

**MINUTES OF THE MAY 2, 2023 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, **MAY 2, 2023**, at the offices of the District Training Center, 16005 Bellaire Blvd., Houston, Texas 77083.

The District considered and acted upon the following matters:

The meeting was called to order at 6:10 p.m. by Dale Terry, Board President, who announced that a quorum was present. Those Commissioners present were: **DALE TERRY, STEVE FOWLER, JEFF JERNBERG** and **KEN ARRINGTON**. **MARY BLONDELL** was unable to attend. Also, in attendance was Assistant Chief **Johnny Mitchel** of Community Protection Agency, Inc., (referred to herein as the “Department” and commonly known of as Community Volunteer Fire Department”), Kris Parrent with Conclusive Coding and **David Manley** of Coveler & Peeler, P.C., the District’s legal counsel.

The Board proceeded to address the following:

**2. To receive public comment.**

None was received.

**3. To receive an operations and financial report from Community Volunteer Fire Department, and to take any necessary action thereon, including to receive and approve the Department payroll and expense totals from the previous month.**

Chief Mitchell provided a summary of responses and activity. After review, a Motion was made by Mr. **FLOWLER**, seconded by Mr. **JERNBERG**, to accept the reports and approve reimbursement of payroll expenses. After discussion, the Motion was approved by a vote of 5 to 0.

**4. To receive a report from the Conclusive Coding representative regarding the District’s social media presence as well as other assigned projects.**

Mr. Parrent provided the Board with an overview of the District’s significant responses and social media presence. Samantha Smith reviewed and updated the Board on the the Department’s recruiting and Fire Academy. A Motion was made by Mr. **JERNBERG**, seconded by Mr. **ARRINGTON** to approve the report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

**5. To review and take action on disposal of surplus equipment.**

No action taken.

6. **To review, discuss and take action on acquisitions or needed repairs to the District's supplies, equipment, vehicles or apparatus.**

No Action taken.

7. **To review, discuss and take action on construction, needed improvements or repairs to the District's facilities.**

The Department will provide the Board with recommended options regarding the future of old Station 1. No action taken.

8. **To review, discuss and take action on matters related to construction projects.**

No action taken.

9. **To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.**

No action taken.

10. **To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

No action taken.

11. **To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

No action taken.

12. **To take action on matters discussed in closed session.**

No action taken.

13. **To discuss and take action to confirm the next regular monthly meeting date as well as any items that need to be on the next meeting agenda.**

The Board set the next regular meetings for Tuesday, May 9, 2023 at 6:00 p.m.

14. **Adjournment.**

There being no further business brought before the Board, and no objection made to concluding the meeting, the meeting adjourned at 7:10 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on June 13, 2023.

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

By:  \_\_\_\_\_  
**KEN ARRINGTON**  
Secretary of the Board