





**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
Page 1 of 3

on 2-28-22 (Date)  
  
President of ESD-1  
  
Secretary of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – January 25, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:13 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 9:14 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Secretary Virginia Bazan, Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papanonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations, Heath White, VP of Administration, Keir Vernon, Director of Community Relations, Monty Northern, and Executive Administrative Asst. Michelle Sterling. Guests present were Regina Adams with Radcliffe Bobbitt Adams Polley PLLC.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Correction to percentage on Agenda item #12. Motion to approve all Meeting Minutes as amended was made by Pete Serna. Motion carried.
8. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of December, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$12,527,634. During the month, HCESD No 1 received \$6,098,828 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,374,358 in disbursements during the month. 97% of this balance are payments to HCEC for monthly services (\$1,328,654). The ending balance as of December 31, 2021 is \$17,252,103. During December, the opening balance for the Texas Class investment account was \$3,569. We received \$0.04 in interest. The current interest rate is 0.026%. The ending balance for November was \$3,569. The invoices pending board approval total \$826,309. Annual Interbelt North Business Owner's Association fee in the unpaid bills report in the amount of \$6,892.96 needs to be paid. Once that payment is made, if approved by the Board, Mrs. Morton will send out payment confirmation to Commissioner's via email. She is preparing for the audit and will present the engagement letter when ready. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** Motion was made by Shirley Reed to approve ClickPay for Interbelt North. Motion carried.

10. **Discuss and possibly approve renewal of insurance policy:** Pete Serna reviewed the policy and is satisfied with it after thorough examination. Motion to approve renewal of insurance policy was made by Shirley Reed. Motion carried.
  
11. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2142 911 calls this month, compared to 1949 in the previous month. Response time is 9:01.
  - HCEC discontinued its Special Events division on January 9, 2022 with the last event at NRG Park.
  - Monty Northern is now our Director of Community Relations.
  - HCEC is holding a free Parental Class on January 25, 2022. We also held free car seat inspections this month.
  - HCEC re-accredited as the world's 264<sup>th</sup> Medical ACE for the second time. According to the accreditation agency, it's not an easy task at the best of times and to re-accredit during a pandemic is especially impressive.
  - Vehicle Accidents last month: 3
  - Vehicle Maintenance Reports last month: 11
  
12. **Possible action on Harris County Emergency Corps Report:** None.
  
13. **Adjourn to closed session:** None.
  
14. **Possible action on closed session:** None.
  
15. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Monday, February 28, 2022 at 9:00 am.
  
16. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 10:08 am.

**Supplemental Agenda  
Election Agenda**

1. **Election Agenda:**

- a. **Update on May 7, 2022 Commissioners Election matters, and take necessary actions on same:** Regina Adams brought the applications for Commissioners and she will be getting them notarized once completed. February 18 is the last day to fill out an application. Early voting is April 23 to May 3, 2022.
- b. **Adopt Order Calling Commissioners Election scheduled for Saturday, May 7, 2022:** This agenda item lays out all general terms and deadlines for the election. There is no ballot order until after the deadline. Early voting by mail information is included and cancellation of election can take place if there are no opposing candidates. Motion to adopt order calling Commissioners election was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
- c. **Determine canvassing date for May 7, 2022 Commissioners Election:** The canvassing period is May 10 to May 18, 2022. After discussion, canvassing date was set by the Board for May 15, 2022 at 11:00 am. Cathy Sunday and Virginia Bazan will be attending.
- d. **Approve Election Services Agreement and Joint Election Agreement with Harris County:** Ms. Adams presented a draft agreement for approval. Motion to approve election services agreement subject to finalization was made by Pete Serna. Seconded by Fred Scibuola. Motion carried.
- e. **Authorize payment to Harris County for joint election costs:** Tabled per Regina Adams.



**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners

By a Majority Vote

on 3-22-22 (Date)

  
President of ESD-1

  
Secretary of ESD-1

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
Page 1 of 4

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – February 28, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 9:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (via phone), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations, Heath White, VP of Administration, Keir Vernon, Director of Community Relations, Monty Northern, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Regina Adams with Radcliffe Bobbitt Adams Polley PLLC and Chris Majors and Spencer Clark of AG/CM. Secretary Virginia Bazan not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Mr. Hyde met with Spencer Clark of AG/CM on February 1 to work through the steps to move forward. They determined that the future projects, being simple, that the design build will be fast track. AG/CM is the best option to represent us in the opinion of the building committee. AG/CM has engineers and architects on board which is required by law. The purchase of Station 96 land is the first step. Mr. Fred Scibuola mentioned that it was discussed that Jeremy will be the point of contact. Mrs. Cathy Sunday stated that they will work closely with HCEC's Director of Maintenance, Willie Sanders, as well. Motion to approve the building committee report was made by Pete Serna. Motion carried.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of January, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$17,252,103. During the month, HCESD No 1 received \$5,941,881 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$826,309 in disbursements during the month. 89% of this balance are payments to HCEC for monthly services (\$739,237). The ending balance as of January 31, 2022 is \$22,367,675. During January, the opening balance for the Texas Class investment account was \$3,569. We received \$0.04 in interest. The current interest rate is 0.033%. The ending balance for November was \$3,569. The invoices pending board approval total \$1,659,091. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve 2021 audit engagement letter:** Mrs. Melissa Morton is getting ready to start the audit on March 21. There is a slight change in fee compared to last year but it fell within the budget allowed at approximately \$18,700. Motion to approve 2021 audit engagement letter and hire Carr, Riggs, and Ingram was made by Pete Serna. Motion carried.
13. **Discuss and possibly approve purchase of real property:** Mr. Hyde worked with Mark Smith and Caryn Papantonakis on this prior to the meeting. Station 96 will be sold to HCESD No 1 in the amount of \$175,000 which is what HCEC previously paid. Mr. Smith has a contract which has a 180 day period for HCESD No 1 to complete all tasks prior to purchase which may include appraisal, environmental, etc. Mrs. Papantonakis thinks the appraisal will exceed the sale price but it is noted that the sell price will stay the same regardless. Mr. Smith stated that he removed the requirement of earnest money due to the long term relationship between HCEC and HCESD No 1. Motion to grant the authorization of General Counsel, Caryn Papantonakis, to finalize contract for the sale of property at a maximum price of \$175,000 per the terms was made by Fred Scibuola. Motion carried.
14. **Discuss and possibly approve Construction Management firm for future stations 93 and 96:** Mr. Clark stated that the plan is to do the design build delivery method. This will be a package that includes an architect and general contractor in one. They will work hand in hand with the design team. The first step is to sit down with the building committee and Willie to discuss likes and dislikes of previous buildings to decide on design implementation so that AG/CM can start the initial program phase. Mr. Clark believes we are in a good position and can see where the market is at once the design phase starts and then make decisions on purchasing materials early or later depending on pricing fluctuations. Motion to approve AG/CM as construction management firm for Station 93 and 96 with an estimated cost of \$259,140 was made by Pete Serna. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2034 911 calls this month, compared to 2124 in the previous month. Response time is 9:02.
  - HCEC held a Stop the Bleed training event with the Aldine ISD nurses with a grant from East Aldine District. Monty Northern stated that social media posts have reached outside areas who are interested in training as well.
  - Our Trimester Continuing Education is being held this week for all of our credentialed medical providers.
  - Several HCEC Paramedics attended a cadaver lab in San Antonio to practice their advanced skills.
  - Monty Northern is now our new Director of Community Relations.
  - Vehicle Accidents last month: 1 (minor)
  - Vehicle Maintenance Reports last month: 16
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** None.
18. **Possible action on closed session:** None.
19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 22, 2022 at 9:00 am.

20. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 10:20 am.

**Supplemental Agenda  
Election Agenda**

1. **Election Agenda:**

- a. **Update on May 7, 2022 Directors Election matters, and take necessary actions on same:** Regina Adams stated there were no opposing candidates. Cathy Sunday, Shirley Reed, and Virginia Bazan are all deemed elected to the Board. Ms. Adams has notified the county that there will be no election so there will be no costs from the county. Paperwork was given to Fred Scibuola and Cathy Sunday to be signed.
- b. **Adopt Order Declaring Unopposed Candidates Election Office and canceling Election, if applicable:** Motion to declare unopposed candidates and cancel election was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 2-22-22 (Date)  
  
President of ESD-1  
  
Secretary of ESD-1  
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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – March 22, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 9:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (via phone), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with The Morton Accounting Services. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations, Heath White, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Paul Kullman and Eli Washington of AG/CM. Secretary Virginia Bazan not present.
4. **Adoption of Agenda:** Omit agenda items 8 and 9. Fred Scibuola made a motion to adopt the agenda as amended. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Omitted.
9. **Possible action on Building Committee report:** Omitted.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$22,367,675. During the month, HCESD No 1 received \$6,190,736 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,659,091 in disbursements during the month. 97% of this balance are payments to HCEC for monthly services (\$1,606,381). The ending balance as of February 28, 2022 is \$26,899,321. During February, the opening balance for the Texas Class investment account was \$3,569. We received \$0.05 in interest. The current interest rate is 0.038%. Interest is .25 at Prosperity. The ending balance for February was \$3,569. The invoices pending board approval total \$2,276,835. Melissa stated that there are two payments to HCEC in unpaid bills because of calculations during audit; final December invoice showed higher revenue. There's a second invoice for approximately \$800k for the additional funds. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote

on 4/26/22 (Date)

*Shirley Reed*  
President of ESD-1

*Augusta Bazan*  
Secretary of ESD-1



11. **Possible action on The Morton Accounting Services' monthly report:** None.
  
12. **Discuss and possibly approve survey for real property at 2947 Washington:** Mr. Paul Kullman stated that since the last meeting they have reviewed the site in person by performing a walk through with Willie Sanders to talk about likes and dislikes of current buildings. There is a proposal from IDS Engineering Group for Stations 93 and 96 included for review. They have a professional staff and communicate well, he said. IDS is highly recommended by Spencer Clark. Additionally, they're talking with people about beginning Phase 1 to check for asbestos and other environmental issues. That proposal and RFQ should be ready by the next meeting. Both buildings will more than likely be built simultaneously to maintain costs. Sales tax needs to be removed from the included proposal. Motion to approve survey proposal with sales tax corrections subject to Attorney review was made by Cathy Sunday. Motion carried.
  
13. **Discuss and possibly approve interlocal agreement with Brazoria County ESD #3:** Mr. Hyde stated that HCEC has extra ventilators and ESD #3 is in need of supplies. They would like two ventilators at the price that they were originally purchased for. Caryn Papantonakis reviewed the agreement prior to the meeting with no objections discovered. Motion to approve the interlocal agreement with Brazoria County ESD #3 for the sale amount of \$9770.00 was made by Fred Scibuola. Motion carried.
  
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1866 911 calls this month, compared to 2034 in the previous month. Response time is 9:18.
  - HCEC had a successful Trimester CE. All of our credentialed medics are required to complete this training.
  - We are meeting with the area fire chiefs to upgrade our radio infrastructure in a joint effort.
  - We continue to meet with hospital facilities in order to reduce our patient offload times.
  - We are monitoring the rising cost of fuel and supplies. While they will affect us, we are in a good position to withstand pricing increases
  - Vehicle Accidents last month: 3 (minor)
  - Vehicle Maintenance Reports last month: 12

Mr. Heath White stated that Greater Heights has improved substantially. The biggest defender for the month is Kingwood due to staffing issues so many patients are being taken to Northeast which is overwhelming their facility. Mr. Hyde stated that we will be looking to update the CAD system later this year or the beginning of next year which has previously been discussed with the Board of Commissioners. Melissa Morton recommended updating the ESD #1 budget once there are final numbers.
  
15. **Possible action on Harris County Emergency Corps Report:** None.
  
16. **Adjourn to closed session:** Adjourn to closed session at 10:03 am.

17. **Possible action on closed session:** Motion to begin Board meetings at 10:00 am effective in April, 2022 was made by Fred Scibuola. Pete Serna seconded. Motion carried.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 22, 2022 at 10:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:17 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – April 26, 2022**

1. **Call to Order:** Shirley Reed called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Paul Kullman and Eli Washington of AG/CM and Alyssa Hill with Car, Riggs, & Ingram, LLC. President Cathy Sunday not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Mrs. Keir Vernon wished Pete Serna a happy birthday and announced dates for EMS week along with the banquet which will be held on May 19, 2022.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that the building committee met with AG/CM last Thursday and there is not much to report.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$26,899,321. During the month, HCESD No 1 received \$361,365 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,276,835 in disbursements during the month. 99% of this balance are payments to HCEC for monthly services (\$2,264,500). The ending balance as of March 31, 2022 is \$24,983,850. During March, the opening balance for the Texas Class investment account was \$3,569. We received \$0.38 in interest. The current interest rate is 0.1118%. The interest rate has increased by approx. 3 times. She is watching rates closely. Pete suggests moving it to the primary account with TX Class to gain even more interest. Melissa will look into that and will request for TX Class to come to a future meeting to discuss options. The ending balance for March was \$3,569. The invoices pending board approval total \$15,073 without the pending receipt of the HCEC invoice. HCEC invoice was received after financials were completed, the amount was \$1,248,399. Prosperity renewal agreement (annual) letter included in packet. Keeping current terms. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

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**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 5-31-22 (Date)  
  
President of ESD-1  
  
Secretary of ESD-1

**SUPPLEMENTAL AGENDA**

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

Notice is hereby given that the Board of Commissioners (the "Board") of Harris County Emergency Services District No. 1 (the "District") will hold a regular meeting, open to the public, on **TUESDAY, MAY 31, 2022**, at **10:00 a.m. at 2800 Aldine Bender, Houston, Texas 77032**, outside the boundaries of the District, to consider and act upon the following matters:

**1. ELECTION AGENDA**

- a. Deliver Certificates of Election;
- b. Qualification of Commissioners;
- c. Administration of Oaths of Office; and
- d. Elect Officers.

\*\*\*\*\*

**ORDEN DEL DÍA COMPLEMENTARIA**

**DISTRITO DE SERVICIOS DE EMERGENCIA NRO. 1 DEL CONDADO DE HARRIS**

*Se notifica por el presente que la Junta de Comisionados (la "Junta") del Distrito de Servicios de Emergencia Nro. 1 del Condado de Harris (el "Distrito") llevará a cabo una asamblea ordinaria abierta al público el **MARTES 31 DE MAYO DE 2022** a las **10:00 a.m.** en **2800 Aldine Bender, Houston, Texas 77032**, fuera de los límites del Distrito para considerar y actuar sobre los siguientes asuntos:*

**1. ORDEN DEL DÍA REFERENTE A LA ELECCIÓN**

- a. *Entregar Certificados de Elección;*
- b. *Habilitación de Comisionados;*
- c. *Administración de los Juramentos al Cargo; y*
- d. *Elegir funcionarios.*

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**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners

By a Majority Vote

on 5-31-22 (Date)

  
President of ESD-1


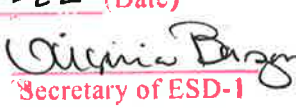
  
Secretary of ESD-1



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Board of Commissioners  
By a Majority Vote

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
Page 1 of 3

on 6-28-22 (Date)  
  
President of ESD-1  
  
Secretary of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – May 31, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:03 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 10:04 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (via phone), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: VP of Operations, Heath White, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Paul Kullman and Eli Washington of AG/CM, Tony Sekaly with TX Class, and Elliot Barner with Radcliff Bobbitt Adams Polley, PLLC. Virginia Bazan was not present due to jury duty.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Mrs. Keir Vernon thanked the Board members for their service.
6. **Open Comments from the Board of Commissioners:** There were 3 commissioners reelected. Cathy Sunday was sworn in by Elliot Barner and proceeded with the signing of documents. Election related documents will be left for Virginia Bazan and Shirley Reed.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** The only RFQ that was returned was from Construction Masters. Negotiations can continue and if they are not accepted, a new announcement will be made for additional bids. Fred Scibuola stated that the recommendation letter for environmental is missing asbestos for Station 93. A new quote will be provided and will make a motion at next meeting for approval per Paul Kullman.
9. **Possible action on Building Committee report:** Motion to approve AG/CM to continue negotiations with Construction Masters was made by Pete Serna. Motion carried.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Fred Scibuola: At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$24,983,850. During the month, HCESD No 1 received \$256,518 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,263,463 in disbursements during the month. 99% of this balance are payments to HCEC for monthly services (\$1,263,463). The ending balance as of April 30, 2022 is \$23,976,905. During April, the opening balance for the Texas Class investment account was \$3,569. We received \$0.70 in interest. The current interest rate is 0.2409%. The ending balance for April was \$3,570.25. The invoices pending board approval total \$1,523,709 without the pending receipt of the HCEC invoice. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

Tony Sekaly with TX Class discussed differences between commercial pool vs. the prime pool. As of May 4, \$20 million was deposited in the government pool and over \$1 million was earned. If the same amount was put in the prime pool, only \$12k would have been gained. The government pool and the prime pool have no guarantees and it is not FDIC but it is secured. TX Class has a majority of funds in their government pool (approx. \$15 billion out of \$17 billion available). He provided the Board with updated information to review. ESD is in the government pool only and he said that all other similar clients are in both. Caryn Papantonakis said it was not popular in the past for entities like ours but she feels comfortable with it today due to changes over time. Mr. Serna stated he is comfortable with commercial paper. Mr. Sekaly said there are not constraints on the deposit amount to start the prime account. Ms. Papantonakis suggested approving the opening of account and authorizing Fred and Melissa to decide the final amount. Fred Scibuola suggested adding Pete Serna to authorize the amount as well with input from Jeremy Hyde. Mr. Sekaly needs an email sent to him requesting the opening of a prime account and once the account is open, a request to transfer funds from the government pool to prime the prime account after deposit amounts are finalized by authorized personnel. Mr. Serna suggested having TX Class come to a board meeting twice a year to discuss updates and answer any questions.

11. **Possible action on The Morton Accounting Services' monthly report:** Motion to open prime account with TX Class with deposit amount authorized by Fred Scibuola and Pete Serna with the advisement of Melissa Morton and Jeremy Hyde was made by Fred Scibuola. Motion carried.
12. **Discuss and possibly approve 2021 final audit:** The final audit was provided by Carr, Riggs, & Ingram. Motion to approve the 2021 final audit was made by Fred Scibuola. Motion carried.
13. **Discuss and possibly approve Equitax report for property tax:** Tabled.
14. **Discuss and possibly approve Environmental firm for Stations 93 and 96:** Tabled (waiting for more bids).
15. **Discuss and possibly approve Geotech firm for Stations 93 and 96:** The recommendation came in for Alpha Testing for Geotechnical Exploration Services. Motion to approve Geotech firm for Stations 93 and 96 were made by Fred Scibuola. Motion carried.
16. **Discuss and possibly approve appraisal for land at 2947 Washington Dr.:** The appraisal was completed by Integra Realty Resources, Inc. (IRR). Appraisal price came in above the selling price per Cathy Sunday. The value of the land was \$300,000 and the sale price is \$175,000. Motion to approve appraisal was made by Fred Scibuola. Motion carried.
17. **Discuss and possibly approve closing for land at 2947 Washington Dr.:** Cathy Sunday stated that items that are needed for closing are subject to legal review and Jeremy Hyde would like to authorize Cathy Sunday and Caryn Papantonakis for the task. Motion to approve closing for land at 2947 Washington Dr. was made by Pete Serna. Motion carried.
18. **Harris County Emergency Corps Report:** HCEC report was given by Heath White as follows:
  - HCEC responded to 1991 911 calls this month, compared to 1855 in the previous month. Response time is 8:48.
  - HCEC held a successful EMS week including an employee awards banquet The Admin team worked hard to put on fun events daily.
  - The ESD has published a request for qualifications for new stations 93 and 96.
  - HCEC participated in several career fairs over the last month at our local schools.
  - Vehicle Accidents last month: 1 (minor)
  - Vehicle Maintenance Reports last month: 12

19. **Possible action on Harris County Emergency Corps Report:** None.
20. **Adjourn to closed session:** None.
21. **Possible action on closed session:** None.
22. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, June 28, 2022 at 10:00 am.
23. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:30 am.





**APPROVED**

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 7-19-22 (Date)

*Shirley Reed*  
President of ESD-1

*Fred Scibuola*  
Secretary of ESD-1  
Treasurer

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
Page 1 of 2

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – June 28, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:03 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 10:05 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan. Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papantonakis attended via phone. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration, Keir Vernon, Executive Assistant/Notary Amanda Feuge, Medic Kenneth Elliot, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Paul Kullman with AG/CM.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** The swearing-in of Shirley Reed and Virginia Bazan for reelection was performed. The Oath of Office was read by Cathy Sunday and repeated by Ms. Reed and Ms. Bazan. Documents were notarized by Amanda Feuge. Jeremy Hyde recognized HCEC employee Kenneth Elliot and his partner for transporting a patient to Conroe hospital and the patient drew a firearm in which Mr. Elliot intervened. Nobody was injured due to his quick and heroic actions. Mr. Elliot was also recognized by Montgomery County PD recently.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday honored and thanked Mr. Elliot for his service and bravery.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Nonet.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$23,976,905. During the month, HCESD No 1 received \$195,718 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$263,840 in disbursements during the month. 100% of this balance are payments to Chase for monthly services (\$263,840). The ending balance as of May 31, 2022 is \$23,908,783. During May, the opening balance for the Texas Class investment account was \$3,570. We moved \$20,000,000 from the Money Market account to Texas Class and received \$8,480 in interest. The interest rate is 0.5260%. Interest rate is now 1.43% per Pete Serna. The ending balance for May was \$20,012,050. The invoices pending board approval total \$1,769,656. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.



11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve environmental firm for Stations 93 and 96:** Mr. Hyde stated that this was updated to include the asbestos for Station 93 that was discussed in the previous meeting. The fee is \$4500 per station. Motion to approve the environmental firm for Stations 93 and 96 was made by Fred Scibuola. Motion carried.
13. **Discuss and possibly approve design-builder contract for Stations 93 and 96:** Ms. Papantonakis reviewed all documents and completed changes prior to meeting. Motion to approve design-builder contract for Stations 93 and 96 was made by Fred Scibuola. Motion carried.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2164 911 calls this month, compared to 1911 in the previous month. Response time is 8:16.
  - HCEC hired an outsourcing CPA firm to handle our financial reports following the departure of our Accounting Coordinator.
  - HCEC is holding a Paramedic In-Charge Academy following a promotion.
  - HCEC held our Trimester CE this month. We brought in all credentialed medics and reviewed skills and the use of our new IV pumps.
  - HCEC just renewed the Gold Standard award in cardiac lifesaver.
  - HCEC received the new supervisor vehicle ordered by the ESD last November.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 14
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** None.
17. **Possible action on closed session:** None.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, July 26, 2022 at 10:00 am.
19. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 10:43 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – July 26, 2022**

**APPROVED**

Document approved by Harris County ESD-  
Board of Commissioners  
By a Majority Vote

8-30-22 (Date)

*[Handwritten signatures]*  
Secretary of ESD-

1. **Call to Order:** Shirley Reed called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, and Secretary Virginia Bazan Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papantonakis were present by phone. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. President Cathy Sunday and Asst. Treasurer Pete Serna were not present
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Mr. Jeremy Hyde stated that the committee met with the architect last week and discussed the design space. They will present a rough draft of the preliminary drawing to the Board once completed. Mr. Fred Scibuola stated that they are working on getting this in place as soon as possible due to rising costs. Estimated completion is late 2023.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$23,908,783. During the month, HCESD No 1 received \$186,186 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$3,297,641 in disbursements during the month. 97% of this balance are payments to HCEC for monthly services (\$1,500,180 and \$1,683,628). The ending balance as of June 30, 2022 is \$23,797,328. During June, the opening balance for the Texas Class investment account was \$20,030,320. We moved the funds from the governmental Texas Class account over to the Prime account. We received \$18,270 in interest. The ending interest rate is 1.1577%. The ending balance for June was \$20,030,320. The invoices pending board approval total \$1,722,024. Ms. Morton stated that she does not have an invoice for the Chase credit card bill as it has not been received and therefore is not included; however, she included receipts for the credit card. She would like to look into getting a credit card at the new bank in the future. Caryn Papantonakis stated that the resolution appointing Harris County tax assessor-collector to calculate tax rates is included and she has reviewed and approved its contents. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Virginia Bazan. Motion carried.

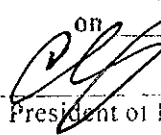
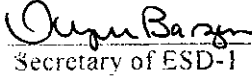
11. **Possible action on The Morton Accounting Services' monthly report:** Motion to approve resolution for appointing the Harris County Tax Assessor-Collector as the designated officer to calculate tax rates for HCESD No. 1 was made by Fred Scibuola. Motion carried.
  
12. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2130 911 calls this month, compared to 2164 in the previous month. Response time is 8:45.
  - HCEC attended ImageTrend conference to better utilize our patient care software.
  - HCEC held our annual leadership conference in conjunction with MCHD this month. We had a lot of discussions about system improvements.
  - HCEC is bringing its communications quality assurance function in-house to save on the outsourcing of this function.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 17
  
13. **Possible action on Harris County Emergency Corps Report:** None.
  
14. **Adjourn to closed session:** None.
  
15. **Possible action on closed session:** None.
  
16. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, August 30, 2022 at 10:00 am.
  
17. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:18 am.



APPROVED

Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote

Harris County Emergency Services District 1  
2800 Aldine Bender  
Houston, Texas 77032

on 9-27-22 (Date)  
 President of ESD-1  
 Secretary of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 1**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**MINUTES- September 15, 2022**

1. **Call to Order:** Mrs. Sunday called the meeting to order at 9:00am.
2. **Moment of Silence and Pledge of Allegiance:** Mrs. Sunday called for a moment of silence and was followed by the Pledge of Allegiance.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President, Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer, Pete Serna. Also present was Jeremy Hyde, President with Harris County Emergency Corps and Mark Smith, General Counsel of Harris County Emergency Corps. Absent was Virginia Bazan, Secretary. Ms. Melissa Morton attended by phone. Also present were Mr. Eli Washington and Mr. Paul Kullman of AGCM, Mr. Justin Davis of Construction Masters, and Mr. Ricardo Martinez of Martinez Architects.
4. **Adoption of Agenda:** Mr. Scibuola made the motion to adopt the agenda. Motion Carried.
5. **Open Forum:** None.
6. **Discuss and possibly approve Resolution adopting tax rate:** Mr. Serna made a motion to approve adopting an ad valorem tax rate of \$0.091279 on each \$100.00 of taxable property within the District in order to provide funds for maintenance and operating purposes and to authorize publication of the Notice of Public Hearing on Tax Increase. Motion carried.
7. **Discuss and possibly approve preliminary design for Stations 93 and 96:** Mr. Martinez presented the ESD Board with preliminary design schematics for Stations 96 and ~~96~~<sup>93</sup>. The Board discussed the design and requested revisions with Mr. Martinez. The Board also requested Mr. Hyde to try and connect with the Mount Houston Road MUD to ensure that we have water and sewage service for a commercial building. Mr. Martinez stated that he will come back to the board at a later time with revised drawings and more information on the utilities. No action taken.
8. **Adjourn to Closed Session:** None.
9. **Possible action on Closed Session:** None

10. **Adjourn:** Mrs. Sunday made the motion to adjourn at 10:09am.



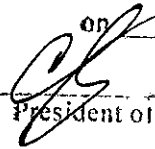
APPROVED

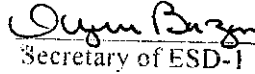
Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 9-27-22 (Date)

  
President of ESD-1

  
Secretary of ESD-1

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – August 30, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Keir Vernon recognized an article that was written about Jeremy Hyde and HCEC.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday suggested making plaques for past Board members and those who helped make changes from 2011 to now. Shirley Reed stated that the district is looking forward to the Christmas Gala this year.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Mr. Jeremy Hyde stated that he received a synopsis from Paul. It was noted that the environmental survey was completed and some asbestos was found at Station 96 in the tile. A written report will follow and be presented. The design kickoff meeting with the building committee and Martinez architects took place. AG/CM has received the schematic designs. Will need to meet with the Board soon for presentation.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of July, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$20,797,328. During the month, HCESD No 1 received \$94,968 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,722,024 in disbursements during the month. 96% of this balance are payments to HCEC for monthly services (\$1,655,495). The ending balance as of July 31, 2022 is \$19,170,272. During July, the opening balance for the Texas Class Prime Investment account was \$20,030,320. We received \$27,288 in interest. The ending interest rate is 1.6392%. The ending balance for July was \$18,057,608. The invoices pending board approval total \$51,319. There is an additional invoice for HCEC totaling \$1,770,359. Motion by Fred Scibuola to approve report and authorize payment of bills with the addition of the Chase bill totaling \$78.35. Motion carried. Notice about 2022 tax rates was included in the documents. Estimated property value went up by 14%. Caryn Papantonakis stated that notice will need to be published and only 1 hearing is needed. Scheduled hearing for September 27 at 9:30 am. Budget will need to be approved prior to publishing notice.

[info@hcesd-1.org](mailto:info@hcesd-1.org)

Phone: 281-449-3131

Fax: 281-227-3335

11. **Possible action on The Morton Accounting Services' monthly report:** Motion to close Chase and open Prosperity for credit card was made by Shirley Reed. Motion carried. Motion to set tax rate to 0.086271 was made by Fred Scibuola. Motion carried.
12. **Discuss and possibly approve 2023 Budget:** Budget was included in the documents for review and presented to the Board for discussion. Melissa Morton summarized the budget and noted that items can be changed as needed. Some adjustments will be made to increase travel, lodging, and meeting budgets. Insurance was increased and may increase again due to new buildings once they are completed. The accounting software was no longer being updated so that amount decreased. Motion to approve the 2023 budget was made by Shirley Reed. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2277 911 calls this month, compared to 2130 in the previous month. Response time is 9:01.
  - HCEC attended the Texas EMS Alliance Conference this month. HCEC personnel received 2 awards: Ken Elliot received the EMS Professional of the Year and Jeremy Hyde received the EMS Leader of the Year Award.
  - HCEC Keir represented HCEC and state EMS systems at 2 state meetings this month.
  - HCEC had a case review this month where we reviewed interesting medical cases.
  - HCEC collaborated with Little York FD at their Fire and Life Safety Fest this last week.
  - HCEC attended High Meadows Library Health Fair last week.
  - HCEC attended Aldine ISD Back to School Expo at MO Campbell and helped pass out backpacks.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 17
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, September 27, 2022 at 10:00 am. Tax rate hearing will be held on the same day at 9:30 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:53 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – September 27, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:30 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence followed by the Pledge of Allegiance.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Secretary Virginia Bazan. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Vice President Shirley Reed was not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Public hearing on proposed tax increase:** The proposed tax rate is \$0.091200. There were no public present at hearing and therefore no public comments.
7. **Adjourn to closed session:** None.
8. **Possible action on closed session:** None.
9. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:45 am.

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 10-25-22 (Date)  
*Shirley Reed* President of ESD-1  
*Fred Scibuola* Secretary of ESD-1





APPROVED

Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
Page 1 of 2

on 10-25-22 (Date)  
*Shirley Reed* President of ESD-1  
*Virginia Bazan* Secretary of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – September 27, 2022**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with The Morton Accounting Services. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Paul Kullman with AG/CM. Vice President Shirley Reed was not present with an excused absence.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday hosted a tour of HCEC headquarters for First Residential property management and they were impressed with the building and would like to attend the annual meeting. They spoke about increasing security and lighting. Pete Serna stated that TX Class is up to 3%.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as corrected was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Mr. Jeremy Hyde stated that the current report is included in the Board packet for review. Mr. Fred Scibuola was able to secure a line item on the agenda for the MUD district meeting on October 20, 2022. Mark Smith stated that he spoke with Regina Adams about why the cost was so high and she stated that they will need to run pipes to the property and the fees are average for that service.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of August, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$19,170,272. During the month, HCESD No 1 received \$216,966 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,821,756 in disbursements during the month. 97% of this balance are payments to HCEC for monthly services (\$1,770,359). The ending balance as of August 31, 2022 is \$17,565,482. During August, the opening balance for the Texas Class Prime Investment account was \$18,057,608. We received \$35,008 in interest. The ending interest rate is 2.2891%. The ending balance for August was \$17,092,615. The invoices pending board approval total \$1,570,889. She received some documents from the bank and they need a personal guarantor on the account along with signed board minutes.

Mrs. Morton stated that in the future, when hotel reservations are made for a block of rooms, Commissioners need to notify hotel that we are tax exempt and she can ACH money to them in advance to cover incidentals. Motion was made by Fred Scibuola to approve the monthly report and authorize payment of bills. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** Motion to not pursue a credit card for Commissioners at this time was made by Fred Scibuola. Motion carried.
12. **Discuss and possibly approve 2023 amended budget:** Melissa Morton stated that the new tax revenue increased approximately \$1 million dollars and that changes the contract expense to HCEC. Travel was increased based on prior conversation. Motion was made by Fred Scibuola to approve the 2023 amended budget as presented. Motion carried.
13. **Discuss and possibly approve 2022 Tax Rate:** Melissa Morton stated final tax rate for approval is \$0.091200. Fred Scibuola made a motion to approve the 2022 tax rate of \$0.091200. Motion carried.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2181 911 calls this month, compared to 2277 in the previous month. Response time is 8:59.
  - HCEC attended several community events this month including a school health fair and car seat installation events.
  - HCEC attended a community public safety forum hosted by East Aldine District.
  - HCEC hosted a round table meeting with leaders from the Fire Marshall's Office and SETRAC to better prepare HCEC for disasters.
  - HCEC visited a radio vendor in San Antonio to learn about radio infrastructure upgrade options.
  - Vehicle Accidents last month: 5 (minor)
  - Vehicle Maintenance Reports last month: 17
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** None.
17. **Possible action on closed session:** None.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, October 25, 2022 at 10:00 am.
19. **Adjourn:** Cathy Sunday made a motion to adjourn. Motion carried. Meeting adjourned at 11:18 am.



**APPROVED**


Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 11-29-22 (Date)

  
President of ESD-1

  
Secretary of ESD-1

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

Page 1 of 2

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – October 25, 2022**

- 1. Call to Order:**  
Fred Scibuola called the meeting to order at 10:00 am.
- 2. Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
- 3. Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papantonakis (via phone). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, Director of Infrastructure Willie Sanders, and Executive Administrative Asst. Michelle Sterling. Guests present were Paul Kullman and Dhinaker Thangavelu with AG/CM. President Cathy Sunday and Secretary Virginia Bazan were not present.
- 4. Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
- 5. Open Forum:** None.
- 6. Open Comments from the Board of Commissioners:** Shirley Reed stated that the Gala at MO Campbell will be held on December 6, 2022 and all officials are invited to attend. Pete Serna stated that TX Class is at 3.27% currently and will probably reach 4%. Mr. Serna thanked Mr. Scibuola for attending the MUD meeting and successfully negotiated not having to spend funds for the water line at Station 96.
- 7. Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as corrected was made by Shirley Reed. Motion carried.
- 8. Report from Building Committee:** Mr. Kullman stated that they met with Martinez and have requested and revised floor plans. The square footage increased and the apartment area has sized down. There will now be a deputy office attachment. They are working with Construction Masters, drawings look good. Willie Sanders will be in contact with builders about side access. The design development phase will be the next step.
- 9. Possible action on Building Committee report:** Motion was made to approve revised floor plan to add deputy office at Station 96 by Shirley Reed. Motion carried.
- 10. Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of September, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$17,565,482. During the month, HCESD No 1 received \$91,242 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,570,889 in disbursements during the month. The majority of this balance relates to payments to HCEC for monthly services (\$1,483,056). The ending balance as of September 30, 2022 is \$16,085,834. During September, the opening balance for the Texas Class Prime Investment account was \$17,092,615. We received \$37,164 in interest. The ending interest rate is 2.6788%.

The ending balance for September was \$15,629,779. The invoices pending board approval total \$1,612,453. Motion was made by Shirley Reed to approve the monthly report and authorize payment of bills. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve purchase of ambulance chassis:** Mr. Hyde stated that they are looking for 3 chassis to replace on current vehicles. The total price is estimated at \$181,704. Currently looking at several OEM partners to perform the work to find the best option. Motion was made to purchase ambulance chassis at \$181,704 by Pete Serna. Motion carried.
13. **Discuss and possibly approve surplus auction:** Mr. Hyde stated that there are 6 vehicles to auction, 4 ambulances, and 2 fleet vehicles. Auction company is statewide. Motion to approve surplus auction was made by Pete Serna. Motion carried.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2129 911 calls this month, compared to 2181 in the previous month. Response time is 9:01.
  - The Communications Center met the standards for accreditation last quarter. Congrats to the Communications team for their hard work.
  - HCEC medics attended Trimester CE last week. Every credentialed medic is required to attend three internal continuing education classes to remain current with HCEC standards.
  - Our IT Department performed maintenance and testing of our internal batteries that power dispatch during power interruptions.
  - Vehicle Accidents last month: 4 (minor)
  - Vehicle Maintenance Reports last month: 20
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** None.
17. **Possible action on closed session:** None.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, November 29, 2022 at 10:00 am.
19. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:18 am.



APPROVED

Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
Page 1 of 2

on 12-29-22 (Date)  
*Shirley Reed* Secretary of ESD-1  
*Fred Scibuola* President of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – November 29, 2022**

1. **Call to Order:**  
Cathy Sunday called the meeting to order at 10:06 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 10:07 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (via phone), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with The Morton Accounting. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Keir Vernon attended the online Safe-D phone call last night and will summarize the information and send it to board members via email.
6. **Open Comments from the Board of Commissioners:** Shirley Reed stated that the Gala at MO Campbell will be held on December 6, 2022 from 10 am to 1 pm. and all officials are invited to attend. The annual Toy Drive will be held at Bender on December 22. Cathy Sunday announced that First Residential will be meeting on December 14 at 11:00 am if anyone would like to attend.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as corrected was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that the current concrete at Station 93 was grandfathered and we will be receiving a credit toward that. The square footage will remain very close to the same. AG/CM says they are beginning cost estimates and they are working with Willie Sanders on some of that.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of October, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$16,085,834. During the month, HCESD No 1 received \$43,168 in revenue – the majority of which came from investment interest. HCESD No 1 processed \$1,612,903 in disbursements during the month. The majority of this balance relates to payments to HCEC for monthly services (\$1,583,138). The ending balance as of October 31, 2022 is \$14,516,099. During October, the opening balance for the Texas Class Prime Investment account was \$15,629,779. We received \$41,897 in interest. The ending interest rate is 3.2287%.

The ending balance for October was \$14,071,677. Mrs. Morton made a sub account for the funds for the loan to keep it separate. The invoices pending board approval total \$2,414,998. She stated that the debt payment is included. Mrs. Morton is working on credit cards with Prosperity. Melissa will have a \$25,000 credit limit placed on the cards. Pete Serna and Shirley Reed do not want one. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Pete Serna. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** Motion to authorize the issuance of credit cards to Commissioners up to a \$25,000 credit limit each was made by Virginia Bazan. Pete Serna seconded. Motion carried.
12. **Discuss and possibly renew property and liability insurance:** Tabled due to unfinished underwriting.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2266 911 calls this month, compared to 2129 in the previous month. Response time is 9:04.
  - The Clinical Department hosted Case Review this month and presented unusual medical cases to our crews. It was well attended.
  - In-Charge academy is happening this week to promote some new In-Charges.
  - Keir Vernon attended the GETAC and Texas EMS Alliance meetings at EMS conference and promoted cooperation between TEMSA and SAFE-D.
  - HCEC is holding a supervisor promotion process to fill a vacant supervisor position.
  - Our DSHS EMS license was renewed for another 2 years this month
  - HCEC Holiday Party will be held on December 8 at 6pm at Showbiz-Fallbrook.
  - Toy Drive and staff potluck will be held on December 22.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 19

Keir Vernon stated that HCEC was selected for Cost Data Collections in 2023 which collects data on the actual cost to do business for EMS. The information will need to be reported in 2024 for the prior year.

14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, December 22, 2022 at 10:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:21 am.



JAN 31 2023

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – December 22, 2022**

1. **Call to Order:**  
Shirley Reed called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with The Morton Accounting along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Director of Community Relations Monty Northern along with Legal Counsel Mark Smith. President Cathy Sunday not present.
4. **Adoption of Agenda:** Virginia Bazan made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Pete Serna stated that TX Class is at 4.5% and climbing to 5%. Shirley Reed asked Commissioners to step in and visit the families for the Toy Drive today.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that he received a written statement for the report. They are starting to receive cost estimates but they have not been reviewed by the building committee yet. They are estimating approximately \$7 million which is an increase from what was originally expected. This will be discussed at the next building committee.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly cost estimates for future stations 93 and 96:** Fred Scibuola made a motion to table building committee action until the building committee meets with contractors. Motion carried
11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of November, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$14,516,099. During the month, HCESD No 1 received \$46,008 in revenue – the majority of which came from investment interest. HCESD No 1 processed \$2,678,838 in disbursements during the month. The majority of this balance relates to payments to HCEC for monthly services (\$1,721,008). The ending balance as of November 30, 2022 is \$11,883,269. During November, the opening balance for the Texas Class Prime Investment account was \$14,071,677. We received \$11,095 in interest from the CIP account and \$31,363 from the general texpool account. The ending interest rate is 3.8546%.

The ending balance for November was \$11,614,135. The invoices pending board approval total \$1,678,615. She stated that a few things that are new are the appraisal district for the quarter, a Construction Masters pay app, and a payment for bond (3-year renewal), and insurance. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

12. **Possible action on The Morton Accounting Services' monthly report:** None.
  
13. **Discuss and possibly approve participation in SAFE-D Conference:** This was discussed prior and no further discussion is needed.
  
14. **Discuss and possibly approve renew property and liability insurance:** Pete Serna stated that the quote looks good and the coverage is good. Liability and autos are still at \$1 million. Mr. Serna suggests to revisit insurance after new buildings are completed. Motion to approve renewal of property and liability insurance was made by Pete Serna. Motion Carried.
  
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2077 911 calls this month, compared to 2266 in the previous month. Response time is 8:29.
  - HCEC participated in the Senior Gala at MO Campbell Center on Dec 6. It was well attended and was a good program.
  - HCEC held the annual Holiday Party, which was a great success.
  - We will be hosting a potluck lunch today along with the annual toy drive giveaway in conjunction with Commissioner Reed.
  - HCEC is holding a supervisor promotion process to fill a vacant supervisor position.
  - Vehicle Accidents last month: 4 (minor)
  - Vehicle Maintenance Reports last month: 18

Monty Northern spoke about Avril McDonald and Foundation 1023 who focuses on the mental health of first responders that visited Bender on December 7. Avril McDonald is the author of *The Wolf was Not Sleeping* to help children who have parents that are first responders. They provided HCEC with books, free of charge, to give to employees, first responders, or families of first responders. HCEC was 1 of 3 agencies to help distribute the books in Texas for early launch.
  
16. **Possible action on Harris County Emergency Corps Report:** None.
  
17. **Adjourn to closed session:** None.
  
18. **Possible action on closed session:** None.
  
19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 31, 2022 at 10:00 am.
  
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:31 am.





JAN 3 1 2023

President:

Secretary:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – January 05, 2023**

1. **Call to Order:** Fred Scibuola called the meeting to order at 10:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence followed by the Pledge of Allegiance at 10:02 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (via telephone), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Executive Administrative Asst. Michelle Sterling. Guests present were Ricardo Martinez with Martinez Architects, Justin Davis of Construction Masters, and Paul Kullman and Dhinaker Thangavelu with AG/CM.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Pete Serna stated that TX Class keeps rising and is currently at 4.6% and will be reaching 5% soon.
6. **Building Committee Meeting:** Paul Kullman thanked everyone for coming to the special meeting. Justin Davis has given documents to review. He states that the drawings for Station 96 and Station 93 show the differences between the two designs. The itemized probable cost estimate was given. Most items are the same or similar. The differences include the site work (i.e. sewer, square footage differences for MUD district addition, etc.). Totals for each building, including the combined total, is included in the documents for review. The total is approximately \$449 per square foot. Mr. Scibuola stated that it was approximately \$250 per square foot in the beginning. Mr. Davis explained that the \$250 per square foot pricing was for Station 97 and pricing has increased since that project. The total for both buildings is approximately \$6.9 million. Mr. Ricardo Martinez states that pricing has increased per square footage across the board among all of his projects. The EMS footprint is smaller therefore affects the square footage pricing. Mr. Davis is hoping that some of the numbers decrease as time goes on but there is no guarantee and costs rarely go down. Inflation has increased over 300% since 2019. Mr. Kullman discussed that supply and demand affects overall pricing increase and this is an issue across the board, not just within EMS clients. Pete Serna emphasized that buildings are likely underinsured if the cost per square foot has increased from approximately \$300 to \$400 per square foot. The intent is for ESD No. 1 receives a quality end product. As they are designing from a detail perspective, they will stay in contact with ESD No. 1 throughout the process. (13.01) Pre-engineered metal building (PEMB) costs went up significantly. It was \$116,000 for Station 97 and is now \$229,600. Station 93 is approximately \$224,000. They will revise the estimate to reflect the correct numbers and send it after the meeting. Mr. Jeremy Hyde reviewed the drawings and he suggested the possibility of eliminating some of the storage space in the back and increase the bay to a 4-unit bay at Station 96. Station 93 could potentially do without the supervisor area because it is not necessary. He proposed these changes as a way of saving on costs. The architects emphasized that it would be a big design change. In order to change the bay, the perimeter, elevation, and roofing would change. The bay area is around \$180 per square foot. Mr. Kullman stated to consider design changes for the needs of the future station as it is not beneficial to add changes in the future after completion. Mr. Dhinaker Thangavelu explained that the overall costs may seem a lot higher but the addition of the square footage space for the additional office should be considered which then maintains a very close pricing as what was originally discussed. Fred Scibuola listed optimal changes as: Station 93 remain a 3-bay unit with supervisor unit removed, Station 96 adding additional unit in bay (total of 4

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supervisor unit remaining the same but relocated. This will be tabled and discussed at a meeting on January 12, 10:30 am.

7. **Possible action on Building Committee Meeting:** Fred Scibuola made a motion to table suggested changes to design of station 93 and 96 until January 12 at 10:30 am. Motion carried.
8. **Discuss and possibly approve cost estimates for future stations 93 and 96:** Tabled until cost corrections are made.
9. **Adjourn to closed session:** None.
10. **Possible action on closed session:** None.
11. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:14 am.



JAN 31 2023

President: [Signature]

Secretary: [Signature]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – January 12, 2023**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:30 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy called for pledge of allegiance and a moment of silence at 10:31 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (via telephone), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Executive Administrative Asst. Michelle Sterling. Guests present were Ricardo Martinez with Martinez Architects, Justin Davis of Construction Masters, and Paul Kullman and Dhinaker Thangavelu with AG/CM.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Building Committee Meeting:** Paul Kullman made some changes in the plan which were discussed last week. The revised drawings are presented to the Board. Station 96: Ricardo Martinez stated after last meeting, they went back to the drawing board. As a building group, the concern was not going over property lines. There is no problem to increase to 4 bays from a design aspect although it is a bit tight. There will be 8 feet on one side and 10 feet on the other side of property. They would like to be sure the building is above flood line but the side slopes are decreasing some with moving the design further out. They will compensate with some steps on the side to help with that. This will not affect flooding for any neighboring lots. The detention pond layout will stay the same with vertical wall. The calculations added some capacity and they are anticipating an additional 6-8 inches in depth. Mr. Davis thought the addition of the bay and removing the supervisor unit would be close originally; the cost did go up slightly marginally approximately \$15,000. Paul Kullman says on 93, the square footage was not updated on the document that was presented so Justin will update that but the numbers on the cost is accurate with the correct square footage. All dollar amounts are correct. The correct square footage are as follows: station 96 is 9,062 square feet and 6,841 square feet for station 93. Cost per square foot is \$435 for station 93 and station 96 is higher but it includes detention pond and other items that are not needed at Station 93. ESD No. 1 would like to go minimum cost on landscaping. The overall cost on Station 93 has decreased and Station 96 has increased with the proposed changes. Mr. Scibuola asked that the timeline be updated. There is a timeline of 6-8 weeks for permitting. As engineering is working, purchases on material will start to be made over the next 4 weeks. After the 4 weeks, pricing can be locked in at that time with subcontractors and manufacturers. There will be monthly draws like previous buildings for payments on the project. Estimated move-in is approximately June 2024.
7. **Possible action on Building Committee Meeting:** Fred Scibuola made a motion to accept Martinez Architect's drawings as amended for station 93 and 96 as presented today. Motion carried.
8. **Discuss and possibly approve cost estimates for future stations 93 and 96:** Fred Scibuola made a motion to approve the revised cost estimate for station 93 and 96 as presented. Motion carried.
9. **Adjourn to closed session:** None.

10. **Possible action on closed session:** None.
11. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:16am.