

MINUTES OF JANUARY 2, 2025 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A public meeting was duly called by the Board of Commissioners of the **Harris County Emergency Services District No. 29** on **Thursday, January 2, 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
Commissioner	Vacant

Also present at the meeting were Fire Chief Dan Shelor, District Fire and Life Safety Officer Division Chief Dustin Ledford, 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.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG AND TO THE TEXAS FLAG.

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, though none was forthcoming.

TO REVIEW AND DISCUSS THE APPOINTMENT OF A NEW DISTRICT COMMISSIONER TO FILL A VACANCY AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0445

At this time, Mr. **Wasser** made a Motion, seconded by Mr. **Parker**, to appoint Mr. Richard **Scott Bay** to the Board of Commissioners, to fill a current vacancy and complete a term lasting through May 31, 2028.

TO ADMINISTER OATH OF OFFICE TO APPOINTED COMMISSIONER

Mr. Coveler next administered the Oath of Office to Commissioner **Bay**.

TO REVIEW AND DISCUSS ANNUAL CONFLICTS OF INTEREST REQUIREMENTS UNDER LOCAL GOVERNMENT CODE §176.003 (CONFLICTS DISCLOSURE STATEMENT REQUIRED) AND §171.004 (AFFIDAVIT AND ABSTENTION FROM VOTING REQUIRED).

Ms. Wiggins next reviewed conflict of interest declarations and affidavits with the Board regarding any potential conflicts between personal and ESD businesses and interests. No action was taken by the Board.

TO REVIEW AND DISCUSS ACCESS TO PERSONAL INFORMATION UNDER THE PUBLIC INFORMATION ACT, INCLUDING REVIEW OF SECTIONS 552.024, 552.117 AND 552.1175. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY DISTRICT FINANCIAL INSTITUTION MATTERS.

Ms. Wiggins next reviewed confidential information redaction forms with the Board as required and provided for under Government Code 552.024. No action was taken by the Board.

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.

Regarding District financial institutions, Ms. Wiggins informed the Board that a resolution and identification documents had been requested by Frost Bank to open the new bank account, and reviewed those documents with the Board. Mr. **Taylor** noted that after the transfer, \$500,000 would be moved to Frost Bank in ninety (90) day CDs. Mr. **Taylor** then made a Motion, seconded by Mr. **Wasser**, to execute any necessary bank documents related to opening the new account and transferring necessary funds, and to approve the full Board, including Mr. **Scott Bay**, as signers on the new Frost account. The Motion passed by a vote of 5 to 0.

The Board then discussed current account balances, and after reviewing those figures with Ms. Moore, Mr. **Parker** expressed his preference to invest as much as possible, or at least thirty percent (30%) of District funding in order to increase interest earnings on those funds. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Wasser**, to invest \$3,000,000 in the District's Texpool account. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Chief Shelor lastly noted that Mr. **Wasser** and Mr. **Bay** needed to be added to the District's other bank accounts as well, and requested that Ms. Roszko be added to the administration account and assigned a District credit card. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to address account matters as discussed, and provide Ms. Roszko with a District credit card. 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 next received the bookkeeper's report from Ms. Christina Moore who noted that delinquent income tax revenues for November had totaled \$386,000. She then noted the monthly reports included figures for retirement benefits for 2025, and a water pump unit installation. There being no other questions of note, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser**, 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 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. Operating - \$116,061.97
2. Payroll - \$438,071.61
3. Admin - \$37,453.77

After review, Mr. **Wasser** made a Motion, seconded by Mr. **Bay**, to approve the transfers and bill payments 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 ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).

Chief Shelor then presented submittals from Mr. **Morgan** and Mr. **Wasser** for approval and payment. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay** to approve payment of the submittals 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 TO ENGAGE THE DISTRICT'S AUDITOR FOR FY 2024

Ms. Wiggins next reviewed the District's terms of engagement with McCall Gibson Swedlund Barfoot Ellis, PLLC for the 2024 fiscal year audit. Mr. Coveler noted that the increase in cost of audit services reflected the increase in full-time personnel, and additional accounting which was now required of the District. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser**, to approve the engagement of the District's auditor for 2024 as discussed. 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 next discussed minutes from the December 5, 2024 meeting. President **Morgan** and Mr. **Wasser** noted corrections and clarifications for the minutes as presented. Thereafter, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser**, to approve the minutes pending amendments as discussed. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0, with Mr. **Bay** abstaining.

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

Chief Shelor then provided the Department's operations report for November, stating ninety-eight (98) calls were received, including twelve (12) mutual aid calls with Cypress Creek, Klein, Cy-Fair, Little York, and Northwest Fire Departments. EMS incidents constituted thirty-four percent (34%) of the month's calls. After review, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, 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 RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Next the Board received the December Fire & Life Safety report from Division Chief Ledford, who immediately noted a new business on Scyrus Lane which was already properly equipped with a Knox Box and keypad, and awaiting the installation of another Knox Box at the front door. The property further boasted a 6,424-gallon tank for fire suppression needs. DC Ledford then noted that Responder 360 has developed new icons to note the locations of solar panels and shut-off systems to help with location pre-planning in case of emergency.

DC Ledford then advised the Board regarding local business interventions, that unpermitted work had been observed at a red-tagged business on Bourgeois Road which was then reported to Harris County Fire Marshal's Office ("HCFMO"), and another unpermitted after-hours night club had also been identified and turned over to HCFMO, HCDA, TABC, and HCPCT 4. During an after-hours operation, DC Ledford and Fire & Life Safety Officer Brandon Blount were additionally able to identify and address a fire suppression system and alarm being red-tagged, multiple fire safety concerns, and an event venue which is now under new management.

As previously reported, DC Ledford again noted the low hanging power lines on Coral Ridge Road, and informed the Board that Comcast and CenterPoint had been made aware of the situation, and were going to address the issue. The Fire & Life Safety Division had also recently been contacted by, and had the opportunity to assist an elderly resident with the installation of smoke and CO detectors, while also providing advice for the purchase and installation of a new home fire extinguisher. Members of the Division also recently provided a safety talk related to fire extinguishers, smoke detectors, emergency lighting and general fire safety tips with Draylon Healthcare Services.

During the month of December, sixty-one (61) pre-fire plans & surveys were completed, fifty-four (54) businesses were updated with dispatch, seven (7) emergency responses were made, two (2) businesses were turned over to HCFMO, twenty (20) reports were reviewed for billing, and two (2) gate codes for multifamily complexes were identified as invalid and updated with dispatch and R360. DC Ledford lastly informed the Board that during December, FLSO Blount attended the Klein ISD Safety & Security Meeting, DC Ledford attended the Harris County Tax Dashboard training event, and the Department hosted a retirement party for Ms. Cheryl Rogers, who officially retired as the Department's Office Manager of January 2025.

After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, 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 next discussed upcoming training classes, and was advised by Chief Shelor that rooms and registration fees had been made for four (4) Commissioners, and four (4) District personnel to attend the upcoming SAFE-D conference, in the amount of \$9,700. After review, Mr. **Wasser** made a Motion, seconded by Mr. **Taylor**, to approve the expense 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 ANY MATTERS RELATED TO THE DISTRICT'S BUDGET.

The Board took no action regarding District budgets.

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 guidelines.

TO REVIEW, DISCUSS AND TAKE ACTION TO ENGAGE MARTINEZ ARCHITECTS TO ADDRESS MATTERS RELATED TO THE STATION 12 FUEL DEPOT

Next the Board discussed Station 12 fuel depot construction matters. Chief Shelor advised the Board that the depot would be installed near the dumpster at Station 12, as that area already had security lighting and nearby cameras. He recommended Martinez Architects to work on the project, and stated that Mr. Martinez would be sending over contact information for companies that specialized in these projects. Chief Shelor advised that different options and pricing information for various enclosure material options would be reviewed, but stated a preference for a brick façade around the enclosure rather than merely chain-link. After review, Mr. **Wasser** made a Motion, seconded by Mr. **Parker**, to engage Martinez Architects to complete work on the Station 12 fuel depot at a fee not to exceed \$10,000.

TO 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 an emergency repair of a broken domestic water supply pipe had been completed by Best Plumbing at Station 12, the bill for which was not yet available.

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 REGULARLY MONTHLY MEETING CURRENTLY SCHEDULED FOR FEBRUARY 6, 2025.

The Board next discussed the upcoming District meeting and agreed to reschedule the next Board meeting to Thursday, February 13, 2025 due to the upcoming SAFE-D convention.

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. **Taylor** made a Motion, seconded by Mr. **Wasser**, to adjourn the meeting at 5:06 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