

**MINUTES OF THE FEBRUARY 6, 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, **February 6, 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 6:00 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 Fire Chief Bobby Clark, 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.

Representatives from VANIR addressed the board to introduce themselves and their company's project management services.

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

No action.

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

No action.

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

A Motion was made by Ms. **BLONDELL**, seconded by Mr. **JERNBERG** to approve the invoice presented from JWM Tools for land clearing services in the amount of \$2,800. After review and discussion, the Motion was passed by a vote of 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 and Department budget.

Chief Clark and his staff provided a summary of responses and activity. After review, a Motion was made by Ms. **BLONDELL**, seconded by Mr. **FOWLER**, to accept the reports

and approve reimbursement of payroll expenses in the amount of \$648,003.57, and operational expenses in the amount of \$561,681.83. After discussion, the Motion was approved by a vote of 5 to 0.

7. **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 a summary of significant events and the District's social media outreach. After review, a Motion was made by Mr. **JERNBERG**, 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.**

No action.

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

No action.

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

No action.

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

No action

12. To review, discuss and act on needed improvements or repairs to the District's facilities.

After review, a Motion was made by Mr. **ARRINGTON**, seconded by Mr. **FOWLER**, to approve up to \$40,000 to provide HVAC and shelving for a centralized EMS storage space. After discussion, the Motion was approved by a vote of 5 to 0.

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

Chief Clark updated the Board on the progress of designing the new water rescue training facility. 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.**

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 next meeting will be February 13, 2024 at 6:00 pm at Westcom.

19. **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 February 13, 2024.

HARRIS-FORT BEND EMERGENCY SERVICES DISTRICT NO. 100

By: 

KEN ARRINGTON
Secretary of the Board