

**MINUTES OF THE JANUARY 2, 2024 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, **January 2, 2024**, 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, MARY BLONDELL, JEFF JERNBERG** and **KEN ARRINGTON**. Also, in attendance was Assistant Chief **Johnny Mitchell**, and Assistant Chief **Josh Taylor** of Community Protection Agency, Inc., (referred to herein as the “Department” and commonly known of as Community Volunteer Fire Department”), and 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.

3. Review and take action on matters relating to calling an election to be held on May 4, 2024.

A Motion was made by Mr. **JERNBERG**, seconded by Mr. **FOWLER**, to call for an election to occur on May 4, 2024, and to approve an Order Adopting Form of Notice of District Election; to approve a contract with Hart InterCivic, Inc. for election services, and to approve a contract with KNOWiNK for election services. After review and discussion, the Motion was passed by a vote of 5 to 0.

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

No action.

5. 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 Mr. **FOWLER**, seconded by Mr. **ARRINGTON** to approve and pay invoices received from Blue Cross and Blue Shield, and Texas Mutual as presented. After review and consideration, the Motion passed 5 to 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 Mitchell provided a summary of responses and activity. After review, a Motion was made by Mr. **JERNBERG**, seconded by Mr. **ARRINGTON**, to accept the reports and approve reimbursement of payroll expenses in the amount of \$617,641.78 operational expense in the amount of \$880,056.08 and to transfer \$1,250,000 to the Department to cover January expenses. After discussion, the Motion was approved by a vote of 5 to 0.

- 7. To receive a report from Conclusive Coding regarding the District's social media presence as well as other assigned projects.**

Mr. Parrent provided a summary of significant events and the District's social media outreach. After review, a Motion was made by Ms. **BLONDELL**, seconded by Mr. **ARRINGTON**, to accept the report. After discussion, the Motion was approved by a vote of 5 to 0.

- 8. To review, discuss and take action regarding review of the terms of the evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC.**

After review, a Motion was made by Ms. **BLONDELL**, seconded by Mr. **ARRINGTON**, to approve the engagement of McCall Gibson Swedlund Barfoot PLLC. After discussion, the Motion was approved by a vote of 5 to 0.

- 9. To conduct annual review of the District's Investment Policy and take any necessary action.**

After review, a Motion was made by Ms. **BLONDELL**, seconded by Mr. **ARRINGTON**, to approve the current Investment Policy and related resolution. After discussion, the Motion was approved by a vote of 5 to 0.

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

No action taken.

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

No action taken.

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

Chief Mitchell notified the Board that Station 2 project was proceeding as scheduled. No action taken.

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

No action taken.

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.**

The Board went into closed session at 7:00 p.m. to discuss a personnel matter. The Board came out of closed session at 8:00 p.m.

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

No action taken.

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, January 9, 2024 at 6:00 p.m. at Westcom.

17. **Adjournment.**

There being no further business brought before the Board, and no objection made to concluding the meeting, the meeting was adjourned at 8:10 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on January 9, 2024.

HARRIS-FORT BEND EMERGENCY SERVICES DISTRICT NO. 100

By: 

KEN ARRINGTON
Secretary of the Board