MINUTES OF JULY 9, 2026 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

A public meeting was duly called by the Board of Commissioners of **Harris County Emergency Services District No. 29** on **July 9, 2026,** which was held at **Fire Station 11** located at **12730 Champion Forest Drive, Houston, Texas 77066**.

CALL MEETING TO ORDER, ROLL CALL AND ESTABLISH A QUORUM.

The meeting was called to order at 4:01 p.m., by **Scott Morgan,** President and Chairman of the meeting, who announced that a quorum of Commissioners was present. The Commissioners present for the meeting were:

Scott Morgan	President
Dave Parker	Vice President
Jon Taylor	Treasurer
Ed Wasser	Secretary
Scott Bay	Commissioner

Also present at the meeting were Fire Chief Dan Shelor, Division Chief Dustin Ledford, Fire and Life Safety Officer Brandon Blount, Ira Coveler and Melissa Wiggins, District legal counsel, Ricardo Martinez of Martinez Architects, Christina Moore of Better Bookkeepers Inc., Jennifer Day of McCall Gibson Swedlund Barfoot Ellis, PLLC, and other members of the Department.

JOIN TOGETHER IN THE PLEDGE OF ALLEGIANCE.

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas.

TO RECEIVE PUBLIC COMMENT.

No public comments were forthcoming.

TO RECEIVE THE DISTRICT'S 2025 AUDIT REPORT FROM MCCALL GIBSON, AND TO DISCUSS AND TAKE ACTION RELATED TO THE SAME.

Ms. Jennifer Day of McCall Gibson Swedlund Barfoot Ellis, PLLC presented the District's 2025 financial audit, who advised that an unmodified opinion was being issued. No material issues or deficiencies were found related to the District's finances or accounting processes, though she stated information related to payroll and time accrued in December 2025 was still needed to complete the report. The Board asked a few other questions related to the audit and requested that the 2025 audit be presented again in August, including any needed revisions or additions, for final approval. No further action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH MACO CONSTRUCTION FOR THE CONSTRUCTION OF THE DISTRICT'S LOGISTICS BUILDING.

Next, the Board addressed a contract with MACO Construction related to the District's Station 12 logistics building construction project. Following a discussion related to the selection of MACO Construction, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser,** to approve the agreement with MACO Construction pending finalization by Chief Shelor and legal counsel. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Mr. Martinez next provided updates on the project, stating the project Letter of Intent would be sent to subcontractors now that MACO Construction has been awarded the Station 12 logistics building construction project. He also advised that one (1) comment had been received from Harris County Engineering regarding the project and that the comment had already been addressed and resolved. Finally, Mr. Martinez reported that additional information related to scheduling and final cost would be provided when available from Maco Construction.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING EXECUTING AN EASEMENT AGREEMENT WITH GREENWOOD FOREST HOMEOWNERS' ASSOCIATION RELATED TO THE DISTRICT'S STATION 11 FENCING PROJECT.

The Board then reviewed an easement agreement between the District and Greenwood Forest Homeowners' Association for the Station 11 fencing project. Following the presentation, Mr. **Taylor** made a Motion, seconded by Mr. **Bay,** to approve the agreement pending finalization by Chief Shelor and legal counsel. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY DISTRICT FINANCIAL INSTITUTION MATTERS, INCLUDING BUT NOT LIMITED TO THE EXECUTION OF ANY NECESSARY DOCUMENTS AND RESOLUTIONS FOR ESTABLISHING DISTRICT ACCOUNTS AND ACCOUNT SIGNATORIES.

Chief Shelor next requested the addition of a District credit card through Frost Bank for the Logistics Captain to allow for supply purchases when needed, with a limit of $2,000. Following the presentation, Mr. **Taylor** made a Motion, seconded by Mr. **Bay,** to approve the additional credit card and proposed $2,000 limit as discussed. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO RECEIVE A REPORT FROM BETTER BOOKKEEPERS, INC., THE DISTRICT'S BOOKKEEPER, AND TAKE ACTION ON THE TREASURER'S REPORT.

Ms. Christina Moore next presented the monthly bookkeeper's report, noting changes to the transfers which were previously approved by the Board in July. Following the presentation, Mr. **Taylor** made a Motion, seconded by Mr. **Wasser,** to approve the $100,000 transfer made after the July regular meeting as needed to reconcile the accounts. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Ms. Moore advised the Board that minimum balances were being maintained in both Huntington and Frost payroll accounts, and noted that the Frost credit cards were being paid through the Huntingdon administrative account. Mr. **Taylor** advised he would move those payments to the Frost administrative account. Following the presentation, Mr. **Bay** made a Motion, seconded by Mr. **Wasser,** to approve the report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next moved to agenda item No. 10 regarding Commissioner submittals.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).

Four (4) submittals for compensation were presented for review and approval. Following the presentation, Mr. **Taylor** made a Motion, seconded by Mr. **Bay,** to approve the submittals as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO APPROVE THE DISTRICT MEETING MINUTES OF PRIOR MEETING(S).

The Board then reviewed the June 4, 2026 regular, and June 26, 2026 special meeting minutes. Following the presentation, Mr. **Wasser** made a Motion, seconded by Mr. **Bay,** to approve both minutes as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE DEPARTMENT'S FIRE OPERATIONS REPORT PRESENTED BY CHIEF DAN SHELOR.

Chief Shelor then presented the monthly fire operations report, stating one hundred fourteen (114) calls were made during the month of May. Approximately fifty-eight percent (58%) of those calls were EMS related. Mutual aid was received once from Northwest Fire Department and given once to Cypress Creek Fire Department. Average response times for the month totaled five minutes five seconds (5:05). Six (6) car seats installations were overseen for five (5) families during the month of June, with a year-to-date total of twenty-nine (29) completed car seat installations. Following the presentation, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, to approve the report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION ON THE FIRE & LIFE SAFETY REPORT.

Fire and Life Safety Division Chief Dustin Ledford presented the monthly Fire & Life Safety report advising nine (9) fire alarm follow ups, seventy-eight (78) pre-plan surveys, and five (5) complaint follow ups were completed during the month of June. Thirty-four (34) businesses were updated with dispatch, six (6) emergency responses were made, and four (4) Knox boxes were also installed during the month.

Fire and Life Safety Captain Brandon Blount next addressed five (5) complaint follow-ups in the District's territory related to fire hydrants, Knox Box access, fire alarms, and other issues. District Chief Ledford then advised the Board regarding a recent ALERRT Rapid Response training event with local law enforcement, and the installation of four (4) Knox Box devices at two (2) locations in the District during the month of June. He next advised the Board that the District's policy for response to live burn calls had been updated related to controlled burn calls. The update would now allow the complainant to file a report or complaint with instructions to do so provided by the Fire & Life Safety Division.

District Chief Ledford provided an update regarding the District's peer support partnership, advising that surveys to identify participants on the District's peer support team with Ironclad Wellness had been completed, and those team member assignments were being finalized before training could be scheduled to activate the program. Lastly, District Chief Ledford thanked the Board for their continued support, noting the recent memorial ceremony in Kerr County in honor of the victims of the July 4, 2025 floods and the first responders who served after the floods.

Following the presentation, Mr. **Parker** made a Motion, seconded by Mr. **Bay** to approve the report as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The Board then returned to agenda item No. 9 related to bills and fund transfers.

TO PAY OR AUTHORIZE DISTRICT BILLS AND FUND TRANSFERS REQUIRED FOR OPERATIONAL EXPENSES, PAYROLL EXPENSES AND CAPITAL EXPENSES, INCLUDING ANY NECESSARY ACH TRANSFERS.

Mr. **Taylor** next presented District bills including insurance renewals, auditing fees, and other professional services, and requested approval for fund transfers in the following amounts:

Huntington Bank Operations Account:	$1,052,754.62
Huntington Bank Payroll Account:	$597,571.60
Huntington Bank Admin. Account:	$4,846.71

Those transfers would cover funding requests through Frost including:

Frost Bank Operations Account:	$193,358.81
Frost Bank Payroll Account:	$745,012.62
Frost Bank Admin. Account:	$157,554.05

Following the presentation, Mr. **Bay** made a Motion, seconded by Mr. **Parker,** to approve the transfers as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

The Board then returned to agenda item No. 14 related to personnel matters.

TO REVIEW, DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, TRAINING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO THE DISTRICT'S AMERIFLEX HRA ACCOUNT RENEWALS.

Chief Shelor next advised the Board that laws regulating Health Reimbursement Arrangement ("HRA") account benefits had changed, and requested approval for the additional $50 per year per account which was due to renew in September. A single employee would now receive $1,200, an employee with spouse or child would receive $1,700, and families would receive $2,200. Following the presentation, Mr. **Parker** made a Motion, seconded by Mr. **Bay,** to approve the addition to District HRA account funding as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT POLICY RENEWALS THROUGH PROVIDENT INSURANCE.

Chief Shelor then presented information regarding the District's group term life, accident and health, and accidental death and dismemberment policies through Provident Insurance for seventy-six (76) enrolled members. He requested approval to renew the current policy with no material changes. Following the presentation, Mr. **Wasser** made a Motion, seconded by Mr. **Bay,** to approve the policy renewal as discussed. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES, COURSE MATERIALS, EQUIPMENT AND RELATED EXPENDITURES TO BE INCURRED BY THE DISTRICT.

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING SHARED CONSTRUCTION COSTS AND PAYMENTS MADE TO TEXAS EMERGENCY COMMUNICATIONS CENTER RELATED TO THE CONSTRUCTION OF A NEW DISPATCH CENTER.

Mr. Coveler next advised the Board regarding construction costs for a new dispatch center with Texas Emergency Communications Center (TECC), advising that each of the five (5) participating districts would fund an initial $150,000 to cover up-front design and professional services fees through TECC directly until or unless grant funds were awarded to offset the construction costs. Following the presentation, Mr. **Taylor** made a Motion, seconded by Mr. **Bay,** to approve the advanced funding to TECC for professional services at a cost not to exceed $150,000. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION AND AMENDMENT OF DISTRICT POLICIES AND STANDARD OPERATING GUIDELINES.

No action was taken by the Board.

<u>TO REVIEW, DISCUSS AND TAKE ACTION ON NEEDED IMPROVEMENTS OR REPAIRS TO THE DISTRICT'S STATION, RELATED FACILITIES, APPARATUS, VEHICLES OR EQUIPMENT.</u>

Chief Shelor informed the Board that the Station 11 elevator again required repairs, and that he would be obtaining quotes related to those repairs, and technology replacements for the 2027 or 2028 FY budget. Mr. Coveler stated the project would likely need to go through the bidding process based on costs and availability of parts and services. No action was taken at this time.

<u>REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES.</u>

Chief Shelor next requested approval to engage with IdentiFire Safety to add personnel names to their assigned SCBA masks to help track and identify personnel during emergency operations. The identifying name would be added to each SCBA mask, and identify the bottle and pack regulator of each first responder. Completing this addition to forty-four (44) bottles, twenty-two (22) air paks, and seventy (70) face masks would cost $4,051.92. Following the presentation, Mr. **Wasser** made a Motion, seconded by Mr. **Taylor,** to approve the expense as presented. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 4 to 0, with Mr. **Parker** abstaining.

<u>TO REVIEW, DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.</u>

No action was taken by the Board.

<u>TO DISCUSS ANY NEW ITEMS THAT NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND TO REVIEW THE DATE FOR THE NEXT REGULAR MONTHLY MEETING CURRENTLY SCHEDULED FOR AUGUST 6, 2026.</u>

The Board confirmed the next meeting date of Thursday, August 6, 2026 and requested items be included related to the 2026 budget, 2025 audit, personnel benefits, and the 2026 tax rate setting process.

<u>TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.</u>

The Board met in Closed Session to consult with legal counsel at 5:23 p.m.

<u>TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.</u>

The Board did not enter into Closed Session regarding real estate matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board met in Closed Session at 5:23 p.m. to discuss personnel matters.

The Board reconvened in Open Session at 6:02 p.m.

TO RECONVENE IN OPEN SESSION TO REVIEW, DISCUSS AND TAKE ACTION ON ANY REAL ESTATE OR PERSONNEL MATTERS.

At this time, Mr. **Taylor** made a Motion, seconded by Mr. **Bay,** to approve the organization chart as presented in Closed Session. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Mr. **Parker** then made a Motion, seconded by Mr. **Taylor,** to approve the creation and addition of a new Fire Life Safety Officer position as discussed in Closed Session. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Mr. **Taylor** then made a Motion, seconded by Mr. **Bay,** to hire Mr. Jim Van Hooser as the District's HR Policy Director as discussed in Closed Session. After discussion, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT GOVERNMENT AFFAIRS.

No action was taken by the Board.

ADJOURNMENT.

There being no further business brought before the Board, President **Morgan** adjourned the meeting at 6:05 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on August 6, 2026.

By: Ed Wasser

Ed Wasser
Board Secretary