

**MINUTES OF THE DECEMBER 7, 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, **DECEMBER 7, 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 7:22 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** (who arrived at 8:22 PM). Also, in attendance was Fire Chief **Bobby Clark** and Assistant Chief **Johnny Mitchel** 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. This item was tabled to be addressed at the January 2022 meeting.

The Board then addressed Agenda item 4 and received a report / presentation from the Department's Special Operations and Logistics division. No action taken.

The Board addressed Agenda item 5 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 Mr. **FOWLER**, 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 4 - 0.

The Board addresses item 6 regarding commissioner compensation requests. After review, a Motion was made by Ms. **BLONDELL**, seconded by Mr. **FOWLER**, to approve commissioner compensation requests as submitted: Mr. **TERRY** had attended five (5) meetings for which he was

requesting compensation. Mr. **PEREZ** had attended two (2) meetings for which he was requesting compensation. Mr. **FOWLER** had attended three (3) meetings for which he was requesting compensation. Ms. **BLONDELL** had attended three (3) meetings for which she was requesting compensation. Mr. **JERNBERG** had attended one (1) meeting for which he was requesting compensation. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 7. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **FOWLER**, to approve the Interlocal Agreement for the Collection of Taxes between Fort Bend County and the District. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 8 to review and act on amendments to District's 2021 budget. No action was taken.

The Board next addressed Agenda item 9 and received a report from Mr. Parrent from Conclusive Coding. Mr. Parrent updated the Board on the Department's Social Media exposure and events. Mr. Parrent informed the Board that the District's moving to a new web hosting site, and that Dennis Maldonado will take over responsibility for website and email security. He also informed the Board that he will provide a budget for the proposed groundbreaking ceremony. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **TERRY** to approve up to \$10,000 for the groundbreaking ceremony. After discussion, the Motion was approved by a vote of 5 - 0. Mr. Parrent also provide the Board with information and options for obtaining time-lapsed video of the construction of the new dispatch center. A Motion was made by Mr. **PEREZ**, seconded by Ms. **BLONDELL**, to approve the purchase of time lapse camera system up to \$11,000. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda items 10 and 11 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. **PEREZ**, seconded by Ms. **BLONDELL**, to approve reimbursement of payroll expenses in the amount of \$349,397.24 and operational expense in the amount of \$436,133.30. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 12, disposal of surplus equipment No action was taken.

The Board next addressed Agenda item 13. Chief Clark informed the Board that the ambulance at Westlake Fire Department was no longer available. A Motion was made by Mr.

PEREZ, seconded by Mr. **JERNBERG**, to increase the budget for the Motorola Radios by \$14,000, to \$334,918. Motion passed 5 – 0.

The Board next addressed Agenda item 14 regarding needed improvements or repairs to the District’s stations and related facilities. A Motion was made by Mr. **FOWLER**, seconded by Mr. **PEREZ**, to authorize up to \$9,072 to purchase new furniture for the Stations. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 15 regarding needed repairs to the District equipment, vehicles or apparatus. A Motion was made by Mr. **FOWLER**, seconded by Ms. **BLONDELL**, to authorize up to \$9,000 to purchase a used vehicle from one the Department’s members to use to carry supplies between stations. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda items 16-17, 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 requested authorization to acquire GSI Mapping Services at a cost of \$9,000 up front, with \$1,800 in recurring monthly. A Motion was made by Mr. **FOWLER**, seconded by Ms. **BLONDELL** to approve the request. After discussion, the Motion was approved by a vote of 4 – 1, with Mr. **PEREZ** voting no.

The Board did not go into closed session.

The Board next addressed agenda item 21. No Action taken.

The Board set the next regular meeting for January 4, 2022, 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 10:20 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