

**MINUTES OF THE JULY 11, 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, **JULY 11, 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 6:22 p.m. by Dale Terry, Board President, who announced that a quorum was present. Those Commissioners present were: **DALE TERRY, STEVE FOWLER, JEFF JERNBERG, KEN ARRINGTON** and **MARY BLONDELL**. Also, in attendance was Fire Chief **Bobby Clark**, Assistant Chief **Johnny Mitchell**, Assistant Chief **Josh Taylor** of Community Protection Agency, Inc., (referred to herein as the "Department" and commonly known of as Community Volunteer Fire Department"), Kris Parrent of 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 review, discuss, and act on approval of prior meeting minutes.**

Tabled.

4. **To review, discuss and act on the Treasurer's Financial Report, payment of District operating bills, payment of budgeted capital expenses and payment of operations funding pursuant to the service agreement with the Department, audit, and to review, discuss and act on District Investments and any necessary banking authorizations and pledge agreements.**

A Motion was made by Ms. **BLONDELL**, seconded by Mr. **ARRINGTON** to approve paying the District's bills as presented. After discussion, the Motion was approved by a vote of 5 - 0. Katie Norris was not present, and the approval of the financial report was tabled until she could attend and answer questions regarding the report.

5. **To review and act on the summary of the 10/20 Year Write Off pursuant to the Property Tax Code §33.05 for the "Limitation on Collection of Taxes."**

A Motion was made by Mr. **JERNBERG**, seconded by Mr. **ARRINGTON** to authorize the 10/20 Year write offs as presented. After discussion, the Motion was approved by a vote of 5 - 0.

- 6. 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 Clark provided a summary of responses and activity. After review, a Motion was made by Ms. **BLONDELL**, seconded by Mr. **JERNBERG** to accept the reports and approve reimbursement of payroll expenses in the amount of \$605,621.81, and operational expense in the amount of \$649,463.02. After discussion, the Motion was approved by a vote of 5 - 0.

- 7. To review and act on amendments to District's 2023 budget.**

No action taken.

- 8. 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. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **ARRINGTON** to approve the report as presented. After review and discussion, the Motion passed by a vote of 5 - 0.

A Motion was made by Ms. **BLONDELL**, seconded by Mr. **ARRINGTON** to approve renewing and upgrading Drone licenses beyond the visual flight, in the amount of \$2,500. After review and discussion, the Motion passed by a vote of 4 - 0.

- 9. To review and act on disposal of surplus equipment.**

No action taken.

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

A Motion was made by Mr. **JERNBERG**, seconded by Mr. **FOWLER** to approve the purchase of 11 new tough books from an approved vendor. After review and discussion, the Motion passed by a vote of 5 - 0.

Mr. **ARRINGTON** made a motion, seconded by Mr. **FOWLER** to approve purchasing a new motor for the high-water vehicle in the amount of \$26,622. After review and discussion, the Motion passed by a vote of 5 - 0.

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

A Motion was made by Commissioner **JERNBERG**, seconded by Commissioner **ARRINGTON**, to authorize executing the substantial completion documents for the new dispatch center. After review and discussion, the Motion passed by a vote of 5 to 0.

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

No action taken. See item 11 above.

13. To review, discuss and act on matters related to operation of dispatch center.

Mr. McKnight provided the Board with an update of current operations and activities. Mr. Maldonado provided an update on technology. A Motion was made by Mr. **FOWLER**, seconded by Ms. **BLONDELL**, to accept the report as presented. After discussion, the Motion passed by a vote of 5 to 0. A Motion was made by Commissioner **ARRINGTON**, seconded by Commissioner **BLONDELL**, to approve the service agreement with Brazoria County ESD 3, pending legal review and modifications. After review and discussion, the Motion passed by a vote of 5 to 0.

14. 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.

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

No action taken.

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

No action taken.

17. To take action on matters discussed in closed session.

No action taken.

18. 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 a Special Budget Meeting for July 25, 2023 at 6:00 p.m.

15. Adjournment.

There being no further business brought before the Board, and no objection made to concluding the meeting, the meeting was adjourned at 8:50 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on August 1, 2023.

HARRIS-FORT BEND EMERGENCY SERVICES DISTRICT NO. 100

By: 

KEN ARRINGTON
Secretary of the Board