

**MINUTES OF THE JUNE 11, 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, **June 11, 2024**, at the offices of the District's Communication Center, **21728 Beechnut, Richmond, Texas 77407**.

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, KEN ARRINGTON** and **JEFF JERNBERG**. Also, in attendance was **Ryan McKnight**, Director of WestCom, **Brian Gazaway**, WestCom Operations Manager, **Dennis Maldonado**, District IT Director, Bianca Espinosa, with RIT HR, **Katie Norris** with RIT Financial, 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 administer oaths to re-elected Commissioners.**

Oaths were administered to Mr. Fowler and Mr. Jernberg.

**4. To Elect Board Officers.**

A Motion was made by Mr. **TERRY**, seconded by Mr. **JERNBERG**, to retain the current officers. After review and discussion, the motion passed by a vote of 5 to 0.

**5. To review and approve minutes for prior meetings.**

A Motion was made by Mr. **ARRINGTON**, seconded by Mr. **JERNBERG** to approve the prior meeting minutes. After discussion, the motion was passed by a vote of 5 to 0.

**6. To review, discuss and act on the Treasurer's Financial Report, payment of District operating bills, payment of budgeted capital expenses and payment of operations funding pursuant to the service agreement with the Department, audit, and to review, discuss and act on District Investments and any necessary banking authorizations and pledge agreements.**

Ms. Norris provided a report on the District's financials and presented the invoices to be paid. A Motion was made by Ms. **BLONDELL**, seconded by Mr. **FOWLER** to accept the report and pay the bills as presented. After discussion, the motion was passed by a vote of 5 to 0.

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

No Action.

8. **To review, discuss and act on needed improvements or repairs to the District's stations or related facilities.**

No Action.

9. **To review, discuss and act on matters related to operation of dispatch center.**

Mr. McKnight reviewed significant events related to the operations of the dispatch center. Mr. Maldonado informed the Board that he would provide information on the Motorola project at the July 9 meeting. A Motion was made by Mr. FOWLER, seconded by Mr. JERNBERG to approve the operations report as presented. After discussion, the motion was passed by a vote of 5 to 0.

10. **To review, discuss and act on matters related to current and future construction projects.**

No action.

11. **To review, discuss and act on the interlocal agreement with Fort Bend County regarding housing Fort Bend Hazmat apparatus and crews.**

No Action.

12. **To review and act on matters related to District website, social media and public education.**

No Action.

13. **To review and take action on file destruction in accordance with the District's records management procedures.**

A motion was made by Mr. JERNBERG, seconded by Ms. BLONDELL, to authorize the destruction of old records as presented pursuant to the District's records management procedures. After review and discussion, the motion passed by a vote of 5 to 0.

14. **To review and discuss District policies and procedures related to District Owned vehicles.**

Mr. Maldonado informed the Board that he would be scheduling the installation of the vehicle tracking systems in the staff's vehicles prior to the next meeting.

**The Board addressed items 15 through 17 and went into closed session at 8:00 p.m.**

- 15. 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.**
- 16. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 17. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

**The Board came out of executive session at 9:32 p.m.**

- 18. To take action on matters discussed in closed session.**

The Board authorized CVFD to proceed with hiring in-house PIO to handle the PIO and Social Media responsibilities for the Department and the District.

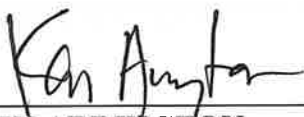
- 17. Adjournment.**

There being no further business brought before the Board, and no objection made to concluding the meeting, the meeting adjourned at 9:32 p.m.

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

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

By:



**KEN ARRINGTON**

Secretary of the Board