

**MINUTES OF DECEMBER 4, 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 **December 4, 2025**, which was held at **Fire Station 11** located at **12730 Champion Forest Drive, Houston, TX 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**, Board 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 Fire and Life Safety Officer Captain Brandon Blount, Ira Coveler (arriving 4:10 p.m.) and Melissa Wiggins of Coveler & Peeler, P.C., District legal counsel, Christina Moore of Better Bookkeepers, Inc., Ricardo Martinez of Martinez Architects, 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 opened the floor to public comment though none was forthcoming.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT CONSTRUCTION PROJECTS, INCLUDING BUT NOT LIMITED TO A STORAGE BUILDING AT STATION 12.**

Mr. Martinez informed the Board that construction documents for the new Station 12 logistics and storage building had been started, though a civil engineer was needed to show calculations and proof of adequacy related to the project's detention capacity. He presented basic drawings of the structure and discussed options for electrical service, security systems, access doors, and climate control concerns. Mr. Martinez advised that the project was anticipated to proceed with bidding for services beginning in Spring 2026, with substantial completion expected in December 2026 and total completion and warranty period ending in Fall 2027.

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

Mr. **Taylor** informed the Board that the five (5) new accounts at Frost Bank had been opened, and funds had been transferred accordingly. At least one (1) Cadence Bank account would remain open for now but could be closed in the future. He then stated interest in the District's TexPool account was higher than the previous month and noted the District's CD had matured and rolled into a new renewal period.

Chief Shelor then noted that a refund had been received related to expenses for a recently cancelled symposium event, and that those funds would be put toward the District's amazon account.

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

Ms. Christina Moore next presented the monthly Bookkeeper's report, noting higher interest income in the District's TexPool account, and also advising elevator repair fees and fees related to the new building at Station 12 were also included in this month's report. No unusual activity or matters of concern were presented.

**TO REVIEW, DISCUSS AND APPROVE PAYMENT OF DISTRICT BILLS.**

Mr. **Taylor** next addressed District bills for payment noting larger invoices related to insurance, construction projects, and the quarterly HCAD assessment fee. Chief Shelor requested permission to hold payment to Allegiant Concrete Construction, LLC until January as their work had not yet been completed, though Mr. Coveler suggested approving payment pending completion of the work in question. After review, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, to approve the payment of 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.**

Mr. **Taylor** next presented transfer requests in the following amounts:

|             |              |
|-------------|--------------|
| Operations: | \$228,624.59 |
| Admin:      | \$27,898.54  |
| Payroll:    | \$253,888.01 |

After review, Mr. **Wasser** made a Motion, seconded by Mr. **Bay**, to approve the transfers as presented in the total amount of \$510,411.14. Thereafter, the Motion passed by a vote of 5 to 0.

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

The Board next reviewed the minutes of the November 6, 2025 regular 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 monthly Operations report, stating one hundred and thirty-seven (137) calls were received in October, including fifteen (15) mutual aid calls to other Departments. Fifty-one percent (51%) of calls during the month were EMS-related. Average response times totaled four minutes fifty-two seconds (4:52). Chief Shelor lastly noted that Ms. Roszko had overseen the installation of nine (9) car seats for eight (8) families during the month of November with a year-to-date total of eighty-five (85) installations. After review, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, 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.**

Division Chief (DC) Dustin Ledford next presented the District's Fire & Life Safety Report for October and November 2025. During the month of October, three (3) prefire plans were completed, twenty-one (21) fire alarm bills were reviewed, thirty (30) business names were updated with dispatch, and four (4) emergency responses were made by the Department. DC Ledford also completed the Fire Service Chief Executive Officer program at TEEX during the month. Regarding community interactions, DC Ledford noted large complexes in the District with multiple occupancies which were being addressed for prefire plans and Knox Box installations. He also advised that two hundred sixty-six (266) Fire & Life Safety packets were distributed to local children during educational events for Fire Prevention Week.

During the month of November, five (5) prefire plans were completed, twenty-three (23) alarm bills were reviewed, thirty-two (32) business names were updated with dispatch, and ten (10) emergency responses were made by the Department. He next advised the Board regarding the installation of four (4) Knox Boxes at local business, and a recent fire extinguisher training event at PV Fluid Products. Fire and Life Safety Officer Brandon Blount also advised that after multiple alarm calls were made to a commercial complex on Cutten Road, the facility's entire alarm panel was being replaced, and would be followed up with a walkthrough and spot check by the Department. Three (3) additional Knox Boxes would also be installed at the property to cover all four (4) suites.

DC Ledford also provided updates regarding recent training events including the Greater Houston Area Fire Marshal Council Continuing Education class, as well as the Active Shooter Incident Management training with FEMA. He then noted multiple properties whose security measures, including security gates and Knox Boxes, were being updated, and advised the Board on safety alerts related to a vacant structure on Veterans Memorial Drive which had been reported to the County, and also a local "unhoused" encampment in the District's territory. DC Ledford

lastly informed the Board that the District was experiencing an influx of “unhoused” individuals due to the City of Houston forcing relocations in preparation for hosting the FIFA World Cup. There being no further discussion, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to approve the report as presented. Thereafter, the Motion passed by a vote of 5 to 0.

At this time, the Board returned to Agenda Item 8 related to transfers and payment of District bills. Mr. **Taylor** advised that additional funds were being transferred to the payroll account, bringing the account’s total transfer amount to \$388,888.01, for a total transfer amount of \$645,411.14 including all three (3) accounts, as discussed. Mr. **Wasser** restated his Motion to approve the transfers as presented, including this revised total. Mr. **Bay** seconded the Motion, and the Motion passed thereafter by a vote of 5 to 0.

The Board then returned to Agenda Item 11.

**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 requested approval for three (3) upcoming training and conference events, including the following:

1. Texas Fire Chiefs Academy – Two attendees- January 2026 - College Station - \$1,900
2. Second in Command – One attendee - January 2026 - College Station – \$1,300
3. SAFE-D Conference – Nine attendees - January 2026 - San Antonio – \$14,500

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the upcoming courses and related expenses as discussed. 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 BUDGETS.**

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, RELATED FACILITIES, VEHICLES OR EQUIPMENT.**

Chief Shelor advised the Board that Engine 11 had sustained minor damage in a traffic accident, and the matter had been referred to the District’s insurance company as the other vehicle owner had already filed a claim. 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.**

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.**

Chief Shelor presented a list of five (5) handheld radios and two (2) Motorola mobile radios for salvage, along with six (6) cradle point modems and one (1) chainsaw for donation to the Forestry Service. After review, Mr. **Wasser** made a Motion, seconded by Mr. **Bay**, to approve donation of the salvaged goods as presented. Thereafter, the Motion passed by a vote of 5 to 0.

**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).**

Four (4) Commissioner submittals were then reviewed for approval by the Board. After review, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to approve the submittals as presented. Thereafter, the Motion passed by a vote of 5 to 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 REGULAR MONTHLY MEETING CURRENTLY SCHEDULED FOR JANUARY 8, 2026.**

The Board then confirmed the next meeting date of Thursday, January 8, 2026.

**ANNOUNCEMENTS BY THE COMMISSIONERS OR CHIEF OF THE DEPARTMENT.**

Chief Shelor advised the Board that all registrations and hotel reservations for the upcoming SAFE-D conference in San Antonio had been completed.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL OR PURSUANT TO TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.**

The Board convened in Closed Session at 5:11 p.m. to consult with legal counsel.

The Board reconvened in Open Session at 5:31 p.m.

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

The Board did not meet in Closed Session to discuss personnel matters.

**TO RECONVENE IN OPEN SESSION AND REVIEW, DISCUSS AND TAKE ACTION ON ANY ITEMS DISCUSSED IN CLOSED SESSION.**

No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION ON AN ENGAGEMENT TO RECEIVE GOVERNMENTAL AFFAIRS SERVICES FROM COVELER & PEELER, P.C., AND THEIR RELATED CONTRACTORS.**

At this time, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to approve the engagement of Coveler & Peeler, P.C. and their related contractors to provide Government Affairs services. 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 5:32 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on January 8, 2026.

By: Ed Wasser  
**Ed Wasser**  
Board Secretary