



MAR 02 2023

President: [Signature]

Secretary: [Signature]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – January 31, 2022 2023**

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, 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 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:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes (regular minutes on December 22, 2022, special meeting minutes on January 05, 2023, and special meeting minutes on January 12, 2023) as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Fred Scibuola stated that there was a MUD meeting on January 20 that he attended and Judy was sent the information to finalize architect and building plans as presented which included the deputy's office. He advised them that the estimated date of completion is approximately March 2024. In addition, he requested the names of the police officers that will be working out of the station when that time comes. Mr. Scibuola spoke to the MUD district attorney and stated that he would keep her informed of building progress. The MUD district will be covering the costs of the permits, as previously discussed, in exchange for including the deputy office construction. Jeremy Hyde stated that not much has happened since the last meeting but the schedule has been updated. If permitting goes as planned, demolition could start as early as March. Mr. Hyde will update the fire Chief's so they can prepare. Notice of Detention Requirements document was presented and signed by Cathy Sunday prior to the meeting today.
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 December, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$11,883,269. During the month, HCESD No 1 received \$5,930,953 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$1,678,615 in disbursements during the month. The majority of this balance relates to payments to HCEC for monthly services (\$1,528,370). The ending balance as of December 31, 2022 is \$16,135,606. During December, the opening balance for the Texas Class Prime Investment account was \$11,614,135. We received \$22,047 in interest from the CIP account and \$18,534 from the general texpool account. The ending interest rate was 4.3170%. That rate is continuing to increase.

The ending balance for December was \$10,056,102. The invoices pending board approval total \$76,936. The number is small because she is still waiting on the HCEC invoice. The amount also does not include the Interbelt payment (\$6800) as they do not allow ACH payments. The Chase payment reflects some credits received as a result of refunds from hotel rooms from the SAFE-D conference. \$2,527.88 is the actual balance owed including the credits (will be sent by physical check). Prosperity Bank interest rate is at 2.17% currently. 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** None.
  
12. **Discuss and possibly approve audit engagement letter:** Melissa Morton stated that the annual audit is coming up and rates are slightly increased from last year. Additional guidance regarding leases will require more work as well this year. The audit is scheduled to begin in early March. Caryn Papantonakis reviewed the document and has approved it. Motion to approve audit engagement letter 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 2194 911 calls this month, compared to 2077 in the previous month. Response time is 8:24.
  - HCEC is holding a supervisor promotion process to fill a vacant supervisor position. 4 Supervisor candidates have passed on to the second round of interviews.
  - HCEC facilities and preparation held up well during the 48-hour freeze in late December.
  - HCEC is working to move our main radio tower to the Greenspoint area for better radio coverage.
  - HCEC worked with the Houston Astros to review and update their Emergency Action Plan regarding medical emergencies for the players.
  - Vehicle Accidents last month: 1 (minor)
  - Vehicle Maintenance Reports last month: 21
  
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, February 28, 2022 at 10:00 am.
  
18. **Adjourn:** Virginia Bazan made a motion to adjourn. Motion carried. Meeting adjourned at 11:00 am.



MAR 28 2023

President:

Secretary:

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 – March 02, 2023**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:15 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 10:16 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 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.
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** Mr. Fred Scibuola reminded the Board that today's meeting is technically the February meeting as it was rescheduled. Mrs. Cathy Sunday thanked HCEC for the Christmas gifts.
7. **Review and possibly approve all Meeting Minutes:** Cathy Sunday made a correction to the date on the minutes. It was recorded as 2022 and should say 2023. Motion to approve all meeting as corrected was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that the Building Committee met with AG/CM and construction manager and completed a final review of the plans. The final version of plans are posted on the website. The interior design was decided to match the other stations. There was discussion about replatting Station 93. Station 93 was improperly replatted in the past so it was decided to move forward. The fire department is reengineering their entrance area. The estimate from MUD district was received today for the build-out at Station 96 and is roughly \$200,000. The next step is to finalize drawings based on discussion and will have those prepared to present to the Board for approval. It will then go out for bid with Construction Masters and will receive the final pricing. Mrs. Sunday stated that there is a new project manager and has been with the company for several months. She said that she is very productive with her work. Pete Serna suggested checking on requirements for fencing around retention pond to decide if it is necessary or required by insurance. After discussion, the Board has decided to place a fence regardless if it is required. Mr. Hyde will contact AG/CM to amend the final plans to add it in.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possible approve CMT testing services:** Jeremy Hyde stated that the cost is \$19,570 for Station 93 and \$23,848 for Station 96 for the Construction Materials Testing which will be completed by Alpha Testing. Motion to approve CMT testing services was made by Fred Scibuola. Motion carried.

11. **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 \$18,204,845. During the month, HCESD No 1 received \$3,899,978 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$3,628 in disbursements during the month. The ending balance as of January 31, 2023 is \$22,101,195. During January, the opening balance for the Texas Class Prime Investment account was \$9,976,102. We received \$23,386 in interest from the CIP account and \$15,440 from the general texpool account. The ending interest rate was 4.5742%. That rate is continuing to increase. The ending balance for January was \$16,014,928. The invoices pending board approval total \$3,019,704. The majority is related to December and January invoices for HCEC. Mrs. Morton is working with Keir Vernon to get final numbers for HCEC. Revenue numbers came in higher than budgeted. The audit is beginning on Monday. 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** Motion to approve a check payment to the title company, which was not included in pending payments, for the land purchase for Washington Dr. in the amount of \$175,682 was made by Fred Scibuola. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2175 911 calls this month, compared to 2194 in the previous month. Response time is 8:24.
  - HCEC filled the vacant supervisor position with Collin Poole. Collin will be a great addition to our Supervisor staff. He will be at the next meeting if possible at the request of the Board members.
  - HCEC signed a lease to move our main radio tower to the Greenspoint area for better radio coverage.
  - HCEC brought on another dispatch client, Iowa Colony Fire Department. They work closely with one of our existing clients, Manvel EMS.
  - HCEC held its first CAB (Chief's Advisory Board) meeting for dispatch since COVID. We had a productive meeting with the fire chiefs.
  - Vehicle Accidents last month: 1 (minor)
  - Vehicle Maintenance Reports last month: 28

HCEC financials are included in the documents for review.
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, March 28, 2023 at 10:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:25 am.



APR 20 2023

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

Page 1 of 3

President:

A handwritten signature in black ink, appearing to read "Shirley Reed", written over a horizontal line.

Secretary:

A handwritten signature in black ink, appearing to read "Fred Scibuola", written over a horizontal line.

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – March 28, 2023**

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, 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 Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were HCEC personnel: Director of Information Technology Isaiah Cameron, Director of Communications Jimmy Silva, Supervisor Collin Poole, and Director of Community Relations Monty Northern.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Collin Poole introduced himself as the new C-shift supervisor. Jeremy Hyde commended him on doing much work for the company and stated that he has established himself as a great leader. Isaiah Cameron was promoted to Director of IT and Jimmy Silva was promoted to Director of Communications. Jeremy Hyde commended Mr. Silva's efforts and time to gain accreditation for the Communications Center. The Board thanked them all for their service and gave congratulations. Monty Northern stated that he has had a busy public relations schedule including the following events: Aldine ISD Multilingual Dept. Spring Festival, Griggs Elementary School Spring Carnival, Aldine ISD PreK Enrollment Expo, Orange Grove Elementary School Career Day, Eckert Elementary School Career Day, Worsham Elementary School Career Day, Black Elementary School Career Day, Carmichael Elementary School Career Day, Houston Shell & Concrete Safety Day, Grantham Academy for Engineering Career Day, Aldine ISD Health Fair Nutrition Development Center, Francis Elementary School Career Day, Conley Elementary School Career Day, and Steve Mead Middle School Career Day. He provided samples of the PR bags that he passes out to the students at the schools.
6. **Open Comments from the Board of Commissioners** Shirley Reed has five Health Fairs coming up and she will get with Mr. Northern for some PR items to hand out. Mrs. Sunday and Mr. Scibuola commended Jeremy Hyde, Heath White, and Keir Vernon on their upstanding ability to hire employees for the right positions. Pete Serna provided a copy of all of the current House bills awaiting to be passed. He stated that he will watch closely as to which may apply to ESD #1 so that the Board can allow for future discussion. Keir Vernon has some upcoming meetings regarding some of the bills and she will keep the Board informed of any new information as well. She suggests reviewing the packet that Mr. Serna provided and take a poll on which bills are most impactful and prepare a letter for legislatures requesting support.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that he was waiting on the water board for the replat for Station 93 and will provide an update once information is received.

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

Phone: 281-449-3131

Fax: 281-227-3335

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 February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$22,101,195. During the month, HCESD No 1 received \$8,505,739 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$2,153,383 in disbursements during the month. The ending balance as of February 28, 2023 is \$28,453,551. During February, the opening balance for the Texas Class Prime Investment account was \$16,014,928. We received \$22,053 in interest from the CIP account and \$50,395 from the general texpool account. The ending interest rate was 4.7575%. The ending balance for January was \$38,087,375. The invoices pending board approval total \$1,412,800. The report reflects mostly normal monthly activity with the exception of a couple of items. Caryn Papantonakis is working with Mrs. Morton on hiring a new company for arbitrage. Motion 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 depository services with Prosperity Bank:** Mrs. Morton stated that because Prosperity offers a higher interest rate, their contracts are for one year. The funds in the bank are covered by FDIC. Most funds are kept in the TX Class account and are moved to Prosperity for payment of bills. There is collateral in place for when the amount is above the FDIC while waiting on checks to clear. Motion to approve depository services with Prosperity Bank was made by Pete Serna. Motion carried.
  
13. **Discuss and possibly approve surplus auction:** Jeremy Hyde stated that there are some older vehicles and ambulances that need to be auctioned. He would like to trade-in ambulances for credit toward future remounts if the market value is above \$20,000. Auction would be the necessary route if market value is below \$20,000. The reasoning behind this is that auction fees are 13% of the sale. The other vehicles and items will be auctioned regardless. Motion to authorize Jeremy Hyde to negotiate surplus items for auction, or sale, 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 1929 911 calls this month, compared to 2175 in the previous month. Response time is 8:18.
  - HCEC held a clinical case review this month which was well attended.
  - HCEC held community CPR classes on March 22. We also participated in a community parade on March 25.
  - HCEC attended a Blinn job fair to recruit Paramedics.
  - HCEC promoted Jimmy Silva to the Director of Communications and Isaiah Cameron to the Director of Information Technology
  - HCEC is holding an In-Charge Paramedic promotion academy this week.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 12
  
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 Thursday, April 20, 2023 at 10:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:30 am.



MAY 31 2023

✓ President: *Shirley Reed*  
Secretary: *Virginia Bazan*

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – April 20, 2023**

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, 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 Executive Administrative Asst. Michelle Sterling. 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:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that there is a meeting to finalize land exchange at Station 93 and will know more this afternoon. If there are items that need approval the Board will need to schedule a special meeting.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated that there are no financials for this month. The total amount for unpaid bills to be approved is \$179,748. She is missing the invoice from HCEC due to the timing of the meeting. The only invoice that is out of the usual is for 2 vehicles that were delivered in the amount of \$121,136 (2023 Dodge Rams). She states that she is in the process of wrapping up the audit, is working with new accounting guidance, and the audit report will be available at the next meeting. Motion 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:** Motion to amend the unpaid bills to indicate payment to Caryn Papantonakis in the amount of \$6000 was made by Fred Scibuola. Motion carried.



12. **Discuss and possibly approve contract for auctioneer service:** Jeremy Hyde stated that the auctioneer service is Omnia partners/TCPN which have been used in the past. The current contract is included in the documents for review. Mrs. Papantonakis reviewed the contract and everything looked good from a legal standpoint. Motion to approve the contract for auctioneer service was made by Pete Serna. Motion carried.
  
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2169 911 calls this month, compared to 1929 in the previous month. Response time is 8:17.
  - HCEC held Trimester CE this month, which all of our credentialed medical providers participate in for medical education.
  - HCEC wellness committee held a sand volleyball game for our employees.
  - HCEC had an in-person staff meeting to kick off our CAAS accreditation process.
  - HCEC will help provide coverage for the Iron Man competition this weekend.
  - HCEC welcomed 2 new employees at Bender, Austin Barrie and Ray Taylor. Austin will be the new IT Coordinator and Ray will handle CAD administration for dispatch.
  - Vehicle Accidents last month: 1 (minor)
  - Vehicle Maintenance Reports last month: 11
  
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 Wednesday, May 31, 2023 at 10:00 am.
  
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:18 am.



JUN 20 2023  
President: \_\_\_\_\_  
Secretary: Virginia Bazan

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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – May 31, 2023**

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, and VP of Administration Keir Vernon. President Cathy Sunday was absent due to medical reasons. Guests present were Alyssa Hill from Carr, Riggs & Ingram, LLC.
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:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Fred Scibuola met with Jeremy last week. There is a document attached regarding the modification of water lines from Pape-Dawson Engineers along with a task list of future work. The fire hydrant will be provided adjacent to the property. The fee may apply to Mount Houston's board but since we are paying the bill, it won't apply to us. Mr. Scibuola emphasizes that we shouldn't pay taxes on that. Mr. Hyde will make sure that they are aware. The construction phase services will include the preparation of construction bid packages including bid, quantity estimates, and bid forms. Page 5 of the document shows a summary of scope and fees which includes a total cost (including some estimated amounts) of \$71,866. Mr. Hyde will contact the MUD district to ask how to proceed but approval needs to be voted on today to move forward. Mr. Hyde stated that the timeline is shot. They were late in submitting final cost analysis for the station and still waiting for subs to get back with some quotes. He was in correspondence with Justin late yesterday evening and Justin stated that as of last night, they were 6% over the last estimate we saw. They are confident they can drop that amount and are in a conference discussing this right now. They will be providing us with a new timeline when they have the new numbers. We may need a Special Meeting to approve the costs prior to the next Board meeting.
9. **Possible action on Building Committee report:** Motion to approve proposal from Pape-Dawson Engineers as presented pending final approval from our general counsel/Caryn Papantonakis made by Fred Scibuola. Motion carried.

10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$28,453,551. During the month, HCESD No 1 received \$706,910 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$4,610,458 in disbursements during the month. The ending balance as of March 30, 2023 is \$24,550,002. At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$24,550,002. During the month, HCESD No 1 received \$378,371 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$64,612 in disbursements during the month. The ending balance as of April 30, 2023 is \$24,862,098. During March, the opening balance for the Texas Class Prime Investment account was \$38,087,375. We received \$25,037 in interest from the CIP account and \$87,176 from the general texpool account. The ending interest rate was 4.8597%. The ending balance for January was \$26,049,588. During April, the opening balance for the Texas Class Prime Investment account was \$26,049,588. We received \$25,243 in interest from the CIP account and \$82,922 from the general texpool account. The ending interest rate was 5.0423%. The ending balance for January was \$26,157,753. The invoices pending board approval total \$3,444,368. This includes the annual debt payment to JP Morgan of \$263,000. After discussion, the new amount for unpaid bills including the vehicle purchase from Agenda item #13 is \$3,484,001. Mrs. Morton noted that we need to revisit the lease agreements to modify to include new properties in July. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills in the amount of \$3,484,001 was made by Fred Scibuola. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve ESD 1 annual audit:** Alyssa Hill presented the representation letter which includes standard language and the draft audit for review. The initial audit plan did not change during the engagement. No significant risks or exposures were noted and there were no difficulties during the audit. She stated that there was one new standard under the significant accounting policies and is referred to in Statement No. 87 regarding leases and was effective January 1, 2022. They were unaware of any fraud or illegal acts involving personnel or causing material misstatement of the financial statements during the audit. Arbitrage is on the radar but should be okay until the end of this year and she discussed this with Melissa at the front-end of the audit. A couple journal entries to note were Journal Entry #4 and Journal Entry #5 which recorded the impact of the lease standards. Journal Entry #4 started out with a 3.6-million-dollar lease receivable representing the future value to be received under vehicle and facility leases and Journal Entry #5 reflects activity for 2022 against that. The lease revenue is still at a \$666,792 and doesn't change the actual revenue. Lastly, the internal control letter states that they did not have any material weaknesses or any matters that were noted during the audit. She states that financial statements are fairly consistent with prior but will point out changes. She noted that financial highlights were included on page 4 of the report. Page 5 includes all assets, liabilities, and deferred inflows of resources using the accrual basis of accounting. The table reflects the difference between assets from December 31, 2022 to 2021 and continues to show liabilities. The deferred inflows of resources notate \$19 million to \$24 million which is reflecting the deferred taxes going into 2023. Page 7 of the report shows a comparison of revenue. Property taxes showed a \$625,000 net increase, that is after an increase to allowances so the actual amount is closer to \$865,000. The collection rate is staying about the same so as the outstanding property and delinquent taxes continue to rise, we are having to increase the allowance to keep historically where your percentage coverage is. Page 8 is comparison of capital assets and shows the start of construction of stations in 2022. The only notation for long-term debt is that this is the last year for the Stryker finance. Moving into the actual financial statement which is a more detailed view, the main changes are the lease receivables under assets and in the deferred inflows of resources shows the lease revenue at about \$3 million. Note 13 was added on page 23 of the report regarding lease revenue. Motion to approve the ESD 1 draft annual audit as presented was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
13. **Discuss and possibly approve the purchase of a fleet vehicle:** There was a recent moderate fleet incident that totaled a 2008 vehicle and the vehicle needs replaced. We will be receiving approximately \$32,000 from auction. The vehicle to replace it comes in at \$39,633. Motion to approve the purchase of a fleet vehicle 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 2100 911 calls this month, compared to 2169 in the previous month. Response time is 8:18.
  - HCEC held EMS week activities for our employees last week. The week included lots of food, giveaways, and fun.
  - HCEC held its annual awards banquet last Thursday at the Golf Club of Houston. We had a great turnout and honored our dedicated staff.
  - ESD held a successful auction and sold a few fleet vehicles and miscellaneous shop supplies.
  - HCEC is making final preparations to turn in our CAAS accreditation packet.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 18
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, June 20, 2023 at 10:00 am.
19. **Adjourn:** Virginia Bazan made a motion to adjourn. Motion carried. Meeting adjourned at 11:22 am.





JUL 27 2023

President:

Secretary:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – June 20, 2023**

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 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 Assistant Michelle Sterling. Guests present were Paul Kullman of AG/CM, Ricardo Martinez of Martinez Architects, and Justin Davis of Construction Masters.
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:** Cathy Sunday thanked Shirley Reed for running the Board Meeting last month.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Paul Kullman stated that we are just under the original budgeted amounts since receiving bids. Justin Davis said we were approximately \$6.94 million in January. Mr. Kullman said they've received the first round of comments from the county and will resubmit for the permit. Ricardo Martinez informed the Board that the county would like to call the dining area an assembly area per the code book. They plan to dispute that with the reviewers as it will have a cost impact. Mr. Martinez stated that he will start there and would prefer not to go above them unless it is necessary. Mr. Kullman said that at the end of the project if the generator isn't available at time of move-in, it is a possibility to rent one but there is a process to do that. In addition, he informed us that the generator at Station 96 is more expensive due to the size of the building. Mr. Davis states that the costs presented today should be locked in if they are voted and approved on today.
9. **Possible action on Building Committee report:** Motion to approve the purchase of the utility easement in the amount of \$10.00 was made by Pete Serna. Motion carried.
10. **Discuss and possibly approve cost estimates for future stations 93 and 96:** Motion was made by Fred Scibuola to approve Station 93 budget as presented pending legal review by Caryn Papantonakis. Motion carried. Motion was made by Fred Scibuola to approve Station 96 budget as presented pending legal review by Caryn Papantonakis. Motion carried. Motion was made by Fred Scibuola to approve of the Design-Build Amendment A141-2014 Exhibit A for Station 93 and 96 pending legal review. Motion carried.

11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated that there is no report being presented as the Board meeting is a week early and financials are not prepared yet. The unpaid bills report is included in the packet for review. Bills that need approval total \$81,492.42. The only fee out of the ordinary is the charge from Equitax Inc. There was a 6-hour class that Mrs. Morton attended for arbitrage to gain additional training which will prepare her for future arbitrage with HCESD No. 1. There was no fee for the course but Mrs. Morton will be paid for her time at her normal rate. Motion to approve payment of bills was made by Fred Scibuola. Motion carried. Motion to approve paying Melissa Morton 6 hours at her regular rate for arbitrage training course was made by Pete Serna. Motion carried.
  
12. **Possible action on The Morton Accounting Services' monthly report:** None.
  
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2359 911 calls this month, compared to 2100 in the previous month. Response time is 8:27.
  - HCEC has arranged with NWFD to house our EMS crews for Stations 93 and 96 while construction occurs on their new stations. Thank you to Chief Cole for allowing us to use the stations.
  - HCEC is making final preparations to turn in our CAAS accreditation packet.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 9
  
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, July 27, 2023 at 10:00 am.
  
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:51 am.





AUG 29 2023

President: 

Secretary: 

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – July 27, 2023**

1. **Call to Order:** Fred Scibuola called the meeting to order at 10:04 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 10:05 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, 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 and Executive Assistant Michelle Sterling along with Legal Counsel Mark Smith. Vice President Shirley Reed was 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:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Virginia Bazan. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that he met with the building people yesterday and we are still being held up by permitting with the county. The timeline could be 8 more weeks. Once we have the permit, he will give us a 3 week notice to get employees moved out of the building. They are not concerned with pricing changes during this timeframe.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve agreement with Mount Houston MUD:** Mr. Hyde said that this was previously discussed; however, he has presented the final official documentation for review. Motion to approve agreement with Mount Houston MUD was made by Pete Serna. Motion carried.
11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated that at the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$24,862,097. During the month, HCESD No 1 received \$223,184 in revenue – the majority of which came from interest income. HCESD No 1 processed \$263,840 in disbursements during the month. The ending balance as of May 31, 2023 is \$26,904,430. At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$26,904,430. During the month, HCESD No 1 received \$322,176 in revenue – the majority of which came from interest income. HCESD No 1 processed \$3,706,659 in disbursements during the month. The ending balance as of June 30, 2023 is \$23,519,947. During May, the opening balance for the Texas Class Prime Investment account was \$26,157,753. We received \$26,991 in interest from the CIP account and \$88,163 from the general texpool account. The ending interest rate was 5.1952%. The ending balance for May was \$22,772,907. During June, the opening balance for the Texas Class Prime Investment account was \$22,772,907. We received \$26,299 in interest from the CIP account and

\$72,192 from the general texpool account. The ending interest rate was 5.2674%. The ending balance for June was \$22,871,698. The invoices pending board approval total \$1,809,010. There was one new invoice totaling \$1,650 from S & G Engineering Consultants. Motion to approve the monthly report and authorize payment of bills was made by Virginia Bazan. Motion passed.

12. **Possible action on The Morton Accounting Services' monthly report:** None.
  
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 2359 in the previous month. Response time is 8:32.
  - HCEC submitted our CAAS accreditation packet. We will not wait for the results of the submission review before scheduling onsite visit.
  - HCEC held our annual Offsite Leadership Meeting July 6-7. We held the meeting in conjunction with Montgomery County Hospital District (MCHD) and discussed industry best practices. We also reviewed the survey results and had a productive discussion.
  - HCEC is in the middle of an infrastructure upgrade for IT. We are replacing aging servers, switches, and other backbone hardware.
  - Vehicle Accidents last month: 1
  - Vehicle Maintenance Reports last month: 20
  
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, August 29, 2023 at 10:00 am.
  
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:26 am.





**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – August 08, 2023**

1. **Call to Order:** Cathy Sunday called the meeting to order at 3:00 pm.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for pledge of allegiance and a moment of silence at 03:01 ~~am~~ <sup>pm</sup>.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Executive Administrative Asst. Michelle Sterling. Asst. Treasurer Pete Serna and Secretary Virginia Bazan 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. **Discuss and possibly approve Resolution appointing Harris County Tax Assessor-Collector to create the certified tax rolls and calculate the Truth-In-Taxation (TNT):** Caryn Papantonakis has read and approved the documents. Motion to approve resolution appointing Harris County Tax Assessor-Collector to create the certified tax rolls and calculate the TNT was made by Fred Scibuola. Motion carried.
7. **Adjourn to closed session:** Adjourn at 3:04 pm.
8. **Possible action on closed session:** None.
9. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 03:08 pm.

APPROVED  
Harris County ESD #1  
Board of Commissioners

AUG 29 2023

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

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



SEP 26 2023

President: *[Signature]*

Secretary: *[Signature]*

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – August 29, 2023**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:01 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 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, Vice President of Administration Keir Vernon and Executive Assistant Michelle Sterling along with Legal Counsel Mark Smith. Secretary Virginia Bazan 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. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular meeting minutes from July 27, 2023 as presented was made by Fred Scibuola. Motion carried. Motion to approve special meeting minutes from August 8, 2023 with amendment to time change to p.m. on Agenda item # 1 and 2 was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Good progress has been made the last couple of weeks and expecting permit approval any day now. Jeremy Hyde stated that we are releasing funds to Centerpoint this week. The air condition at 92 and 94 has been ongoing. Justin Martinez says: 92 and 94 have a combination of 3 things: design flaws, equip and installation flaws, minor operator flaws. Design- the building's upper half is metal wall paneling; current construction would include a specific type of board behind that but it was not a requirement for code back then so it was not done. The humidity inside the room is surface and shouldn't be penetrating walls. Will do a mold test at a later point and will have a 3<sup>rd</sup> party person check behind walls. There is open-air return meaning above the ceilings there was no duct- last summer they went in and created duct return hoping that would fix the issue. It helped but it was not a final solution to correct humidity levels. They have continued to make adjustments. Another part of the problem is that most buildings are designed to be set around 72 degrees. Lowering the temperature can add to the problem considering Texas climate. They have added exhaust fans, replaced air dryers and copper tubing, and added 3 dehumidifiers. Checked yesterday and recorded that humidity levels have dropped 20%. They are confident moving forward ordering all necessary equipment for Station 94 now that testing has been completed at Station 92. There should be no concerns for Station 93 and 96 as there are different designs and equipment. Recommendation for testing on 92, wall testing with hygienist should be completed in a couple months after making sure surface level issues are no longer visible. Mr. Hyde received color options for new stations to match closest with those at station 97. He presented options to the Board for selection and they chose the color option closest to maroon.

9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve construction photography services:** Mr. Hyde said that this is the same company that was employed for prior stations. Caryn Papantonakis will review the documents and give approval. Motion to approve construction photography services pending Mrs. Papantonakis' approval, including any essential amendments, was made by Shirley Reed. Motion carried.
11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated that at the beginning of July, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$23,519,947. During the month, HCESD No 1 received \$251,601 in revenue – the majority of which came from interest income. HCESD No 1 processed \$1,813,510 in disbursements during the month. The ending balance as of July 31, 2023 is \$21,958,038. During July, the opening balance for the Texas Class Prime Investment account was \$22,871,698. We received \$27,907 in interest from the CIP account and \$74,777 from the general texpool account. The ending interest rate was 5.3245%. The ending balance for July was \$21,674,382. The invoices pending board approval total \$1,709,443. \$1,350 added to unpaid bills for outstanding invoice that was received after financials were completed. Motion to approve the monthly report and authorize payment of bills was made by Fred Scibuola. Motion passed.
12. **Possible action on The Morton Accounting Services' monthly report:** Pete Serna made a motion to move half the funds into the government fund account. Motion carried. Melissa Morton completed the transaction.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2165 911 calls this month, compared to 2277 in the previous month. Response time is 8:31.
  - HCEC held the second Trimester CE for our medically credentialed staff. We require all medical staff members to attend these 3 trainings per year to catch up on the latest trends with HCEC medicine.
  - Willie Sanders inspected the first soon-to-be completed remount ambulance and reported that it was nicely done with good quality standards.
  - Construction Masters continues to work to fix the humidity problem at Stations 92 and 94
  - HCEC is implementing a new checklist system for disaster preparedness. This was initiated by Dr. Decker and was adopted by all departments.
  - Vehicle Accidents last month: 0
  - Vehicle Maintenance Reports last month: 27
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 26, 2023 at 10:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:11 am.





OCT 24 2023

Vice President

*Shirley Reed*

Secretary

*Virginia Bazan*

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

Page 1 of 3

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – September 26, 2023**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:01 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 10:02 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna 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, Vice President of Administration Keir Vernon, Director of Community Relations Monty Northern, and Executive Assistant Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Vince Grainger with AG/CM.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Monty Northern reminded the Board that National Night Out is October 3<sup>rd</sup>. HCEC is sending trucks to 4 locations.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday stated that she went to the residential meeting and they are attempting to get new lights for the roads. Fred Scibuola said that October 27 is an open forum at the Elementary school. Shirley Reed said that the senior citizen event will be held at MO Campbell on December 5 and asked for gift donations. Christmas for the kids will be held at HCEC headquarters on December 15 and will include a potluck hosted by HCEC.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular meeting minutes made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Vince Grainger will be the construction manager for the onsite portion of building. He put together a report for Station 93 and 96. Both are scheduled to start on October 2 with construction. They met with the Fire Marshall yesterday and they have reviewed everything and permits have been released. They are awaiting payment by general contractor which should happen in the next day or two. There is a coordination meeting today with initial subcontractors to discuss things like storm water prevention program, parking, and potential lane closures for material delivery. They will discuss all initial logistics. They discussed open issues at the pre-construction meeting. Everything is on the right path. A few items have longer lead times but contractors are happy with how the process is going and it is on schedule. They are not using a local company for the steel. The submittals have already been reviewed with shipping dates already scheduled. The demolition of the existing Station 93 will begin in October. The existing Station 96 will be used as a construction trailer/site to work out of temporarily and the demolition of that building will depend on need for use. The new building will be on the back of the property at 96. Jeremy Hyde pointed out that we gave them notice to proceed in June but they would like to amend the notice to proceed on October 2<sup>nd</sup> to align with the actual date to start. These delays were due mainly for permitting. The new notice to proceed letter is required to amend the completion date (365 days in-between).

9. **Possible action on Building Committee report:** Motion to authorize Jeremy Hyde to amend notice-to-proceed beginning October 2 with approval from Caryn Papantonakis was made by Shirley Reed. Motion carried.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated that at the beginning of August, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$21,958,038. During the month, HCESD No 1 received \$190,526 in revenue – the majority of which came from interest income. HCESD No 1 processed \$1,710,793 in disbursements during the month. The ending balance as of August 31, 2023 is \$20,473,771. During August, the opening balance for the Texas Class Prime Investment account was \$21,674,382. We received \$27,431 in interest from the CIP account and \$68,301 from the general texpool account, \$2,980 from the Gov HCESD #1 account, and \$1,320 from the Gov Capital Project account. The ending interest rate was 5.4752%. The ending balance for August was \$20,174,473. The invoices pending board approval total \$3,487,497. That is mainly due to June and August balance due to HCEC. There is also an additional add for \$5000 reimbursement to Cathy Sunday. The total comes to \$3,492,497. Motion to approve the monthly report and authorize payment of bills was made by Fred Scibuola. Motion passed.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve 2024 budget:** Melissa Morton is awaiting revenue number to continue with budget. There will be some capital items added to the budget including ambulance chassis and some Stryker items for maintenance. No motion at this time.
13. **Discuss and propose 2023 Tax Rate:** The no new revenue tax rate is 0.080184, the voter approval tax rate is 0.082838, and the de minimis tax rate is 0.08187. The Board highly recommends the voter approval rate. The rates will be published on all required mediums. The notice for public hearing will be held on October 24<sup>th</sup>. Motion to propose the 2023 tax rate of .082838 was made by Pete Serna. Motion carried.
14. **Discuss and possibly approve purchase of ambulance chassis:** Jeremy Hyde stated that 1 chassis was ordered last year and is due to arrive in the next few months. Still need approval for an additional chassis because lead times are so long. Total purchase price is \$62,743.50. Motion to approve purchase of ambulance chassis was made by Fred Scibuola. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2390 911 calls this month, compared to 2165 in the previous month. Response time is 8:26.
  - HCEC moved out of Stations 93 and 96 on September 20<sup>th</sup>. Station 93 is set to be immediately demolished upon turnover October 2, while the construction company will use Station 96 as a temporary construction office.
  - Thank you to Northwest Fire Department for housing 3 of our ambulances during construction. They are excellent partners with us.
  - HCEC held an In-Charge academy last month with newly promoted Paramedics.
  - Vehicle Accidents last month: 2 (minor)
  - Vehicle Maintenance Reports last month: 18
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, October 24, 2023 at 10:00 am. The Notice of Public Hearing will be held on Tuesday, October 24 at 9:30 am.
20. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 11:01 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – October 24, 2023**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:31 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence followed by the Pledge of Allegiance at 9:32 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 of Morton Accounting Services. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling. President Cathy Sunday and Secretary Virginia Bazan 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. **Public hearing on proposed tax increase:** The proposed tax rate is \$0.082838. There were no public attendees or 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 9:46 am.

APPROVED  
Harris County ESD #1  
Board of Commissioners

NOV 28 2023

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

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



NOV 28 2023

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

Secretary: Virginia Bazan

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – October 24, 2023**

1. **Call to Order:** Shirley Reed called the meeting to order at 10:01 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 10:02 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna 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, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, and Executive Assistant Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Vince Grainger with AG/CM. President Cathy Sunday 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. **Open Comments from the Board of Commissioners:** Fred Scibuola spoke about HCEC employee, Brian Cariota, treating his wife on an emergency call. He commended Mr. Cariota's persistence and patience in convincing her to go to the hospital for treatment. Pete Serna mentioned the recent success of raising insurance money for underprivileged children.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular meeting minutes was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Vince Grainger with AG/CM gave the following report: Stations started on October 2<sup>nd</sup>. Station 93's existing building is completely demolished and working on building pad for foundation currently. They were able to salvage existing generators at both stations. Upcoming work includes drill and pour piers, underslab plumbing and electrical, and beginning sitework utilities. The current completion date is July 08, 2024. There are no indications of any long lead-times or delays. No shipping dates have been provided as of now. Firm shipping dates will start to come in the next couple of months. The expected date of arrival for generators has moved up and they believe it should reach the rest of the schedule for completion. There have been some potential change order requests on items that have come up but are not finalized as of yet. This includes the fire line needing to be upgraded to 6" due to required flow, proposal for a windstorm engineer's services, and potential additional MUD requirements. Pricing is pending. The contractor has been speaking to the MUD district but the MUD district is slow to respond. They are finalizing their quotes within the next week. Product samples will be provided for HCESD No. 1 to review. Station 96 is a little further along. The completed items include piers, underslab plumbing, building pad, and foundation forms. Scheduled completion date is June 07, 2024. 4 rain days have been documented so far. Potential change order items include fire line being upgraded to 6" and the need of a windstorm engineer's services. No pricing for these items yet. Additionally, 2 existing septic tanks have been found onsite. There could be more found during, or after, the building demolition. There is no pricing yet but pricing for the current findings should be available at the upcoming meeting. Future findings will be addressed as needed. Alpha, the 3<sup>rd</sup> party testing agency, has been involved in the processes as needed for both stations.



9. **Possible action on Building Committee report:** None.

10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated at the beginning of September, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$20,473,771. During the month, HCESD No 1 received \$104,919 in revenue – the majority of which came from interest income. HCESD No 1 processed \$3,492,447 in disbursements during the month. The ending balance as of September 30, 2023 is \$17,050,242. During September, the opening balance for the Texas Class Prime Investment account was \$20,174,413. We received \$14,159 in interest from the CIP account, \$28,979 from the general texpool account, \$29,913 from the Gov HCESD#1 account, and \$13,247 from the Gov Capital Project account. The ending interest rate was 5.1867% for Texas Class and 5.5213% for Texas Class Gov. The ending balance for September was \$16,760,712. The invoices pending board approval total \$40,046. There is an additional invoice added from HCEC totaling \$1,647,088. The total comes to \$1,687,133.86 pending approval today. Pete Serna made a motion to approve the Morton Accounting Services' 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 2024 budget:** Melissa Morton stated that there were not many changes. \$23,459,521 total tax revenues. Donations and contributions moved from \$9,000 to \$12,000 due to slight increase that has been observed. Interest earned on checking was left due to it being difficult to gauge. Total income comes to \$24,907,957. Vehicles were based upon prior discussion with Jeremy Hyde. There was a slight increase in accounting fees and audit fees. After discussion with Mark Smith and Caryn Papantonakis, it was decided to budget \$10,000 on item 52550 because we are coming up on an election year. Fred Scibuola made a motion to approve the budget including modifications with an anticipated ending balance of \$7,657,986.84. Motion carried.

13. **Discuss and possibly approve 2023 Tax Rate:** Jeremy Hyde has orders to set the tax rate at 0.082838 as discussed at the last meeting. Motion to approve 2023 tax rate of 0.082838 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 2194 911 calls this month, compared to 2390 in the previous month. Response time is 8:26.
- Station 93 was demolished last week and extensive dirt work is happening on the Station 96 site.
- HCEC held a cadaver lab for our Paramedics last week to work on intubation and high-risk low-frequency skills.
- The administration department attended a conference for Neogov, which is the software we use for employment process as well as performance reviews.
- Jimmy Silva is attending the Communication Center Manager program held by Fitch. This is a rigorous course that covers leadership and critical topics for communication managers.
- Vehicle Accidents last month: 2 (minor)
- Vehicle Maintenance Reports last month: 23

Mr. Hyde played a voicemail recording left by a patient commending the services she received along with doting on the medics who treated her.

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 28, 2023 at 10:00 am.
19. **Adjourn:** Virginia Bazan made a motion to adjourn. Motion carried. Meeting adjourned at 11:38 am.



DEC 15 2023

President:

Secretary:

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 – November 28, 2023**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:02 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, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna 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, Vice President of Administration Keir Vernon, and Executive Assistant Michelle Sterling. Guests present were Vince Grainger with AG/CM.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola asked if HCEC is having a Christmas office decorating contest. Mr. Jeremy Hyde stated that we are focused on CAAS Accreditation currently but will consider doing that after the audit is completed.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve the special meeting minutes was made by Fred Scibuola. Motion carried. Motion to approve regular meeting minutes was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde said that Station 93 is moving along well. Station 96 has a completed slab. The budget is considered at-risk due to the retention pond because it will probably increase costs. Vince Grainger explained that the keystone block will have an aesthetic appearance compared to concrete but it is a durable product that is a standard method used for detention ponds. Mr. Grainger stated that the neighbor next to Station 93 is the fire station and they've been helpful. Station 96 has some residential homes surrounding it but he hasn't had any complaints as of yet. He further stated that the schedule is looking great and construction is going well overall. The MUD District is to bring the water service to the site at Station 93 and was originally quoted to Construction Masters.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated at the beginning of October, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$17,050,242. During the month, HCESD No 1 received \$76,605 in revenue – the majority of which came from interest income. HCESD No 1 processed \$1,687,134 in disbursements during the month. The ending balance as of October 31, 2023 is \$15,439,714. During October, the opening balance for the Texas Class Prime Investment account was \$16,760,712. We received \$14,789 in interest from the CIP account, \$16,481 from the general texpool account, \$29,212 from the Gov HCESD#1 account, and \$13,786 from the Gov Capital Project account. The ending interest rate was 5.5550% for Texas Class and 5.2009% for Texas Class Gov. The ending balance for

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

Phone: 281-449-3131

Fax: 281-227-3335

October was \$15,154,980. The invoices pending board approval total \$2,499,029. This is slightly higher than normal due to construction invoices. Pete Serna made a motion to approve the Morton Accounting Services' 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 resolution amending District fees of office:** Caryn Papantonakis consulted with Mark Smith on this matter. This resolution states that we are following the law. This will be a sworn statement and will exclude the notary step. Mileage rate is 65.5 and will increase in 2024. Mrs. Papantonakis suggested doing a future workshop to educate the Board with what is allowed and not allowed. Motion to approve the resolution with the future change to Exhibit A by Melissa Morton 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 2008 911 calls this month, compared to 2194 in the previous month. Response time is 8:28.
  - HCEC sent multiple field medics to Texas EMS Conference in Austin this month.
  - HCEC held our Trimester Continuing Medical Education this month for all of our credentialed medical providers.
  - HCEC held a potluck lunch for our employees for Thanksgiving. It was well attended.
  - HCEC will hold our Holiday Party on December 7 at Top Golf. ESD Commissioners are welcome to attend.
  - Vehicle Accidents last month: 1 (minor)
  - Vehicle Maintenance Reports last month: 20
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 15, 2023 at 10:00 am.
18. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:10 am.



JAN 30 2024  
President: [Signature]

Secretary: [Signature]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – December 15, 2023**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:04 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, Secretary Virginia Bazan, Treasurer Fred Scibuola (via phone), Asst. Treasurer Pete Serna and Melissa Morton with The Morton Accounting Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, and Executive Assistant Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Regina Adams with Radcliffe Adams Barner PLLC.
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:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular meeting minutes was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that alpha testing for asbestos fee was higher than anticipated. They are working on going through another vendor and there will be negotiations to agree on the final vendor and fee amount.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve change orders for Future Stations 93 and 96:** There were changes during permitting at Station 96 totaling \$153,861.86 and the changes at Station 93 during permitting totaled \$25,657.56. Motion to approve the change proposal request for Stations 93 and 96, not to exceed \$179,519.42, was made by Pete Serna. Motion carried. Motion to approve tap and inspection fees for EMS Station 93 in the amount of \$27,137 was made by Shirley Reed. Motion carried. Motion to approve review for asbestos testing subject to attorney review, not to exceed \$14,600, was made by Pete Serna. Motion carried.
11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton presented the unpaid bills report only today. There was an additional expense for reimbursement to Virginia Bazan in the amount of \$2700. The total amount of bills to be approved today total \$162,975. In addition, there is a reimbursement to Jeremy Hyde in the amount of \$12,438 for permitting fees. Mrs. Morton stated that different amounts are being used on reimbursements by Commissioners and they will hold a class to discuss reimbursement reports in early January. Motion to approve the authorization of unpaid bills was made by Pete Serna. Motion carried.

12. **Possible action on The Morton Accounting Services' monthly report:** None.
13. **Discuss and possibly approve agreement amendment with Radcliffe Adams Barner for election services:** Motion to approve agreement amendment with Radcliffe Adams Barner for election services was made by Shirley Reed. Motion carried.
14. **Discuss and possibly approve purchase of ambulances:** There are 2 ambulance boxes needed at a grand total of \$381,200. These will be coming from Frazer. Motion to approve the purchase of ambulances subject to attorney review was made by Virginia Bazan. Motion carried.
15. **Discuss and possibly approve renewal of service contract with Stryker Medical:** The renewal of ProCare Services through Stryker totals \$228,699. Stryker is on-site a couple times a month servicing equipment. Motion to approve renewal of service contract with Stryker Medical was made by Shirley Reed. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1911 911 calls this month, compared to 2008 in the previous month. Response time is 8:22.
  - HCEC held our Holiday Party on December 7 at Top Golf. Our staff had an excellent time.
  - HCEC is holding the potluck and the Grandparents gift giveaway on December 15.
  - HCEC awarded our dedicated staff \$600k in year-end bonuses for 2023. They wished to thank the ESD and the HCEC Board for their unwavering support.
  - Vehicle Accidents last month: 0
  - Vehicle Maintenance Reports last month: 23
17. **Possible action on Harris County Emergency Corps Report:** None.
18. **Adjourn to closed session:** None.
19. **Possible action on closed session:** None.
20. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 30, 2024 at 10:00 am. The Expense Report meeting, subject to Caryn Papantonakis and Melissa Morton schedules, will be held on January 4, 2024 at 11:00 am.
21. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:29 am.





**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SUPPLEMENTAL AGENDA  
MINUTES – December 15, 2023**

**1. Election Agenda:**

- a. **Update on May 4, 2024 Commissioners Election matters, and take any necessary actions on same:** Regina Adams stated that historically we would have had to hold our own elections. There have been significant changes in elections over the last couple of years. The cost is large to run your own election. There will be no constitutional amendments on the ballot in May. There is still discussion with county clerk for that election. It is undecided whether HCESD No. 1 has to run their own election or contract with the county. In 2016, Special Purpose districts could move their elections to a different date. She has expressed to the county that this option would be nice to have again. Ms. Adams is hoping to find out more information next week. The election does not have to be called until February 16, 2024. The first day to file is January 17, 2024. These processes still have to move along as usual regardless of not knowing how the election will be held.
- b. **Notice of Appointment of Designated Agent:** Notice is included in documents.
- c. **Notice of Deadline to File Applications for Place on Ballot:** Motion to approve election agenda items b and c was made by Shirley Reed. Motion carried.
- d. **Discuss and take necessary action regarding method of conduct on May 4, 2024 General Election:** This will be discussed in January.

**2. Attorney's Report:**

- a. **Review Attorney Fee Agreement Rate Amendment for Special Counsel Services:** The rate has changed now as there has not been an increase since the inception of their services with HCESD No. 1. Form 1295 Exhibit "A" in the documents shows the updated firm's 2024 billing rates. She expressed that we are still receiving lower rates than usual. Ms. Adams' rate per hour will increase from \$275 to \$340, Mr. Smith's rate per hour will increase from \$300 to \$340, Mr. Barner's rate per hour will increase from \$190 to \$310\*, Ms. King's rate per hour will be \$250 and Ms. Rodriguez's rate per hour will increase from \$120 to \$150. Other staff members who may work for time to time on the District's file, will bill at their then-current rates.

APPROVED  
Harris County ESD #1  
Board of Commissioners

JAN 30 2024

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