

**MINUTES OF FEBRUARY 13, 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 **February 13, 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 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 Captain Brandon Blount, Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District legal counsel, Christina Moore of Better Bookkeepers, Inc., 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 first opened the floor to public comment, at which time Commissioner **Parker** thanked the Department members present for attending the meeting, and participating in District business.

**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.**

Next Mr. **Taylor** advised the Board additional funds from the District's current balance of \$14,800,000 could be transferred to TexPool where it would earn additional interest. \$3,000,000 was previously approved for transfer to the District's investment account in January, and the account earned approximately \$4,400 in interest. At this time, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to transfer \$5,000,000 into the Districts' TexPool account. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board took no action regarding the District's Bookkeeper report, and Ms. Moore stated that additional information would be presented for review at the March Board meeting.

**TO PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, PAYROLL EXPENSES AND CAPITAL EXPENSES, INCLUDING ANY NECESSARY ACH TRANSFERS.**

The Board then reviewed fund transfers required to address District bills and expenses. Mr. Taylor stated the following transfer amounts for approval:

- |                   |              |
|-------------------|--------------|
| 1. Operations     | \$289,901.67 |
| 2. Payroll        | \$544,845.97 |
| 3. Administration | \$539,268.94 |

Mr. Taylor then advised the Board, that \$500,000 would be moved from the Administration account to a Frost Bank CD as previously approved by the Board. After review, Mr. Wasser made a Motion, seconded by Mr. Bay, to approve the transfers as presented, and to authorize the payment of District bills. Thereafter, President Morgan called for a vote and 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).**

The Board next addressed Commissioner submittals. After review, Mr. Parker made a Motion, seconded by Mr. Wasser, to approve the submittal by Mr. Taylor in the amount of \$663 related to the recent SAFE-D conference. Thereafter, President Morgan called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board agreed to table the approval of January meeting minutes until the March Board meeting.

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

The Board then received the District's Fire Operations Report from Chief Shelor who announced that one hundred fifty-six (156) calls were received in the month of December. Mutual aid was received three (3) times, and given fifteen (15) times to Cypress-Creek, Klein, Northwest, Cy-Fair, and Ponderosa Fire Departments. Average Emergency/Non-Emergency response times in-District totaled five minutes fifty-six seconds (5:56), while Emergency response times in-District averaged five minutes twelve seconds (5:12) for the month of December. Chief Shelor last noted two (2) house fires which occurred during the month.

Chief Shelor then presented the Fire Operations Report for 2024, stating a total of one thousand five hundred twenty-one (1,521) calls were received throughout the year. Aid was given one hundred eighty-eight (188) times. Thirty-six percent (36%) of all calls during the year were EMS related. In-District Emergency response times for the year averaged five minutes thirty-eight seconds (5:38). Chief Shelor lastly noted one (1) fire incident during July in which two (2) civilians were rescued from a house fire thanks to the intervention of two (2) community members. He then informed the Board that the three (3) firefighters involved in that extraction would be receiving the 100 Club Award in recognition of their actions. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the reports as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next received the District's Fire & Life Safety report for January 2025 from Fire & Life Safety Officer Captain Brandon Blount. Captain Blount advised that during the month of January, forty-six (46) addresses had been updated with Dispatch for future emergency events, six (6) emergency responses were made, thirty-four (34) reports were reviewed for billing, eighteen (18) preplan/safety surveys were completed, and two (2) smoke detectors were installed. He next advised that the District's Emergency Networking system was live and operational after initial training had been completed, and that crews had updated information which could be used in future emergency situations for two (2) separate call locations. Efforts to address low utility lines which were previously reported on Coral Ridge were ongoing with Xfinity and CenterPoint Energy at this time.

Regarding recent fire events and interventions, Captain Blount advised that multiple fire calls had been received for an address on Christophers Place related to outdoor burning near a residence. Having visited the location and connected with the property owner, no additional calls for service had been made to this property as of February 13<sup>th</sup>. Captain Blount next informed the Board that a call was received on January 9<sup>th</sup> related to a trash fire which was determined to be a "warming fire" related to a single subject on scene by Precinct 4 constables. Though that subject was released by officers, Chief Ledford was later informed of the incident and followed up with investigators at the Harris County Fire Marshal's Office ("HCFMO"), who were then able to identify the subject as a suspect in reference to another local fire event. That subject was later arrested for additional unrelated warrants and will be charged with arson as well as criminal mischief. Captain Blount lastly advised the Board of an after-hours club on FM 1960 which had been inspected by Champions and HCFMO personnel, and which was red tagged by HCFMO for failure to file proper paperwork or receive compliance permits. Despite the red tag, he advised that the club would likely continue to operate and pay the required fines associated with the tag, rather than close operations, and implored any Champions personnel to report observations of business actions which could then be passed along to the HCFMO for further attention. After review, Mr. **Wasser** made a Motion, seconded by Mr. **Taylor**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and 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.**

The Board took no action regarding Department training matters.

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

Chief Shelor then presented a recent salary survey of surrounding Districts provided by the Aldine Fire Department, suggesting payroll increases for part-time and full-time Department firefighters, EO/Drivers, Captains, and District Chiefs on a percentage range from 0.25% up to 5% depending on position and designation. A full adoption of the suggested increases would represent an approximate \$5,000,000 adjustment to the District's current payroll figure. After review, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, to approve the each of the requested salary increases as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

Chief Shelor noted that modifications to the District's current payroll policy were needed due to Board approval of the previously discussed salary increases for District personnel. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Bay**, to approve the payroll policy as needed. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT CONSTRUCTION PROJECTS.**

The Board took no action regarding District construction projects.

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

At this time, Chief Shelor stated that the Station 11 heater upstairs had caught fire and needed to be replaced. Along with the heater, the duct work and discharge/return tiles in the hallway and dorm rooms would also need replacing since the cost of cleaning those units neared the cost of replacing them altogether. The District's insurance policy would cover the replacement, the cost of which totaled approximately \$39,000 with a \$5,000 deductible. No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ENGAGEMENT OF URE CONSULTING GROUP RELATED TO UPCOMING PROMOTION PROCESSES.**

Next, Chief Shelor informed the Board of an upcoming promotions process to stabilize current crews on B and C shifts. Two (2) positions for Full-time Captains had been posted, internally only, and three (3) applications had been received so far, though one (1) had since been withdrawn. No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF A CUSTOM RACK FOR AIR FILL STATION AND CYLINDERS.**

Chief Shelor then advised the Board that a new palletized system was requested for purchase utilizing the old bottles and fill station, to better assist with SCBA refills. A new SCBA compressor had recently been purchased which included a new fill station and new bottles. The

purchase of a new palletized system would allow the system to be moved between stations or locations on a trailer to refill SCBA bottles as needed. The cost of the system was quoted at \$5,220. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the purchase of a custom rack system as presented, at a cost not to exceed \$5,500. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AN ENGAGEMENT AGREEMENT WITH ORGANIZOLOGY ON AN AS-NEEDED BASIS.**

Chief Shelor next advised the Board that though the District's contract with Organizology as a full-service HR provider had been terminated, he requested approval for a new contract on an "as needed" basis to address potential future items. Mr. Coveler stated some revision to the draft contract was needed, but could be approved pending legal review and completion. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Wasser**, to approve the new contract with Organizology on an "as needed" basis. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

**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 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 MARCH 6, 2025.**

The Board next confirmed the upcoming District meeting for March 6, 2025, and requested an item be added to that agenda to address the purchase of additional modules through the Emergency Networking System regarding Fire Incident Reports. Chief Shelor advised the Board that the NFIRS system was being discontinued, and all Departments would be required to comply with new reporting regulations by October, 2025.

**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 meet in Closed Session to consult with legal counsel.

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

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


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

The Board took no action regarding personnel or real estate matters.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Wasser** made a Motion, seconded by Mr. **Parker**, to adjourn the meeting at 5:01 p.m. The Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on March 6, 2025.

By:   
**ED WASSER**  
Board Secretary