

MINUTES OF JANUARY 8, 2026 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 **Thursday, January 8, 2026**, which was held at **Fire Station 11** located at **12730 Champion Forest Drive, Houston, TX 77066**.

CALL MEETING TO ORDER, ROLL CALL AND ESTABLISH QUORUM

The meeting was called to order at 4:01 p.m., by **Ed Wasser**, Board Secretary and Chairman for the meeting.

Commissioner **Wasser** announced that a quorum was present. Those Commissioners present were:

Scott Morgan	Absent
David Parker	Present (arriving at 4:05 p.m.)
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 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.

Chairman **Wasser** next determined that the Board agenda should be taken out of order. At this time, the Board addressed Agenda Item No. 9 related to the 2025 audit.

TO REVIEW, DISCUSS AND TAKE ACTION TO ENGAGE AN AUDITOR FOR THE DISTRICT'S 2025 AUDIT.

Mr. Coveler presented an engagement continuance letter from the District's auditors, McCall Gibson Swedlund Barfoot Ellis, PLLC ("McCall Gibson") related to the 2025 audit. He reviewed terms of the engagement, and stated the cost of the audit was comparable to the previous year. After discussion, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to approve the engagement of McCall Gibson as discussed. Thereafter, the Motion passed by a vote of 3 to 0.

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

Mr. Coveler then advised the Board regarding the 2026 Investment Policy. No revisions were being suggested at this time, as the current policy was in line with the requirements of the Texas Public Funds Investment Act. At this time, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to reappoint Mr. **Taylor** as the District's Investment Officer, and to re-adopt the current policy as presented. Thereafter, the Motion passed by a vote of 3 to 0.

Mr. **Parker** arrived at 4:05 p.m., at which time the Board returned to Agenda Item No. 5 regarding the District financial report.

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** informed the Board that funds could now be moved to the Frost Bank administrative account. Chief Shelor inquired if sales tax revenue could be directly deposited into TexPool, and was advised that doing so was legal, but would not provide the same records showing deposits and receipt of funds by the District. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the transfer of \$5,000 to the District's Frost Bank administrative account. Thereafter, the Motion passed by a vote of 4 to 0.

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 District's financial report, advising that no exceptional expenses or issues were observed during the month. She inquired if an upcoming \$4,500 refund should be attributed to the 2025 or 2026 accounts, and was told 2026 was most appropriate. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the report as presented. Thereafter, the Motion passed by a vote of 4 to 0.

At this time, the Board returned to Agenda Item No. 4 related to Construction.

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

Mr. Ricardo Martinez updated the Board regarding construction documents and processes, stating schematic designs for the project were due on January 8th, and that documents would likely be sent out at the end of the month with permitting occurring in mid-February. Brick samples would be provided to match the existing Station exterior as much as possible. The Board questioned current drainage designs without impacting the surrounding pavement. Mr. Martinez requested approval for Chief Shelor to sign permit applications for the project when they became available. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Parker**, to authorize Chief Shelor to sign permit and other documents as required to address the project as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

At this time, the Board returned to Agenda Item No. 7 related to District bills.

TO PAY OR AUTHORIZE DISTRICT BILLS AND 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:	\$149,039.02
Payroll:	\$595,659.68
Admin:	\$50,914.29

After review, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to approve the transfers as presented in the total amount of \$795,612.99 and to pay the District bills. Thereafter, the Motion passed by a vote of 4 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 advised that three (3) submittals had been provided to the Board for approval. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the submittals as presented. Thereafter, the Motion passed by a vote of 4 to 0.

At this time, the Board addressed Agenda Item No. 11 related to the May 2026 election.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD IN MAY 2026.

Mr. Coveler presented an Order of Election for the May 2, 2026 Commissioner election. Two (2) positions were up for election, applications for which had been posted to the Districts' website, and which were due by February 13th. He advised the Board that if no additional applications were received, the election could be cancelled in March. After discussion, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to call for the May 2, 2026 election, and approve the Order and other matters related to the same as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

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

The Board then reviewed minutes of the December 4, 2025 regular meeting. Mr. **Wasser** asked some clarification questions related to the District's construction projects. After discussion, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to approve the minutes as discussed and revised. Thereafter, the Motion passed by a vote of 4 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 fifty-three (153) calls were made during the month of November, including fifteen (15) mutual aid calls to other Departments. Chief Shelor stated that forty-six percent (46%) of calls during the month were EMS-related and the average response time was four minutes thirty seconds (4:30). Chief Shelor

noted lastly that Ms. Roszko had overseen the installation of eleven (11) car seats for eleven (11) families during the month of December, with a year-to-date total of eighty-six (86) installations. Mr. **Parker** requested a report be presented in February showing the increase in District call volume from 2020 through 2025. 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 4 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 December 2025. In December, thirty-four (34) addresses and business names were updated with dispatch, eighteen (18) billing reports were reviewed, and one (1) emergency response was made by District crews. Eighteen (18) requests were closed at the end of the year after follow-up visits were completed by Fire and Life Safety Officers. DC Ledford also advised the FLS Division had assisted with conducting Physical Agility Tests and interviews for four (4) potential new full-time employees.

He next informed the Board that the Division was now reviewing all incident reports involving activated fire alarms, and working with TECC representatives and ESD personnel to adequately address reports and issues with commercial and private properties in the District. DC Ledford then advised that a local gated community had completed all repairs to their Knox system, allowing access through both the entrance and exit gates for emergency apparatus.

He lastly noted that crews participated in a multi-day training for vehicle extrication events, including the use of eight (8) vehicles provided by CESD. 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 4 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.

No action was taken by the Board.

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

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 then discussed with the Board about the possibility of the installation of a gate to create a secure parking area of eight (8) to ten (10) parking spaces at Station 11. The impacted parking lot was shared between the District and the local HOA. He advised that permission would

be needed from the MUD next door to allow the fence on the edge of their property, and to grant them gate access as well. The Board discussed different parking configuration options, and encouraged Chief Shelor to obtain more information for further discussion in February. No further action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF A BATTERY OPERATED ELECTRIC "RAM" FOR RESCUE OPERATIONS.

Chief Shelor presented a request for a new battery-operated telescoping ram from Holmatro in the amount of \$13,656.13. He advised the Board that the price would increase in January, and requested approval for the purchase now to avoid the price increase. After discussion, Mr. Taylor made a Motion, seconded by Mr. Bay, to approve the purchase at a cost of up to \$15,000. Thereafter, the Motion passed by a vote of 4 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.

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.

No action was taken by the Board.

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 FEBRUARY 5, 2026.

The Board then confirmed the next meeting date of Thursday, February 5, 2026.

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.

No action was taken by the Board.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to adjourn the meeting at 5:10 p.m. Thereafter, the Motion passed by a vote of 4 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on February 5, 2026.

By: 
Ed Wasser
Board Secretary