

**MINUTES OF THE FEBRUARY 2, 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, **FEBRUARY 2, 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 7:05 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 WestCom, **Brian Gazaway**, Operations Manager of WestCom, **Kris Parrent** from Conclusive Coding, **David Manley** of Coveler & Peeler, P.C., the District’s legal counsel. **Randy Parr** 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.

The Board next addressed Agenda item 3. No action was needed.

The Board went into closed session at 7:05 to discuss real estate issues, and came out of closed session at 7:30.

The Board next addressed Agenda item 4 to approve the Minutes of Prior District Meetings. A Motion was made by Mr. **PEREZ**, seconded by Mr. **JERNBERG** to approve the minutes for the January meetings as presented. After discussion, the Motion passed 5 – 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 RIT Management, the District’s bookkeeper. Mr. Parr presented the report. 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 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 5 - 0.

The Board addressed Agenda item 7. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **JERNBERG** to add Randy Parr and Amanda Coveler to the District's bank accounts and authorize them to pay bills and transfer money as necessary. After discussion, the Motion passed 5 – 0.

The Board addressed item 8 regarding commissioner compensation requests. After review, a Motion was made by Mr. **PEREZ**, seconded by Mr. **JERNBERG**, to approve commissioner compensation requests as submitted: Mr. **TERRY** had attended seven (7) meetings for which he was requesting compensation. Mr. **PEREZ** had attended six (6) meetings for which he was requesting compensation. Mr. **FOWLER** had attended three (3) 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 5 - 0.

The Board next addressed Agenda item 9 to review and act on amendments to District's 2022 budget. No action was taken.

The Board next addressed Agenda item 10, to review the District's Investment Policy. A Motion was made by Mr. **PEREZ**, seconded by Mr. **FOWLER** to name Ms. **BLONDELL** as the District's Investment Officer. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 11, to engage engineering firm to formulate current district boundaries. No action taken.

The Board next addressed Agenda item 12 and received a report from Mr. Parrent from Conclusive Coding. Mr. Parrent updated the Board on the Department's Social Media exposure and events. A Motion was made by Mr. **TERRY**, seconded by Mr. **FOWLER** to cancel the groundbreaking event for the new dispatch center. After discussion, the Motion passed 5 – 0.

The Board next addressed Agenda items 13 and 14 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 \$475,838.81 and operational expense in the amount of \$499,540.10. After discussion, the Motion was approved by a vote of 5 - 0.

The Board next addressed Agenda item 15, disposal of surplus equipment. No action was taken.

The Board next addressed Agenda item 16. Chief Clark and Assistant Chief Taylor informed the Board that Frasier has an ambulance available for sale. A Motion was made by Mr. **FOWLER**, seconded by Mr. **PEREZ**, to purchase the ambulance, with the necessary graphics, for \$55,000. After review and discussion, the Motion passed 5 – 0.

The Board next addressed Agenda item 17 regarding needed improvements or repairs to the District's stations and related facilities. A Motion was made by Mr. **PEREZ**, seconded by Mr. **TERRY** to authorize up to \$25,000 to purchase furniture for stations 1 & 2. After review and discussion, the Motion passed 5 – 0. A Motion was made by Mr. **PEREZ**, seconded by Mr. **FOWLER**, to approve \$17,000 for roof repairs / maintenance at Station 2. After review and discussion, the Motion passed 5 – 0.

The Board next addressed Agenda item 18 regarding needed repairs to the District equipment, vehicles or apparatus. No action taken.

The Board next addressed Agenda items 19-20, 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. Becky Densmore provided a summary of First Response Mental Health Services. No action taken.

The Board went into closed session again at 10:00 to discuss personnel issues, and came out of closed session at 10:30.

The Board next addressed agenda item 24. A Motion was made by Mr. **FOWLER**, seconded by Mr. **PEREZ** to hire an additional four dispatchers if needed to accommodate servicing Missouri City. After review and discussion, the Motion passed 5 – 0.

The Board set the next regular meeting for March 1, 2022, at 7:00 pm. The Board further decided to start having regular monthly meetings on the first and third Tuesdays of the month.

There being no further business brought before the Board, and no objection made to concluding the meeting, the meeting adjourned at 10:36 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on March 1, 2022.

HARRIS-FORT BEND EMERGENCY SERVICES DISTRICT NO. 100

By:


STEVE FOWLER

Secretary of the Board