MINUTES OF OCTOBER 1, 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 **October 1, 2026** 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 of the meeting, who announced that a quorum of Commissioners was present. The Commissioners present for the meeting were:

Scott Morgan	President
Dave Parker	Vice President
Jon Taylor	Treasurer
Ed Wasser	Secretary
Scott Bay	Commissioner

Also present at the meeting were Fire Chief Dan Shelor, Assistant Chief of Professional & Community Services Dustin Ledford, Fire and Life Safety Division Chief 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 COMMENTS.

Commissioner **Parker** thanked the District for their participation in the recent funeral service for Retired Fire Chief Hardy. Chief Shelor then presented a Letter of Commendation to Assistant Chief Ledford related to his service to the District.

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

Chief Shelor advised that a construction dumpster would be delivered on October 2nd, with dirt work to begin on site Monday, October 5th. He noted that brick samples were being reviewed for the exterior finishes, and an issue with the detention pond was being addressed by the project engineer. He lastly advised that construction meetings would take place on the first Tuesday of every month prior to the monthly Board meeting.

TO REVIEW, DISCUSS AND APPROVE PAY APPLICATIONS RELATED TO DISTRICT CONSTRUCTION PROJECTS.

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.

Mr. **Taylor** advised that the Huntington Bank accounts could soon be closed. Mr. Coveler reviewed and discussed differences between TexPool investment accounts, and accounts through TexPool Prime, describing the risk factors and advising that both accounts were compliant with the District's Investment Policy. No 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.

Ms. Christina Moore then presented the monthly bookkeeper's report, advising that almost all District vendors had moved to ACH payments from paper checks. No unusual activity or exceptional transactions were addressed to the Board. After review, Mr. **Wasser** 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 PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, PAYROLL EXPENSES AND CAPITAL EXPENSES, INCLUDING ANY ADDITIONAL TRANSACTIONS, REVERSALS, AND/OR ACH TRANSFERS.

a. Station 12 Loan Pay-off

Mr. **Taylor** next presented District bills for payment in the total amount of $187,273.98 including US Digital Designs, Miovision, Texas Mutual, and a fifty percent (50%) downpayment related to bills for repairs at Station 11, and requested approval for fund transfers in the following amounts:

Frost:

Operations:	$229,111.63
Payroll:	$370,325.55

Following the discussion, Mr. **Bay** made a Motion, seconded by Mr. **Wasser,** 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.

Chief Shelor next advised the Board that paying off the loan for Station 12 construction would cost $2,147,250, and recommended against that action as the District made more money in interest on those funds than they would benefit from an early payoff. No action was taken by the Board.

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 then reviewed four (4) Commissioner submittals for compensation. After review, Mr. **Bay** made a Motion, seconded by Mr. **Wasser,** 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 APPROVE THE DISTRICT MEETING MINUTES OF PRIOR MEETING(S).

The Board then reviewed minutes of the September 3, 2026 meeting. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay,** to approve the minutes 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 DEPARTMENT'S FIRE OPERATIONS REPORT PRESENTED BY CHIEF DAN SHELOR.

Chief Shelor then provided the monthly Operations Report, stating one hundred nine (109) calls were made during the month of August. Thirty-seven percent (37%) of those calls were EMS related. Mutual aid was given six (6) times to Klein and Little York Fire Departments, and was received four (4) times from Cypress Creek, Klein, and Northwest Fire Departments. Average response times for the month totaled four minutes fifty-four seconds (4:54). Six (6) car seat installations were overseen for five (5) families during the month of September, for a year-to-date total of fifty-one (51) seats for forty-three (43) families. 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 RECEIVE, DISCUSS AND TAKE ACTION ON THE PROFESSIONAL & COMMUNITY SERVICES REPORT.

Division Chief Brandon Blount next presented the monthly Professional and Community Services report, advising thirty (30) preplan surveys, nine (9) fire alarm follow ups, four (4) complaint follow ups, and nine (9) emergency responses were completed during the month of September. Thirty-five (35) addresses were also updated with Dispatch. DC Blount reviewed updates to area Knox box and lock installations in the District.

Assistant Chief Ledford then informed the Board of training opportunities during the month which included HAZMAT training with the Fire Marshal's Office, and Peer Support training for the District's new Peer Support Team. Ten (10) members of the new Support Team completed an eight (8) hour course through Ironclad Wellness. During the month of September, the Training Division logged three hundred eighty-eight (388) hours of training. Three (3) members completed TCFP courses and would soon complete state testing. Twenty-one (21) spots were recently filled by District personnel members for the District's newly formed New Hire, Promotion, and Task-Book committees.

During the month of September, the District held a memorial service in honor of the 25th anniversary of the September 11th attacks, and participated in the funeral service of Retired Fire Chief Hilland Hardy. Chief Ledford and DC Blount then advised the Board regarding a recent structure fire response, including concerns of over occupancy at the property. Chief Ledford lastly noted that Ms. Kris Roszko, District Office Manager and Child Passenger Safety Technician had participated in a National Seat Check car seat event with Safe Kids Greater Houston and Texas Children's Hospital which resulted in seventy-five (75) car seat inspections, and provided forty-nine (49) car seats to children in need. There being no further discussion, Mr. **Wasser** 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.

Chief Shelor next presented a training request related to the Texas Fire Chief's workshop which would take place in December, in San Antonio, Texas. Expenses related to the event totaled $1,200. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay,** to approve the training 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 ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, TRAINING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.

b. PTO Policy

c. TCDRS Contributions

Chief Shelor then advised the Board regarding contribution options to the District's TCDRS pension fund which was currently set at a 2:1 match rate. Other options included:

1) Maximum match rate: 2.5:1
   Contribution for 100%: $275,000

2) Match Rate: 2.25:1
   Contribution for 100%: $165,000

3) Match Rate: 2:1
   Contribution for 100%: $50,000

Chief Shelor advised the Department had reviewed a different plan for 2027, but that the TCDRS plan would be better for the District. He recommended moving to the 2.25 match rate, though the local standard amongst other Districts was 2:1. Moving to the 2.25:1 plan would require approximately $16,000 above the anticipated budget amount. The Board discussed benefits and challenges associated with the various plans. After discussion, President **Morgan** made a Motion, seconded by Mr. **Wasser,** to approve moving to the maximum plan with a match rate of 2.5:1,

with an additional contribution of $275,000. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next discussed the District's proposed PTO policy which would combine vacation and sick time under paid time off. Chief Shelor advised the Board regarding updates from the current policy including maximum accruals, time requirements, and the addition of separation pay out, and the ability to sell back banked PTO each December. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser,** to approve the policy as presented, pending legal review. 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.

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, APPARATUS, VEHICLES OR EQUIPMENT.

Chief Shelor advised the Board that the District's 2016 utility truck needed restriping, along with replacement headlights and speakers, and the addition of an in-dash backup camera to allow for towing usage. Three (3) quotes were received, and he recommended EVS to restripe the vehicle, at a cost of $1,396. Including other repairs and replacements, the overall project expense totaled approximately $3,500. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Taylor,** to approve the repairs at a cost not to exceed $4,000. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next discussed a potential addition to the Station 11 memorial. Two (2) bids were received to add an additional block to the current memorial garden, explaining the significance of the memorial, and requesting respect from visitors. Installing an engraved concrete block would cost approximately $1,700, while a limestone version would cost approximately $11,697. The Board discussed expanding the memorial to include members of the early Fire Department, and requested additional information before any action would be taken.

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 NOVEMBER 5, 2026.

No action was taken by the Board.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.

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. **Parker** made a Motion, seconded by Mr. **Bay,** to adjourn the meeting at 5:31 p.m. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

By: Ed Wasser

Ed Wasser
Board Secretary