

MINUTES OF APRIL 3, 2025 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A public meeting was duly called by the Board of Commissioners of **Harris County Emergency Services District No. 29** on **April 3, 2025** which was held at **Fire Station 11** located at **12730 Champion Forest Drive, Houston, Texas 77066**.

CALL MEETING TO ORDER, ROLL CALL AND ESTABLISH A QUORUM.

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

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

Scott Morgan	Present
David Parker	Present
Jon Taylor	Present
Ed Wasser	Present
Scott Bay	Present

Also present at the meeting were Fire Chief Dan Shelor, District Fire and Life Safety Officer Division Chief Dustin Ledford, District Office Manager Kris Roszko, District HR Coordinator Felicia Clowson, Ira Coveler of Coveler & Peeler, P.C., District legal counsel, Christina Moore of Better Bookkeepers, Inc., Richard Starks with Mirror Lake Designs, Vish Madishetty of Versa and other members of the Department and public.

JOIN TOGETHER IN THE PLEDGE OF ALLEGIANCE.

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 then opened the floor to public comment, though none was forthcoming.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY DISTRICT FINANCIAL INSTITUTION MATTERS, INCLUDING BUT NOT LIMITED TO THE EXECUTION OF ANY NECESSARY DOCUMENTS AND RESOLUTIONS FOR ESTABLISHING DISTRICT ACCOUNTS AND ACCOUNT SIGNATORIES.

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A PROPOSAL FROM PAYCOM TO PROVIDE DISTRICT PAYROLL SERVICES.

The Board then took the agenda out of order to address Item No. 8 regarding a proposal from PayCom to provide payroll services to the District. Representatives Maddie Corza and Kristy Ross addressed Board, advising that unlike other platforms, PayCom was a single suite product rather than the combination of multiple softwares. Ms. Corza and Ms. Ross discussed a proposal including a three (3) year term which would offer a program with easy access and management for

employers and employees alike, also offering access to information through mobile apps. PayCom would also provide onsite training for employees, and could also be reached at their offices located near Memorial City in Town & Country. Ms. Clowson discussed the District's issues and experiences with Alliance, their current provider, and supported the move to PayCom. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the proposal as presented. Thereafter, the Motion passed by a vote of 5 to 0.

The Board then moved to Agenda Item No. 17 regarding the installation of a Firefighter Memorial at Station 11.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A PROPOSAL FOR THE INSTALLATION OF A FIREFIGHTER MEMORIAL AT STATION 11.

Chief Shelor advised the Board that the memorial had been planned for a year, and would be completed by Mirror Lake Designs and Vasa. He as well as the design teams from Mirror Lake Designs and Vasa then presented design plans for the project, including pictures and landscaping details for consideration. Landscaping services for the memorial would cost approximately \$43,599 and that work would be performed by Vasa and the hardscape work would be performed by Mirror Lake Designs and would total \$48,289.21. The Board then discussed names of former District and Department members who would be included on the initial memorial. Finally, the Board approved an initial budget for the operational bell for the memorial site at a cost not to exceed \$30,000. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Wasser**, to approve the proposal as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

The Board then moved to Agenda Item No. 6 regarding the payment of District bills.

TO PAY OR AUTHORIZE DISTRICT BILLS

The Board next reviewed District bills totaling \$76,054.84, including \$57,338.74 in ACH transfers. After review, Mr. **Wasser** made a Motion, seconded by Mr. **Bay**, to pay the District's bills as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND AUTHORIZE FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, PAYROLL EXPENSES AND CAPITAL EXPENSES, INCLUDING ANY NECESSARY ACH TRANSFERS.

Next, Mr. **Taylor** presented the Districts transfer requests in the following amounts:

1. Operations: \$77,775.62
2. Payroll: \$347,218.19
3. Admin: \$0.00

After review, Mr. **Wasser** made a Motion, seconded by Mr. **Bay**, to authorize payment of the District's transfers as presented. Thereafter the Motion passed by a vote of 5 to 0. No additional action was taken regarding ACH transfers.

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

The Board next reviewed minutes from the March 6, 2025 meeting. After review, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to approve the minutes as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT PRESENTED BY CHIEF DAN SHELOR.

Chief Shelor next presented the Fire Operations Report for February, stating one hundred ten (110) calls were received, fifty-four percent (54%) of which were EMS-related calls. Mutual aid was given thirteen (13) times to Cypress-Creek, Klein, Northwest, Ponderosa, Cy-Fair, and Jersey Village Fire Departments. In-District response times for the month averaged five minutes thirty-nine seconds (5:39). Two (2) fire events were noted, including a vehicle fire on February 15th, and a cooking fire on February 22nd. Lastly, Chief Shelor noted that a total of eight (8) car seats were installed for four (4) families during February, and another fifteen (15) had been installed during the month of March. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the report as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

The Board then received the March Fire & Life Safety ("FLS") Report from Division Chief ("DC") Dustin Ledford. DC Ledford first advised that a Knox box had been installed at a local oil & gas property, and another was installed at a local jewelry store on FM 1960. Members of the Division recently completed a walkthrough with representatives of Christchurch Baptist Fellowship to provide advice on safety concerns for the building. He next informed the Board that after observation, a local car wash property on 1960 was reported as an illegal dumping and shelter site, which led to one (1) arrest, and a "No Trespassing" warning for individuals using the property. Another property on Cutten Road was investigated by FLS officers after receiving complaints of illegal burning in the area. The property owner was advised of the dangers and rules surrounding such events, and assured officers he would no longer improperly burn materials on the property. Failure to comply would result in being reported to Harris County Pollution Control, and the Fire Marshal's Office if necessary.

DC Ledford next advised that the source of repeat false alarm calls at a local MHMR home had been located and addressed to reduce future nuisance calls to the Department, and reviewed safety concerns regarding several other local businesses and buildings. DC Ledford then advised the Board that that low hanging power lines on Wunderlich Rd. had been reported by Engine 11 and subsequently reported to authorities for repair. After being struck by a passenger vehicle, the line was raised by CenterPoint energy to avoid further road obstructions or accidents. He noted that the after-hours club which was previously addressed by District FLSO members and red-tagged by the Fire Marshal's Office, had now been turned over to the Harris County Attorney for remediation.

In March, twenty-four (24) pre-fire plans and safety surveys were completed, follow-ups were completed on sixteen (16) previous Fire Safety Surveys, forty-five (45) commercial names were updated with NorthCom, eleven (11) fire alarm reports were reviewed for billing, and seven (7) emergency responses were made. DC Ledford further stated that members of the Department recently attended training on the Emergency Networking program, while his Division had

completed an outline for ESD Fire & Life Safety Officer programs which would be presented at SAFE-D if chosen by the SAFE-D Board. He also noted that two (2) Safety Advisories were issued for emergency line personnel during the month. Regarding education and training, DC Ledford lastly advised that members of the Division had attended the Precinct 3 Safety Forum and quarterly PIO meeting, and that Captain Blount had recently completed TCOLE training.

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to accept the reports as presented. Thereafter, the Motion passed by a vote of 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 next presented proposals for upcoming training opportunities, including TECC classes in the amount of \$3,800, conference attendance in July for Ms. Roszko and Ms. Clowson in the amount of \$2,400, and a pumper training course through TEEEX for three (3) full-time employees in the amount of \$6,400. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser**, to approve the training expenses as presented. Thereafter, the Motion passed by a vote of 5 to 0.

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

The Board took no action regarding the District's budget.

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

The Board took no action regarding District policies and operating guidelines.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE TEXAS EMERGENCY COMMUNICATIONS CENTER.

Next, the Board discussed matters related to the Texas Emergency Communications Center ("TECC"). Chief Shelor informed the Board that Jersey Village would join TECC as of April 8, 2025. He further advised that the Harris County ESD No. 11 lawsuit involving TECC had been dismissed.

REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT CONSTRUCTION PROJECTS.

The Board then generally discussed District construction projects, including Station 12's fuel depot, and a new memorial which would be placed at the front of the station. No action was taken at this time.

The Board then addressed Agenda Item No. 5 related to the Bookkeeper's report.

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

Ms. Christina Moore of Better Bookkeepers, Inc. then advised the Board regarding monthly financial matters. Because the meeting was so early in the month, the District's financial report was not ready at this time. Though no report was presented, Ms. Moore advised that payments in January, February, and March had been missed to Texas Emergency Communications Center, and would be addressed shortly.

The Board then addressed Agenda Item No. 18 regarding the purchase of new mattresses.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF NEW DORMITORY MATTRESSES FOR STATION 12.

Chief Shelor next advised the Board that several mattresses at Station 12 had reached their end-of-life period, and required replacing. Seven (7) new mattresses would be purchased from the Verlo Mattress Store in the total amount of \$4,018 if approved by the Board. After review, Mr. Taylor made a Motion, seconded by Mr. Parker, to approve the purchase as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

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

Chief Shelor then informed the Board that two (2) new dishes through Starlink had been ordered, providing Wi-Fi service to Stations 11 and 12 at a cost of \$65 a month with \$1,900 equipment and startup costs for the system. No action was taken by the Board.

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

The Board took no action regarding Department requests.

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 Board took no action regarding the sale or disposal of District property.

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 REGULAR MONTHLY MEETING CURRENTLY SCHEDULED FOR APRIL 3, 2025.

The Board confirmed the next meeting date for Thursday, May 1, 2025 at 4:00 p.m.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).

The Board then reviewed Commissioner submittals for compensation. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the submittals as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §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 convene in Closed Session to consult with legal counsel or discuss sales tax matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

The Board did not convene in Closed Session to discuss real estate matters.

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

The Board convened in Closed Session to discuss personnel matters at 5:44 p.m.

The Board reconvened in Open Session at 6:24 p.m.


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

At this time, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the salary modification for Chief Dan Shelor as discussed in Closed Session. Thereafter, the Motion passed by a vote of 5 to 0.

ADJOURNMENT.

There being no further business brought before the Board, President **Morgan** adjourned the meeting at 6:26 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on May 1, 2025.

By: 
ED WASSER
Board Secretary