

MINUTES OF SEPTEMBER 3, 2026 MINUTES
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 **September 3, 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 4:00 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, Assistant Chief of Professional & Community Services Dustin Ledford, Fire and Life Safety Division Chief Brandon Blount, Division Chief Jason Barnes, Melissa Wiggins of Coveler & Peeler, P.C., District legal counsel, Ricardo Martinez of Martinez Architects, Christina Moore of Better Bookkeepers Inc., and other members of the Department and public.

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 AND CONDUCT THE PUBLIC HEARING/OPEN FORUM TO ALLOW INTERESTED PARTIES TO ADDRESS THE BOARD OF COMMISSIONERS AND BE HEARD REGARDING THE PROPOSED PROPERTY TAX RATE SETTING.

Chief Shelor informed the Board that former Fire Chief Hardy of Champions Area VFD had passed away, and that service arrangements were being addressed with his family. The Board expressed their sincere condolences to Chief Hardy's family for their loss, and took a moment to remember the former Chief.

No comments were received related to the District's tax rate or budget setting process.

TO REVIEW AND DISCUSS DISTRICT TAX RATE SCENARIOS.

Ms. Wiggins reviewed the District's tax rate scenario sheet, reminding the Board any rate up to the proposed rate of \$0.10 per \$100 could be adopted by the Board for 2026. No action was taken by the Board.

CONCLUDE PUBLIC HEARING ON TAX INCREASE.

There being no public comment, President **Morgan** closed the public hearing at 4:05 p.m.

TO CONSIDER AND ADOPT THE DISTRICT'S 2027 BUDGET.

Chief Shelor then reviewed the proposed 2027 budget, broken out by division and subject matter including an overall revenue estimation of \$10,000,000 and expenses of \$12,400,000. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to adopt the 2027 budget as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO ADOPT THE DISTRICT'S 2026 AD VALOREM TAX RATE FOR DEBT SERVICE.

Mr. **Taylor** then made a Motion, seconded by Mr. **Bay**, to adopt the District's 2026 ad valorem tax rate of \$0.00 per \$100 property valuation for debt service. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO ADOPT THE DISTRICT'S 2026 AD VALOREM TAX RATE FOR MAINTENANCE AND OPERATIONS.

Mr. **Taylor** next made a Motion, seconded by Mr. **Wasser**, to adopt the District's 2026 ad valorem rate for maintenance and operations of \$0.10 per \$100 property valuation. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO ADOPT THE DISTRICT'S 2026 TOTAL AD VALOREM TAX RATE.

At this time, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to adopt the District's total 2026 Ad Valorem tax rate of \$0.10 per \$100 property valuation, effectively a 0.55% increase in the tax rate. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO RECEIVE PUBLIC COMMENT.

No public comments were forthcoming.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT CONSTRUCTION PROJECTS.

Mr. Ricardo Martinez of Martinez Architects then provided updates regarding the District's Station 12 logistics project. He first reviewed results of the project's solicitation for construction material testing, and recommended the District engage Ninyo & Moore based on their qualifications according to the District's needs. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to engage Ninyo & Moore to provide material testing services. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Mr. Martinez then advised his firm was going through the Request for Information submittals with MACO Construction and hoped to have a schedule developed for the project in the near future. Martinez Architects would also provide proposals additional required testing services for Board review and approval. Mr. Martinez stated that on-site construction activities were anticipated to begin around October 1, 2026. No action was taken by the Board.

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.

Mr. **Taylor** advised the Board that documents had been executed to move the majority of District transactions away from the Huntington Bank accounts. No action was taken by the Board.

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

Ms. Christina Moore then presented the monthly bookkeeper's report, noting that she was in the process of switching to QuickBooks online, but that the full transition would likely not take place until the first of the year due to auditing matters. No unusual activity or exceptional transactions were addressed to the Board. After review, Mr. **Wasser** made a Motion, seconded by Mr. **Bay**, to approve the report as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

Mr. **Taylor** next presented District bills for payment in the total amount of \$551,368.77 including Station 12 loan, Station 11 AC Unit, Texas Mutual, and Cigna Healthcare, and requested approval for fund transfers in the following amounts:

Huntington Bank

Operations Account: \$10,928.23
Payroll Account: \$102,564.74

Frost Bank:

Operations Account: \$481,638.77
Payroll Account: \$171,135.18

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

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).

The Board then reviewed four (4) Commissioner submittals for compensation. After review, Mr. **Bay** made a Motion, seconded by Mr. **Wasser**, to approve payment of the submittals as presented. Thereafter, 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 minutes of the regular August 6, 2026 meeting. After review, Mr. **Wasser** made a Motion, seconded by Mr. **Taylor**, to approve the minutes as presented. Thereafter, 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 first advised the Board that Tower 11 had been sent to Killeen for repairs and annual preventative maintenance, and was anticipated for return by the end of the month. He then provided the monthly Operations Report, stating one hundred thirteen (113) calls were made during the month of July. Approximately fifty percent (50.4%) of those calls were EMS related. Mutual aid was given eight (8) times to Cy-Fair, Cypress Creek, Klein, Little York, and Northwest Fire Departments, and received three (3) times from Klein, Northwest, and Ponderosa Fire Departments. Average response times for the month totaled five minutes thirty-two seconds (5:32). Six (6) car seat installations were overseen for six (6) families during the month of August, for a year-to-date total of forty-five (45) seats for thirty-eight (38) families. After review, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve the report as presented. Thereafter, 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 PROFESSIONAL & COMMUNITY SERVICES REPORT.

Assistant Chief Dustin Ledford next presented the monthly Fire & Life Safety report advising eleven (11) fire alarm follow ups, twenty-two (22) pre-plan surveys, and four (4) complaint follow ups were completed during the month of August. Thirty (30) businesses were updated with dispatch, seven (7) emergency response runs were made, and one (1) new Knox lock was installed during the month. He also noted that during a recent residential fire event, crews noted a suspicious person near the scene and alerted responding law enforcement officers who subsequently took the individual into custody related to that fire.

Division Chief Jason Barnes next informed the Board that three hundred seventy-seven (377) hours of training were completed during the month of August, and new adopted training criteria had been used in a recent Driver Operator promotional test. He then noted the following training updates for the month of August:

- One (1) CESD member passed the DPS Class B driving test
- Two (2) CESD members enrolled in the TCFP Hazmat Technician Class with HCFMO
- One (1) CESD member would soon complete the TCFP Instructor 1 course
- Three (3) CESD members would soon begin the TCFP Driver Operator course
- Engine 11 crew members participated in a recent ALERRT drill with HSCSO

Chief Ledford lastly noted that District Chief Barnes recently completed the TEEX Fire Service Chief Executive Officer course, and attended the Texas Commission on Fire Protection Commissioners meeting in Austin, Texas. After discussion, Mr. **Wasser** made a Motion, seconded by Mr. **Taylor**, to approve the reports as presented. Thereafter, 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.

Chief Shelor then presented training expense requests for Board approval related to the April 2027 Fire Department Instructor's Conference (FDIC) in Indianapolis for two (2) attendees at a total cost of \$16,500. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve expenses related to the FDIC conference as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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

a. PTO Policy

Chief Shelor advised the PTO policy would be discussed at the October Board meeting. He next informed the Board that after having previously approved the Out-of-Network plan through Texas Mutual for workers compensation coverage, changes were made to the plans which would lead to a \$12,600 savings through the In-Network coverage plan. That plan, with Board approval, would now cost a total of \$95,285. After discussion, Mr. **Taylor** made a Motion, seconded by Mr. **Bay**, to approve moving to the In-Network coverage plan for workers compensation coverage under Texas Mutual. Thereafter, 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.

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

Chief Shelor then advised the Board on needed repairs and improvements to District property. He first noted Booster 12 required AC repairs in the amount of \$2,000, in addition to the

replacement of five (5) tires, wheels, shocks, and installation of a sway bar in the total amount of \$6,200 through Cutten Customs. After review, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the repairs to Booster 12 as presented. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

Chief Shelor next advised that a quote from Metro had been received to replace necessary components of the Station 11 elevator, not including the car and door, for a total cost of \$221,901. This repair had been anticipated in the 2027 budget, but was being requested now due to an anticipated project timeline of thirty-two (32) weeks. Chief Shelor noted that payments would be made in installments of an initial forty percent (40%) payment totaling \$88,760, followed by another thirty percent (30%) installment in the amount of approximately \$66,000 when materials were received, and concluding with another thirty percent (30%) payment in the remaining amount of \$66,000.

After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Wasser**, to approve expenses not to exceed \$230,000, related to the repairs and “modernization” of the Station 11 elevator pending confirmation that the expenses were appropriately qualified through a cooperative purchase vendor and did not require bidding. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF AN IP STATION ALERTING SYSTEM FROM US DIGITAL.

Chief Shelor next presented a purchase request in the amount of \$150,000 for a new IP Station Alerting System through US Digital, which would provide alerting services in the event of communication system disruptions. This was an HGAC purchase, and the fully warrantied parts and equipment would be installed by SGR Electric. The purchase would include controllers and speakers for multiple rooms at both Station 11 and Station 12. Chief Shelor noted the purchase was part of the 2027 budget, but was being requested now to avoid upcoming cost increases. After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Bay**, to approve the purchase of an IP Station Alerting System through US Digital at a cost not to exceed \$160,000 including parts, equipment, and installation. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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.

Chief Shelor next advised the Board related to updates to the Station 11 training room including the following items and installation costs in a total amount of \$22,372.46 through iEvolue:

- Purchase 98” TV to replace the current projector.
- Two (2) small dry erase boards to replace the current large board.
- Replace and relocate 2 TVs; add “confidence” TV.
- Relocate current training room TV screen to Division Chief of Training’s office.

- Replace training room storage cabinet.
- Upgrade the training podium's desktop and monitor.

After discussion, Mr. **Parker** made a Motion, seconded by Mr. **Taylor**, to approve the requests as discussed, at a cost not to exceed \$25,000. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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.

Chief Shelor advised the Board that the old training storage building needed to be removed and disposed of, noting it could be taken down at no cost to the District. After discussion, Mr. **Bay** made a Motion, seconded by Mr. **Taylor**, to approve destruction and removal of the salvage shed. Thereafter, President **Morgan** called for a vote and the Motion passed by a vote of 5 to 0.

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 OCTOBER 1, 2026.

The Board then confirmed the next meeting date of Thursday, October 1, 2026, and requested the following items be added to upcoming agendas:

- District TCDRS contributions
- Construction Pay Application Approval
- Station 12 loan
- PTO Policy

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.

The Board did not convene in Closed Session to consult with legal counsel.

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

The Board did not convene in Closed Session to discuss real estate matters.

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

The Board convened in Closed Session at 5:27 p.m. to discuss personnel matters. The Board reconvened in Open Session at 5:31 p.m.

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

No action was taken by the Board.

ADJOURNMENT.

There being no further business brought before the Board, President **Morgan** adjourned the meeting at 5:33 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on October 1, 2026.

By:


Ed Wasser
Board Secretary