

**MINUTES OF THE NOVEMBER 2, 2021 MEETING OF THE
HARRIS-FORT BEND EMERGENCY SERVICES DISTRICT NO. 100**

A Meeting was duly called of the Board of Commissioners of **HARRIS-FORT BEND EMERGENCY SERVICES DISTRICT NO. 100**, which was held, **NOVEMBER 2, 2021**, at the offices of the District Training Center, 16005 Bellaire Blvd., Houston, Texas 77083.

The Board addressed Agenda item 1 and the meeting was called to order at 7:06 P.M., by **DALE TERRY**, President and presiding officer of the meeting. Those Commissioners present were **DALE TERRY, STEVE FOWLER, MARY BLONDELL, ROBERT PEREZ** and **JEFF JERNBERG**. Also, in attendance was Fire Chief **Bobby Clark**, Assistant Chief **Johnny Mitchel**, and Assistant Chief **Josh Taylor** of Community Protection Agency, Inc., (referred to herein as the "Department" and commonly known of as Community Volunteer Fire Department"), **Dennis Maldonado**, Director of Technology, **Ryan McKnight**, Director of WestComm, **Brian Gazaway**, Operations Manager of WestComm, **Kris Parrent** from Conclusive Coding, and **David Manley** of Coveler & Peeler, P.C., the District's legal counsel.

The Board addressed Agenda item 2 and opened the floor to receive public comment. None was received.

The Board next addressed Agenda item 3 to approve the Minutes of Prior District Meetings. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **FOWLER** to approve the September Meeting Minutes. After discussion, the Motion was approved by a vote of 5 - 0. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **FOWLER** to approve the October Meeting Minutes. After discussion, the Motion was approved by a vote of 4 - 0. Mr. **PEREZ** abstained.

The Board addressed Agenda item 4, to review, discuss and act on retention of the District's bookkeeper. Mr. **TERRY** and Ms. **BLONDELL** informed the Board that the District's current bookkeeper, Myrtle Cruz, as elected not to continue in their role as the District's bookkeeper. Sealed bids were requested from three other bookkeepers, including Precision Utility, Municipal Accounts, and RIT Financial. Mr. Manley disclosed he has a financial interest in RIT Financial. Precision Utilities and RIT Financial responded to the bid request. After review of the proposals received, RIT Financial was the lowest bid. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **JERNBERG** to retain RIT Financial as the District's Bookkeeper. After further discussion, the Motion was approved by a vote of 4 - 1, with Mr. **PEREZ** opposed.

The Board then addressed Agenda item 5 and received a report / presentation from the Department's EMS training division. No action taken.

The Board addressed Agenda item 6 and received a Treasurer's Financial Report including the Financial Report prepared by **MYRTLE CRUZ, INC.**, the District's bookkeeper. Ms. **BLONDELL** presented the report prepared by Myrtle Cruz, Inc. The Board then addressed the payment of District operating bills including the payment of Commissioner fees in accordance with District policy and proper documentary support. For additional details, please see Financial Report. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **PEREZ** to approve the financial report and the payment of District operating bills as presented. For a more detailed overview of the District's financial condition, see the financial report on file with the District. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 7, to review and act regarding adoption of the District's 2021 Investment Policy. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **PEREZ** to retain the current Investment Policy. After discussion, the Motion was approved by a vote of 5 - 0.

The Board addresses item 8 regarding commissioner compensation requests. After review, a Motion was made by Mr. **PEREZ**, seconded by Ms. **BLONDELL**, to approve commissioner compensation requests as submitted: Mr. **TERRY** had attended nine (9) meetings for which he was requesting compensation. Mr. **PEREZ** had attended one (1) meeting for which he was requesting compensation. Mr. **FOWLER** had attended two (2) meeting for which he was requesting compensation. Ms. **BLONDELL** had attended five (5) meetings for which she was requesting compensation. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 9, to review and renew the District's Workers' Compensation policy with Texas Mutual Insurance Company. A Motion was made by Mr. **JERNBERG**, seconded by Mr. **PEREZ** to approve \$2,700 for out of network coverage, payable to Texas Mutual Insurance Company. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 10 to review and act on amendments to District's 2021 budget. A Motion was made by Mr. **PEREZ**, seconded by Mr. **JERNBERG** to decrease the 2021 budget for the Dispatch Center by \$2,000,000, changing it from \$8,000,000 to \$6,000,000. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 11. A Motion was made by Mr. **PEREZ**, seconded by Mr. **FOWLER**, to ratify the continuing contract with the current law firm pursuant to §6.30 of the Property Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract. After discussion, the Motion was approved by a vote of

5 - 0.

The Board next addressed Agenda item 12. A Motion was made by Mr. **PEREZ**, seconded by Mr. **FOWLER**, to impose additional penalty on delinquent taxes pursuant to §33.07 of the Property Tax Code and adoption of a Resolution regarding same for taxes. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 13. A Motion was made by Mr. **PEREZ**, seconded by Mr. **FOWLER**, to impose additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Property Tax Code and adoption of a Resolution regarding same. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 14. A Motion was made by Mr. **PEREZ**, seconded by Mr. **FOWLER**, to impose an early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Property Tax Code and adoption of a Resolution regarding same. After discussion, the Motion was approved by a vote of 5 - 0.

The Board addressed Agenda item 15 and received a report from Mr. Parrent from Conclusive Coding. Mr. Parrent updated the Board on the Department's Social Media exposure and events. No action taken.

The Board next addressed Agenda items 16 and 17 together and received an operations and financial report from Community Volunteer Fire Department. Chief Clark provided a summary of responses and activity. After review, a Motion was made by Mr. **JERNBERG**, seconded by Mr. **FOWLER**, to approve reimbursement of payroll expenses in the amount of \$348,158.10, and operational expense in the amount of \$391,931.61. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 18. A Motion was made by Mr. **FOWLER**, seconded by Ms. **BLONDELL**, to approve donating out of date (> 10 years old) Fire Gear. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 19. Chief Clark stated that a fifth ambulance will be placed in service beginning January 2022, leaving only one ambulance in reserve. He informed the Board that new ambulances will not be delivered until 2023. He also informed the Board that there may be an opportunity to purchase an ambulance from Westlake Fire Department and would get more information. No action taken.

The Board next addressed Agenda items 20 regarding the acquisition of new election equipment from Hart Intercivic for future District elections. A Motion was made by Mr. **JERNBERG**, seconded by Ms. **BLONDELL**, to participate in the pool to purchase new equipment. After discussion, the Motion was approved by a vote of 5 - 0.

No action was taken on Agenda items 21 – 22.

The Board next addressed Agenda items 23 - 24, to review, discuss and act on matters related to building the new dispatch center and the operation of new and interim dispatch center. Mr. McKnight, Mr. Gazaway and Mr. Maldonado provided the Board with an update of current activities. Mr. McKnight informed the Board that he would like to initiate an Incident Dispatch Team on a trial basis. This would consist of a dispatcher to be dispatched on location for major events to pair up with the incident commander to improve facilitation of dispatching. He reported that they were expecting to start dispatching for Fulshear on or around November 15, 2021. He reported ESD 200 is anticipated to become a service provider soon and that additional space will be required for equipment. He also requested permission to hire an additional dispatcher per shift, bringing the total to four dispatchers per shift. A Motion was made by Mr. **FOWLER**, seconded by Mr. **JERNBERG** to approve the request to hire an additional dispatcher. After discussion, the Motion was approved by a vote of 5 - 0. Mr. Maldonado's first day of employment with the District was November 1, 2021. He reported the costs for the interim dispatch center were expected to be approximately \$100,000 less than anticipated.

The Board went into closed session to discuss personnel matters at 9:41 and came out of closed session at 10:30.

The Board next addressed agenda item 28. No Action taken on items discussed in closed session.

The Board set the next regular meeting for December 7, 2021, at 7:00 pm.

There being no further business brought before the Board, and no objection made to concluding the meeting, the meeting adjourned at 10:30 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on January 4, 2022.

**HARRIS-FORT BEND EMERGENCY
SERVICES DISTRICT NO. 100**

By: 

STEVE FOWLER

Secretary of the Board