

MINUTES OF MARCH 6, 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 **March 6, 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 Fire and Life Safety Officer Captain Brandon Blount, District Office Manager Kris Roszko, District HR Coordinator Felicia Clowson, 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 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.

Mr. **Taylor** advised the Board that funds had been transferred to the new Frost account as approved by the Board in February. No further action was taken by the Board.

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

The Board next received the Bookkeeper's report from Ms. Christina Moore who stated some account expenses were higher in January due to annual subscription dues, but no items of note were presented. 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 PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, PAYROLL EXPENSES AND CAPITAL EXPENSES, INCLUDING ANY NECESSARY ACH TRANSFERS.

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

1. Operations: \$140,956.76
2. Payroll: \$324,793.04
3. Admin: \$0.00

After review, Mr. **Wasser** made a Motion, seconded by Mr. **Bay**, to authorize payment of the District's bills and transfers as presented. Thereafter the Motion passed by a vote of 5 to 0.

Next, Mr. **Taylor** advised that ACH transfers were requested in the amount of \$85,092.86. After review, Mr. **Parker** made a Motion, seconded by Mr. **Bay**, to approve the ACH transfers as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO CONDUCT AN ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY RELATED ACTION.

Next, Mr. **Coveler** advised the Board that the annual renewal of the District's Investment Policy was due, and stated no updates or revisions to the policy were being recommended at this time. The Board would, however, need to appoint a new Investment Officer. After review, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, to adopt the existing Investment Policy as discussed, and to appoint Commissioner **Jon Taylor** as the District's Investment Officer. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING TAX EXEMPTIONS FOR 2025.

Mr. **Coveler** then discussed tax exemptions for 2025. Due to the current political atmosphere and bills being reviewed by the legislature, Mr. **Coveler** recommended against altering tax exemptions for the 2025 fiscal year. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to adopt tax exemptions for 2025 in the following amounts:

Homestead:	0%
Over 65:	\$100,000
Disability:	\$100,000

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).

The Board next discussed Commissioner submittals, including those which had been paid prior to the meeting, and those requested for today's participation. Mr. **Taylor** presented four (4) claims, Mr. **Wasser** submitted five (5) claims, Mr. **Bay** submitted three (3) claims, and

Mr. **Morgan** submitted four (4) claims. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the submittals as presented. 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 minutes from the January 2nd and February 13th Board meetings. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser**, to approve both sets of 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 January, stating one hundred thirty-eight (138) calls were received, including fifty-six (56) EMS-related calls. Mutual aid was given nineteen (19) times to Cypress-Creek, Klein, Northwest, Little York, and Ponderosa Fire Departments, and received once. In-District response times for the month averaged five minutes thirty-five seconds (5:35). One (1) major commercial fire was noted, which occurred on January 9th. Chief Shelor next advised that the District's new car seat installation program had proved very popular even outside of the District's territory, and that five (5) seats were installed in January, and another eight (8) were installed in February. After review, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, 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 February Fire & Life Safety ("FLS") Report from Division Chief ("DC") Dustin Ledford. DC Ledford first advised that the low laying power lines on Coral Ridge Rd. had been raised, even if temporarily, and that permanent repairs to the poles were underway with CenterPoint Energy. He next informed the Board that a new Knox Box and keys had been installed at a local church, and that the after-hours club on 1960 was still being monitored. Two (2) Knox locks were being purchased by another local Inn, and FLS officers were able to assist a local facility in identifying the cause of multiple false alarm activations.

In February, physical assessment tests were completed for two (2) full-time Captain positions, thirty-four (34) pre-fire plans and safety surveys were completed, twenty-five (25) commercial names were updated with NorthCom, fourteen (14) fire alarm reports were reviewed for billing, and six (6) emergency responses were made.

DC Ledford next presented the overall 2024 FLS report, advising that two hundred eighty-eight (288) pre-plans and fire safety surveys were completed, two hundred thirty-three (233) business names were updated with NorthCom, two hundred (200) fire alarm reports were reviewed for billing, sixty-nine (69) emergency responses were made, twenty-five (25) safety alerts were reported to operations, twenty-one (21) Knox boxes and locks were installed, twelve (12) smoke detectors were installed, eleven (11) occupancies were turned over to Harris County Fire Marshal's Office, seven (7) fire investigation follow-ups were completed, and seven (7) public relations events were hosted.

During 2024, the FLS Division aided local businesses with developing emergency operation and fire safety plans, and worked closely with HCFMO to stop malicious 911 calls, and address public safety concerns involving local businesses, boarding facilities, multifamily dwellings, and community members. Division members also assisted in completing research projects, organizing and executing District testing and interview processes, information form developments, and other District business. Regarding education and training, members of the Division completed training through TCFP, DSHS, TCOLE, and obtained additional certifications including Master Fire Marshal (DC Ledford and Captain Blount), and Incident Safety Officer (Captain Blount). DC Ledford advised the Board on several goals for 2025, including improving record retention processes with digital platforms, upgrading fire prevention programs, addressing the need for identifying address/suite numbers for commercial occupancies, and continuing to build and strengthen relationships between the District and local business owners.

After review, Mr. **Wasser** made a Motion, seconded by Mr. **Taylor**, 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.

The Board took no action related to upcoming training expenses.

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 REGARDING DISTRICT CONSTRUCTION PROJECTS.

The Board then discussed District construction projects, including Station 12's fuel depot, and a new memorial which would be placed at the front of the station. Both projects were still under review without firm cost estimates. More information would be provided in April, and no action was taken at this time.

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

Chief Shelor next informed the Board that the Station 11 elevator required a new emergency phone system. TKE provided a quote for a cellular dialing system for the elevator for a cost of \$3,445.72, with a \$55/month monitoring charge. A working phone system was required to pass annual elevator inspections, and Chief Shelor explained the District would own all of the equipment through TKE. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser**, to approve the purchase of elevator equipment through TKE as presented. Thereafter, 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 TO APPROVE THE ESTABLISHMENT OF A CAD CONNECTION FROM TEXAS EMERGENCY COMMUNICATION CENTER TO THE DISTRICT'S EMERGENCY NETWORKING SERVICES.

Next, Chief Shelor advised that as the District would be moving to Emergency Networking from ESO, it was necessary to approve and establish a link between NorthCom (Texas Emergency Communication Center) and the District's Emergency Networking system. He further advised that Harris County ESD No. 7 was interesting in establishing the same link, and would share the cost with ESD 29. Establishing the link between the two entities would cost a total of \$23,820, though that would be reduced to \$11,910 if split with ESD 7.

When asked, Chief Shelor explained that customer services and support with ESO had been difficult or nonexistent, and Emergency Networking was better suited to the District's needs at this time. After discussion, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, to approve the establishment of a CAD link between NorthCom and the District's Emergency Networking System. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF ADDITIONAL SOFTWARE MODULES RELATED TO THE DISTRICT'S EMERGENCY NETWORKING SYSTEM.

Chief Shelor next advised, along with moving to the Emergency Networking System ("ENS"), additional modules were needed to create relevant reports and scheduling data for the District. The current standard, NFIRS, was being discontinued and replaced with NERIS. Two additional modules were therefore being requested for purchase for the District's ENS related to fire reports in the amount of \$1,750 and scheduling in the amount of \$500. Annual fees for the modules, and CAD connection would total \$3,250, along with a one-time fee of \$1,659 for implementation of the fire suite and data import. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the purchase of additional modules as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION TO ENGAGE STREAMLINE TO MAINTAIN THE DISTRICT'S WEBSITE.

The Board next discussed engaging Streamline to assume responsibility for the District's website which was currently run through GoDaddy. Chief Shelor would continue to control the website, though Streamline would move the current site to an updated platform. He then presented multiple quotes for service plans through Streamline, in addition to their \$1,500 set up fee. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the second-tier plan at a cost of \$368 per month. Thereafter, the Motion passed by a vote of 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.

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, April 3, 2025 at 4:00 p.m.

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 did not convene 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.

PRESENTATION OF RECOGNITION AND PINNING FOR RECENT PROMOTIONS.

Chief Shelor informed the Board that the pinning ceremony was scheduled for 6:00 p.m. Mr. Coveler advised that the meeting could be recessed until that time, or adjourned at the Board's discretion. No action was taken by the Board.

ADJOURNMENT.

There being no further business brought before the Board, President Morgan adjourned the meeting at 5:13 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on April 3, 2025.

By: 
ED WASSER
Board Secretary