a victim was rescued from an apartment fire.

Mr. Morgan inquired if the Cypress Creek Dispatch knows to dispatch other stations which may be closer to the incident when overlapping calls are received by the District. Chief Shelor reported that the CAD system uses Automatic Vehicle Location (AVL) to locate the next closest apparatus. Mr. Escott questioned where the District stood on the Fire Life Safety Survey. Chief

Shelor replied that Jake Daly, the Fire Inspection Officer for the District, would soon be returning to direct his attention to the fire safety surveys. Additionally, an individual from Cypress Creek EMS, who is also trained for fire inspections, has offered to assist the District with the fire safety surveys as well. Chief Shelor stated to the Board that the fire safety surveys will focus on external matters life safety issues.

After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to accept the Fire Operations Report as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH “GO TO CONNECT” FOR NEW TELEPHONE CONNECTIVE AND PHONE SYSTEMS.

Fire Chief Dan Shelor stated that the District currently has a Shoretel hone System which is provided through Comcast. The system is a legacy system and cannot be upgraded. This new phone system will move all of the District’s phones to web-based cloud managed system. The Station 12 phones, which were recently purchased, will be exchanged for full credit. ATSI, the District’s phone vendor recommended going to Go-To-Connect for a fee of \$3,300 per year, eliminating the Shoretel fee. ATSI will do all the cloud programming and provide the phones to the District. After review, a Motion was made by Mr. **Escott**, seconded by Mr. **Hogue** to approve the agreement with Go-To-Connect as presented. The Motion passed 5 to 0.

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

At the prior meeting, 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. Commissioner **Hogue** asked about setting up an IRA plan or Roth IRA plan as a comparison to the 457(b). This cost would be charged to the District rather than employee(s). After review, a Motion was made by Mr. **Latimer**, seconded by Mr. **Parker** to approve the implementation of a 457(b) plan for the District as presented. The Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT’S TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN.

Chief Shelor presented information in favor of going from 1:1 match to a 1:1.25 option. The contribution rate would be increased to 5.9% rather than the previous 4.3%-4.5%. If Board decided to leave the TCDRS plan and rate as-is, the increased cost would be approximately \$4,000. If the District increased the contribution be changed to a 1:1.25 match, the increased cost would be approximately \$52,000 per year. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Parker** to approve the increase the District’s TCDRS contribution rate to 125%. 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.

Chief Shelor presented information about his attendance at the Texas Fire Chief Conference to be held December 9th through 11th with the following expenses: (1) \$425 tuition fee for the academy, (2) \$525 for hotel accommodations and (3) \$213.50 total per diem. After review, a Motion was made by Mr. **Hogue**, seconded by Mr. **Latimer** to approve the expenses presented for Chief Shelor to attend the Texas Fire Chief Conference as presented. The Motion passed 5 to 0.

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

TCFP is coming in and inspecting currently. No action taken.

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

After review, a Motion was made by Mr. **Parker**, seconded by Mr. **Latimer** to approve application of wall decals at Station 12. The Motion passed 5 to 0.

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 ON SUBMITTALS OF ADVANCE REQUEST(S) FOR PURCHASE OF ITEMS NECESSARY FOR DISTRICT OPERATIONS.

No requests received by the Board.

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 JANUARY 13, 2021.

The next regular meeting is tentatively scheduled for Wednesday, January 13, 2021, to commence at 4:00 p.m. Mr. Latimer will be unavailable to attend.

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 exercise the option to 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 exercise the option to enter Closed Session regarding personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Parker** made a motion, seconded by **Mr. Latimer** to adjourn the meeting at 5:15 P.M. The motion passed 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on January 13, 2021.

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

By: _____
David Parker
District Secretary