

**MINUTES OF THE JANUARY 4, 2022 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, **JANUARY 4, 2022**, 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 7:19 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, **Ira Coveler** and **David Manley** of Coveler & Peeler, P.C., the District's legal counsel. **Randy Parr** and **Amanda Coveler** with RIT HR and RIT Financial were also in attendance.

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

Mr. **TERRY** addressed Agenda item 17 in part and provided the Board with an update on the construction of the new dispatch center. The Board was informed that foundation piers were scheduled to be poured on Wednesday, January 5, 2022, but were delayed until Friday January 7, 2022, pending Board approval. Mr. **TERRY** informed the Board that the final permit has not been received, and was waiting on the City of Houston's approval, at which time Fort Bend County was expected to provide the final permit. Shane Rowe and Joby Copley informed the Board that they did not believe there would be any changes or issues with the receiving the permit, and that any potential changes would not have any effect on the piers. They were confident that they could continue with pouring the piers as scheduled, prior to receiving the final permit with little risk of having to make any significant changes after the permits were received. Mr. **TERRY** made a Motion, seconded by Ms. **BLONDELL**, to continue with pouring the piers as scheduled in order to prevent delays in the construction of the Dispatch Center. After review and discussion, the Motion passed 4-0, with Mr. **PEREZ** abstaining.

The Board next addressed Agenda item 3. Mr. Coveler informed the Board of the need for the Board to plan on holding an election. He reviewed the costs and logistics of doing so, and the cost savings that were being achieved by participating in a Pool with the other ESDs. A Motion was made by Mr. **PEREZ**, seconded by Ms. **BLONDELL** to approve an Order calling for an election

under Texas Health and Safety Code Section 775.0345, to approve an Order approving and appointing Coveler and Peeler as the Agent for the election; to approve an Order appointing Lina Alverado as an Early Voting Clerk, with a Deputy Early Voting Clerk to be named at a later date; to approve an Order establishing and designating Election Precincts and Polling Places; to approve an Order establishing and designating Early Voting Polling Places; to approve an Order adopting form of Notice of District Election; to approve a contract with Hart InterCivic, Inc. for election services, and to approve a contract with KNOWiNK for election services. After review and discussion, the Motion passed 5 – 0. Mr. **TERRY** left the meeting at 7:45 P.M.

The Board next addressed Agenda item 4 to approve the Minutes of Prior District Meetings. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **JERNBERG** to approve the minutes for the November 2, 2021 and November 22, 2021 meetings. After discussion, the Motion passed 4 – 0. A Motion was made by Mr. **FOWLER**, seconded by Ms. **BLONDELL** to approve the minutes for the December 7, 2021, and December 10, 2021 meetings. After discussion, the Motion passed 4 – 0.

The Board then addressed Agenda item 5, to receive a report / presentation from the Department's Divisions. No report was received.

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. The following bills were presented, but were not in the Bookkeeper's Report:

RIT HR (December)	\$4,225.68
Coveler & Peeler (December)	\$6,267.00
Standard Insurance	\$874.91
Beam Dental	\$2108.40
Jeff Jernberg	\$138.53

For a more detailed overview of the District's financial condition, see the financial report on file with the District. 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. After discussion, the Motion was approved by a vote of 4 - 0. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **PEREZ**, to authorize the Commissioners to execute the documents necessary to provide Randy Parr and RIT Financial the required access to the District's bank accounts, and remove Myrtle Cruz. After

discussion, the Motion passed 4 – 0.

The Board addressed item 7 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 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 one (1) meeting for which he was requesting compensation. Ms. **BLONDELL** had attended four (4) meetings for which she was requesting compensation. Mr. **JERNBERG** had attended two (2) meetings for which he was requesting compensation. After discussion, the Motion was approved by a vote of 4 - 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 Groundbreaking Ceremony was scheduled for January 22, at 10:00 A.M. He has purchased some hard hats and shovels, as well as secured tents, chairs, a stage, etc. and that he has come in under the \$10,000 budget authorized. He will look into providing some refreshments as well. He also notified the Board that the end of the year video was now on Facebook, and that they are working on putting together yearbooks for the Department. A Motion was made by Mr. **PEREZ**, seconded by Ms. **BLONDELL**, to authorize \$12,000 to offset the Department's expenses for the purchase of the yearbooks. After discussion, the Motion passed 4 – 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 \$350,197.51 and operational expense in the amount of \$591,679.50. After discussion, the Motion was approved by a vote of 4 - 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 and Assistant Chief Taylor informed the Board that there were ambulances expected to be auctioned off via sealed bid as part of Cypress Creek's bankruptcy proceedings. A Motion was made by Mr. **PEREZ**, seconded by Ms. **BLONDELL** to authorize up to \$120,000 to bid on two ambulances at the Department's discretion.

Mr. Taylor will try to get an estimate of their value prior to placing the sealed bids. After review and discussion, the Motion passed 4 – 0.

The Board next addressed Agenda item 14 regarding needed improvements or repairs to the District's stations and related facilities. No action taken.

The Board next addressed Agenda item 15 regarding needed repairs to the District equipment, vehicles or apparatus. No action taken.

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, and Mr. Maldonado provided the Board with an update of current activities. Mr. McKnight notified the Board that the 2022 invoices have been sent to the participating districts and provided the Board with an updated budget for their review. Mr. Maldonado informed the Board of the need for additional equipment to add Waller ESD 200 to the group of current service providers. Mr. Maldonado informed the Board that the additional equipment will cost approximately \$72,000, and that he was requesting the District purchase equipment in the amount of \$30,348.11. with ESD 200 paying the remainder. A Motion was made by Mr. **FOWLER**, seconded by Ms. **BLONDELL** to approve the amount requested. After review and discussion, the Motion passed by a vote of 3 – 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 February 1, 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 February 1, 2022.

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

By: 

STEVE FOWLER
Secretary of the Board