

**MINUTES OF THE SEPTEMBER 5, 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, **SEPTEMBER 5, 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 6:16 p.m. by Dale Terry, Board President, who announced that a quorum was present. Those Commissioners present were: **DALE TERRY, STEVE FOWLER, MARY BLONDELL** and **JEFF JERNBERG**. **KEN ARRINGTON** was unable to attend. 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.

**3. To review, discuss and act on approval of prior meeting minutes.**

This item was tabled.

**4. To review, discuss and act on payment of District operating bills and take action on District Investments and any necessary banking authorizations and pledge agreements.**

A Motion was made by Ms. **BLONDELL**, seconded by Mr. **FOWLER**, to approve payment if the invoice received from the Houston Chronicle in the amount of \$11,187.80. After discussion, the Motion was approved by a vote of 4 - 0.

**5. 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 and a copy of the Department's annual audit. After review, a Motion was made by Mr. **JERNBERG**, seconded by Ms. **BLONDELL**, to accept the reports and approve reimbursement of payroll expenses in the amount of \$873,322, and operational expense in the amount of \$530,914.30. After discussion, the Motion was approved by a vote of 4 - 0.

6. **To receive a report from Conclusive Coding 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. **JERNBERG** to approve the report as presented. After review and discussion, the Motion passed by a vote of 4 – 0.

7. **To review and act on disposal of surplus equipment.**

A Motion was made by Mr. **JERNBERG**, seconded by Ms. **BLONDELL**, to authorize the Department to donate surplus hydraulic rescue tools to the Texas Forest Service. After review and discussion, the motion passed 4 – 0.

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

No action taken.

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

Chief Mitchell provided an update on the demolition and construction for Station 92. A Motion was made by Mr. **FOWLER**, seconded by Ms. **BLONDELL** to approve \$1,550 for Samson Steele Burglar Bars to secure old Station 1. After review and discussion, Motion passed by a vote of 4 to 0.

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

Steve Vanlee provided the Board with information related to properties available in the area for the proposed water rescue facility. Mr. **FOWLER** made a motion, seconded by Mr. **JERNBERG** to authorize Mr. Vanlee to proceed with a letter of intent with the terms discussed in closed session. After review and discussion, the motion passed 4 – 0.

11. **To review, discuss and take action regarding the District's participation in the Katy Area Safety Fest scheduled for Saturday, September 16, 2023.**

A Motion was made by Mr. **FOWLER**, seconded by Mr. **JERNBERG** to authorize \$17,000 for the Katy Area Safety Fest. After review and discussion, the motion passed 4 – 0.

12. **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.

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

The Board went into closed session at 7:38 and came out of closed session at 8:00 pm.

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

The Board went into closed session at 9:00 pm and came out of closed session at 9:50 pm.

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

Mr. **FOWLER** made a motion, seconded by Mr. **JERNBERG** to authorize Mr. Vanlee to proceed with a letter of intent with the terms discussed in closed session. After review and discussion, the motion passed 4 – 0.

16. **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, September 12, 2023 at 6:00 p.m.

17. **Adjournment.**

There being no further business brought before the Board, and no objection made to concluding the meeting, the meeting was adjourned at 9:51 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on October 2, 2023.

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

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