



APPROVED
Harris County ESD #1
Board of Commissioners

FEB 27 2024

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

President: _____

Secretary: _____

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – January 30, 2024**

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 10:02 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 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 and Regina Adams with Radcliffe Adams Barner PLLC.
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 regular meeting minutes was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** None.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve change orders for Future Stations 93 and 96:** Jeremy Hyde stated that a quote was received from Construction Masters (Change Proposal No. 02) in the amount of \$2184.79. Motion to approve the Change Proposal No. 02 in the amount of \$2184.79 was made by Pete Serna. Motion carried. HCESD No 1 received a credit from Construction Masters in the amount of \$51,415. There was an additional credit received in the amount of \$26,560. Motion to approve the credits from Construction Masters in the amount of \$77,975 was made by Fred Scibuola. Motion carried. Motion to approve Change Order Number 001 with the new contract sum including Change Order Number 001 in the amount of \$7,098,519.42 was made by Fred Scibuola. Motion carried.
11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the following report: At the beginning of November, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$15,439,714. During the month, HCESD No 1 received \$104,460 in revenue – the majority of which came from interest income (\$66,392). HCESD No 1 processed \$2,834,735 in disbursements during the month.

73% of this balance is payments to HCEC for monthly services (\$1,403,312) and the loan payment to TIB (\$662,728). The ending balance as of November 30, 2023 is \$12,709,438. At the beginning of December, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$12,709,438. During the month, HCESD No 1 received \$3,379,035 in revenue – the majority of which came from tax revenue (\$3,318,796). HCESD No 1 processed \$175,413 in disbursements during the month. 62% of this balance are payments to Donalson CDJR, LLC for a vehicle purchase (\$60,568) and Harris County Appraisal District for 1st Quarter (\$49,052). The ending balance as of December 31, 2023 is \$15,913,060. During November, the opening balance for the Texas Class Prime Investment account was \$15,154,980. We received \$14,459 in interest from the CIP account, \$14,965 from the general texpool account, \$23,147 from the Gov HCESD#1 account, and \$13,466 from the Gov Capital Project account. The ending interest rate was 5.5859% for Texas Class Prime and 5.2265% for Texas Class Gov. The ending balance for November was \$12,651,017. During December, the opening balance for the Texas Class Prime Investment account was \$12,651,017. We received \$14,981 in interest from the CIP account, \$4,826 from the general texpool account, \$23,767 from the Gov HCESD#1 account, and \$13,996 from the Gov Capital Project account. The ending interest rate was 5.5744% for Texas Class and 5.2346% for Texas Class Gov. The ending balance for December was \$12,708,587. The invoices pending board approval total \$2,476,050. Motion to approve Morton Accounting Services' monthly report and 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 audit engagement letter:** Mrs. Morton would like to begin the audit early this year with a start date of March 4, 2024. The engagement letter was received by CRI (Carr Riggs & Ingram) and is included in the Board documents packet. Motion to approve the audit engagement letter with fees not to exceed \$21,800 was made by Fred Scibuola. Motion carried.
14. **Discuss and possibly approve renewal of ESD insurance policy:** Jeremy Hyde states that the insurance policy is currently with VFIS and the estimated total premium is \$80,713. Motion to approve the renewal of ESD insurance policy in the amount of \$80,713 was made by Shirley Reed. Motion carried.
15. **Discuss and possibly approve Resolution adopting commissioner compensation and expense reimbursement:** Motion to approve Resolution adopting commissioner compensation and expense reimbursement was made by Shirley Reed. Motion carried.
16. **Discuss and possibly approve Commissioner attendance at annual Safe-D Conference:** Motion was made to approve Commissioner attendance at annual Safe-D Conference by Fred Scibuola. Motion carried.
17. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2081 911 calls this month, compared to 1911 in the previous month. Response time is 8:13.
 - HCEC was informed that it was granted full 3-year accreditation by the Commission on Accreditation of Ambulance Services.
 - HCEC was informed that it was compliant with the ACE dispatch accreditation for the last quarter of 2023.
 - HCEC held a clinical case review this month, which is a great educational opportunity for our medics.
 - HCEC will have our annual internal goals and accomplishments meeting on 2/1
 - HCEC had a successful narcotics audit completed recently.
 - Vehicle Accidents last month: 3 (minor)
 - Vehicle Maintenance Reports last month: 23
18. **Possible action on Harris County Emergency Corps Report:** None.

19. **Adjourn to closed session:** None.
20. **Possible action on closed session:** None.
21. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 27, 2024 at 10:00 am.
22. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:20 am.



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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – January 18, 2024**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy called for the pledge of allegiance and a moment of silence at 10:02 am.
3. **Roll Call of Commissioners:** Present at the call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan. Also present was Melissa Morton of the Morton Accounting Services. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and HCEC attorney Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Commissioner training on reimbursement regulations:** On behalf of the ESD attorney, Mark Smith educated the Commissioners on the new regulations concerning Commissioner reimbursements and fees for office. Melissa Morton stated that she would create new forms that comply with the new regulations. The Commissioners stated they would have the ESD attorney create an updated resolution at their next regular meeting to conform to the new regulations.
7. **Adjourn to closed session:** None.
8. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:22am.

APPROVED
Harris County ESD #1
Board of Commissioners

FEB 27 2024

President: 

Secretary: 



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SUPPLEMENTAL AGENDA
MINUTES – January 30, 2024**

1. **Election Agenda:**

- a. **Update on May 4, 2024 Commissioners Election matters, and take any necessary actions on same:** Regina Adams stated that last month we were in a holding pattern on if they'd be willing to run elections for governmental agencies. There was discussion with the county clerk. She sent a letter out stating she would not be running any elections for governmental agencies outside of her regular required elections. HCESD No. 1 needs to be prepared to amend operations budget soon for HCAD assessment as HCAD has to pay for this election now. HCESD No. 1 will need to hold their own election if there are opposed candidates.
- b. **Consider lease of voting equipment from Harris County Emergency Services District No. 11, and take any necessary actions on same:** Regina Adams has a client who owns equipment and they are willing to lease to HCESD No. 1 if needed. The cost is approximately \$10,000.
- c. **Establish hourly rates for payment of election officials:** Ms. Adams states that we will need to hire officials and suggests discussing rates. The county pays approximately \$20/hr. for election clerks and \$25/hr. for early voting clerk and judge. She stated that it is required to have 3 people at the poll at all times. Election will 9 hours per day for early voting which totals 7 days. The cost is approximately \$4095 including 2 clerks and a judge. There is a signature verification committee who handles mail-in ballots and there is a cost of around \$20/hr. This takes place if the election is not canceled. Motion to approve the amounts of \$20/hr. for clerks and \$25/hr. for judge was made by Pete Serna. Motion carried.
- d. **Review and discuss locating potential polling places and obtaining election judges and clerks for the May 4, 2024: Commissioners Election:** HCESD No. 1 will need secured rooms for election equipment. Will discuss further as needed.
- e. **Adopt Order Calling Commissioners Election scheduled for May 4, 2024:** Motion to adopt order Calling Commissioners Election scheduled for May 4, 2024 was made by Shirley Reed. Motion carried.
- f. **Determine canvassing date for May 4, 2024 Commissioners Election:** Tabled until next month per Regina Adams.

APPROVED
Harris County ESD #1
Board of Commissioners

FEB 27 2024

President: _____

Secretary: _____

info@hcesd-1.org
Phone: 281-449-3131
Fax: 281-227-3335



MAR 26 2024

V President:

Shirley Reed

Secretary:

Virginia Bazan

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 – February 27, 2024**

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 10:03 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 telephone), 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 and Regina Adams with Radcliffe Adams Barner PLLC.
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:** Fred Scibuola commended Keir Vernon on her presentation at the recent Safe-D conference.
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 recommended the Board members to drive by the station buildings as they are coming along nicely. There are a few delays at Station 96 including MUD but everything is moving along.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve change orders for Future Stations 93 and 96:** Motion to approve Change Order Number 002 and Change Order Number 003 was made by Pete Serna. Motion carried.
11. **Discuss and possibly approve amendment of AGCM contract for Stations 93 and 96:** This is in regards to the 5-month extension for AG/CM that came during build delay. \$36,900 was negotiated by the building committee. Motion to approve amendment of AG/CM contract was made by Pete Serna. Motion carried.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the following report: At the beginning of January, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$15,913,060. During the month, HCESD No 1 received \$9,121,251 in revenue – the majority of which came from interest income (\$9,039,215). HCESD No 1 processed \$2,475,300 in disbursements during the month.

94% of this balance is payments to HCEC for monthly services (\$1,377,224) and to Construction Masters (\$947,231) for Building improvements. The ending balance as of January 31, 2024 is \$22,559,011. During January, the opening balance for the Texas Class Prime Investment account was \$12,708,587. We received \$14,916 in interest from the CIP account, \$6,444.19 from the general texpool account, \$25,216 from the Gov HCESD #1 account, and \$13,790 from the Gov Capital Project account. The ending interest rate was 5.5403% for Texas Class Prime and 5.2760% for Texas Class Gov. The ending balance for January was \$21,268,953. The invoices pending board approval total \$582,399. Mrs. Morton states that the audit will begin next week. Motion to approve Morton Accounting Services' monthly report and payment of bills was made by Shirley Reed. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve contract for arbitrage services:** Caryn Papantonakis received the agreement from arbitrage rebate compliance services at the end of 2023 and she has reviewed it along with Mrs. Morton. They agree that the pricing is good and it is a reputable company in their professional opinions. Motion to approve the contract for arbitrage services was made by Virginia Bazan. Motion carried.
15. **Discuss and possibly approve surplus equipment auction:** Jeremy Hyde stated that 2 chassis were removed from ambulances that were due for remounts. Other items include working generators that work on natural gas along with scrap items. Motion to approve surplus auction items 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 1938 911 calls this month, compared to 2081 in the previous month. Response time is 8:30.
 - HCEC had our annual internal goals and accomplishments meeting on 2/1. This was a productive session and we have big things happening in 2024!
 - Keir Vernon spoke at Safe-D on behalf of HCEC and ESD 1 on compliance-related issues.
 - HCEC conducted a cadaver lab this month for our in-charge paramedics. In this lab, we practice some of our more complex, low-frequency medical procedures.
 - HCEC is in the final preparations to begin non-emergency responses to low-priority EMS calls. This will increase safety for both our crews and the public.
 - Vehicle Accidents last month: 0
 - Vehicle Maintenance Reports last month: 14
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, March 26, 2024 at 10:00 am.
21. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 10:50 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SUPPLEMENTAL AGENDA
MINUTES – February 27, 2024**

1. **Election Agenda:**

- a. **Update on May 4, 2024 Commissioners Election matters, and take any necessary actions on same:** No updates per Regina Adams.
- b. **Adopt Order Declaring Unopposed Candidates Elected to Office and Canceling Election, if applicable:** Regina Adams stated that there were no unopposed candidates received by the deadline; therefore, she will send the order cancelling the election. Motion was made to adopt the order declaring unopposed candidates elected to office and cancelling the election by Shirley Reed. Motion carried.

APPROVED
Harris County ESD #1
Board of Commissioners

MAR 26 2024

✓ President: Shirley Reed
Secretary: Quana Brown



MAY 23 2024

President:

Secretary:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 26, 2024**

1. **Call to Order:** Shirley Reed called the meeting to order at 10:07 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 10:07 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, 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, 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 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 as presented was made by Virginia Bazan. Motion carried.
8. **Report from Building Committee:** Vince Grainger gave the following report: Station 93 is running smoothly and have begun interior walls and some electrical and plumbing. They are a couple months ahead of schedule and the budget looks good. Station 96 progress is going well and the existing building was demolished recently. 2 items that could potentially impact the project: 1) The original electrical panel has a delay in shipment so they are looking into other options. He does not believe this will affect the schedule. 2) The MUD district water line connection is a long process. They are currently in the permitting process and have found that they will be required to run another water line in addition to the main line. He is hoping the schedule will stay intact. There may be some cost impact but no quotes as of yet. AG/CM is trying to determine if cost impact will be on HCESD No. 1 or if MUD will be responsible for it; however, it is likely that the MUD district will not be bearing this cost impact. Mr. Grainger hopes to have more information on scheduling and cost impact in the next week.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve access control for Future Stations 93 and 96:** Mr. Hyde stated that the access control includes the card readers. The access controls connect to the main building and allows personnel to enter with badges. The cost for Station 96 is \$19,754.91 and Station 93 is \$13,049.94. The increased cost for Station 96 is due to the size of the building. Motion to approve the access control for Stations 93 and 96, not to exceed \$32,625.00, was made by Fred Scibuola. Motion carried.

11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the following report: At the beginning of February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$22,559,011. During the month, HCESD No 1 received \$9,308,946 in revenue – the majority of which came from tax revenue (\$9,198,419). HCESD No 1 processed \$582,399 in disbursements during the month. 94% of this balance is payment to Construction Masters (\$545,426) for Building Improvements. The ending balance as of February 29, 2024 is \$31,285,557. During February, the opening balance for the Texas Class Prime Investment account was \$21,268,953. We received \$13,877 in interest from the CIP account, \$32,313 from the general texpool account, \$40,170 from the Gov HCESD#1 account, and \$7,292 from the Gov Capital Project account. The ending interest rate was 5.4842% for Texas Class Prime and 5.2520% for Texas Class Gov. The ending balance for February was \$28,362,605. The invoices pending board approval total \$3,867,253. This amount is higher than usual due to high payout for Construction Masters as well as 2 invoices from HCEC. Balance on credit card statement is \$1396.54 and included purchases from the recent SafeD trip. This amount will be included in approval today. Audit is progressing and at partner-level review. She anticipates having report from audit at next Board meeting. Motion was made by Fred Scibuola to approve Morton Accounting services' monthly report and authorize payment of bills. Motion carried.
12. **Possible action on The Morton Accounting Services' monthly report:** None.
13. **Discuss and possibly approve purchase of cyber insurance policy:** Jeremy Hyde stated that Pete Serna recognized that the district does not have a cyber insurance policy and highly suggested it. Mr. Serna has reviewed the policy and it is good in his professional opinion. The total annual cost is \$9254.00. Fred Scibuola made a motion to approve purchase of cyber insurance policy in the amount of \$9254.00 beginning April 1, 2024. Motion carried.
14. **Discuss and possibly approve excess coverage for District insurance policy:** Tabled. Motion to table agenda item #14 until further information is provided was made by Fred Scibuola. Motion carried.
15. **Discuss and possibly approve purchase of fleet vehicles:** Tabled. Motion to table agenda item #15 until quotes are provided was made by Fred Scibuola. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1894 911 calls this month, compared to 1983 in the previous month. Response time is 8:20.
 - HCEC sent our financial and compliance team to the PWW conference to review and update compliance certifications.
 - Dr. Decker and Dr. Guillote attended the National Association of EMS Physicians Texas chapter to review best practices for prehospital medicine.
 - Trimester CE is happening this week. We bring in all of our credentialed medical staff three times per year for training.
 - Vehicle Accidents last month: 0
 - Vehicle Maintenance Reports last month: 14
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, April 30, 2024 at 10:00 am. The meeting will include presentations by HCEC personnel highlighting future goals and past accomplishments for each department.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:37 am.



APPROVED
Harris County ESD #1
Board of Commissioners

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

MAY 23 2024

President: [Signature]

Secretary: [Signature]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – April 24, 2024**

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 and Melissa Morton with The Morton Accounting Services. 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. Guests present were Vince Grainger with AG/CM and Alyssa Hill from Carr, Riggs, and Ingram. Secretary Virginia Bazan was not present.
4. **Adoption of Agenda:** Table agenda item 16. 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:** Cathy Sunday spoke about an upcoming seminar held by SETRAC for disaster response and mediation. Will give more information once she receives it to decide if it will be beneficial to attend. In addition, there is another seminar being held soon by CERT that may be a better one to attend.
7. **Review and possibly approve all Meeting Minutes:** Tabled.
8. **Report from Building Committee:** The main discussion is the water main upgrade on Agenda item 10.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve water main upgrade for future station 96:** Jeremy Hyde explained that the City of Houston is requiring a "Loop" in our water system design now and that it will almost double our cost of waterline construction. Mr. Hyde said that the city will give us a few years to get that portion of the project complete, but it must be approved before waterline approval is granted by the City. Mr. Hyde stated that this addition was approximately \$200K. Mr. Scibuola stated that we should get this done as soon as possible to avoid cost overruns in the future. A motion was made by Pete Serna to approve a watermain variance letter for the City of Houston and to authorize up to \$200K in waterline additions. Motion carried.
11. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the following report: At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$31,285,557. During the month, HCESD No 1 received \$675,776 in revenue – the majority of which came from tax revenue (\$539,814). HCESD No 1 processed \$3,868,650 in disbursements during the month. 95% of this balance is payments to HCEC for monthly services (\$2,760,914) and to Construction Masters (\$932,105) for Building improvements. The ending balance as of March 31, 2024 is \$28,092,684. During March, the opening balance for the Texas Class Prime Investment account was \$28,362,605. We received \$13,668 in interest from the

info@hcesd-1.org

Phone: 281-449-3131

Fax: 281-227-3335

CIP Board of Commissioners account, \$63,943 from the general texpool account, \$43,675 from the Gov HCESD#1 account, and \$7,843 from the Gov Capital Project account. The ending interest rate was 5.4652% for Texas Class Prime and 5.2566% for Texas Class Gov. The ending balance for March was \$27,991,735. The invoices pending board approval total \$3,729,004. Prosperity contract is about to expire (May 31,2024). Interest rate is at 3.1% for their savings account. The Board agrees that they will likely renew but will research other options to stay updated. Paperwork for the renewal will be available at the next meeting. Motion was made by Fred Scibuola to approve Morton Accounting services' monthly report and authorize payment of bills. Motion carried.

12. **Possible action on The Morton Accounting Services' monthly report:** None.
13. **Discuss and possibly approve 2023 financial audit:** Alyssa Hill gave an overview of the financial audit report that was included in the Board packet. Ms. Hill spoke about some fluctuation between cash and investments. Property tax receivables are at an increase. No other changes to assets between the 2 years. Under liabilities, accounts payables were at a decrease due to construction and some other items. There was a decrease in total dept due to making scheduled principle payments as well as Stryker being paid in 2023. There was an increase in property taxes and general revenue line (investment earnings as well as additional interest earnings from Harris county). Capital assets have mainly changed due to construction. Ms. Hill mentioned notes to financial statements which includes required communications document regarding what their responsibilities are as auditors along with the Board's responsibilities. They did not have any changes in the scope of the audit and is consistent with prior years. No risk for exposures as well as no difficulties completing the audit. No unusual or significant transactions during the year. Depreciation of property and equipment has not changed in any significant way but will change as new stations are completed. There were no audit adjustments proposed but they did move some vehicles that needed to be capitalized. No material weaknesses were found with no recommendations needed. Audit went very well with Melissa Morton's help. The representation letter will be signed today and the final audit will be provided. Motion to approve the 2023 financial audit was made by Fred Scibuola. Motion carried.
14. **Discuss and possibly approve Tru-Up report by Equitax:** An informational report was presented by Equitax as written. No approvals are necessary as there is no action on this item.
15. **Discuss and possibly approve excess coverage for District insurance policy:** Mr. Serna stated that he researched the District's insurance policy and that the District could increase the excess limits policy from \$3M to \$6M for \$500 annually. He also stated that increasing the \$5M excess limits to \$10M would be \$1500/year. Fred Scibuola made the motion to increase the limits as described. Motion carried.
16. **Discuss and possibly approve purchase of fleet vehicles:** Tabled.
17. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2110 911 calls this month, compared to 1894 in the previous month. Response time is 8:06.
 - HCEC attended the Texas Ambulance Association conference which focused on billing and EMS rules compliance.
 - Emergency Telecommunicators week was last week. HCEC celebrated our Communications staff with a Western theme. Everyone had a good time.
 - We are in the process of promoting 2 new supervisors. Ryan Wogan was selected as the first supervisor and we will name the second person soon.
 - EMS week is coming up. Save the date for our yearly Awards Banquet on May 23.
 - Vehicle Accidents last month: 0
 - Vehicle Maintenance Reports last month: 20

The staff presented their 2025 goals along with their 2024 accomplishments to the Board. All departments participated including Clinical Services, Human Resources, Finance, Operations, Maintenance, Logistics, Communications, Community Relations, Compliance, and Information Technology.
18. **Possible action on Harris County Emergency Corps Report:** None.

19. **Adjourn to closed session:** None.
20. **Possible action on closed session:** None.
21. **Announce next Board meeting:** The next board meeting will be 5/23/24 at 10am.
22. **Adjourn:** Shirley Reed made a motion to adjourn at 11:10 am. Motion carried.



JUN 20 2024

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

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 – May 23, 2024**

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 10:00 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 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. Guests present were Vince Grainger with AG/CM and Regina Adams with Radcliffe Adams Barner PLLC.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Heath White spoke about the system-wide raises given to HCEC employees. It was the largest increase across the board that HCEC has applied. Mr. White gave gratitude to the Board of Commissioners for their support on behalf of the entire organization.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes from March 26, 2024 as presented was made by Virginia Bazan. Motion carried. Motion to approve all meeting minutes from April 24, 2024 as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Vince Grainger said there was not a lot to report with no action items for today. Next month there will be some discussion on pending pricing. They are about to start digging the pond at Station 96. Everything is moving along as planned. Weather has slowed down site work at Station 96 but the exterior of Station 93 has been finished so it has not affected that much. Station 96 is currently without power so the temporary lighting is not working and they are working to get that handled. The project is not affected. Jeremy Hyde stated that Willie Sanders has asked them to price out a manual garage door at the back of Station 96 as it will be important for access. Mr. Grainger said the pricing for the access door will be up for discussion by the next meeting. Station 96 is still pending MUD district topic with permitting. They have a meeting tomorrow and they should have better scheduling determinations after that. The generators are arriving within the next week for the 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:** Jeremy Hyde gave the following report: At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$28,092,684. During the month, HCESD No 1 received \$331,215 in revenue – the majority of which came from tax revenue (\$211,420). HCESD No 1 processed \$3,738,258 in disbursements during the month. 98% of this balance is payments to HCEC for monthly services (\$2,950,943) and to Construction Masters (\$729,417) for Building improvements. The ending balance as of April 30, 2024 is \$24,685,640. During April, the opening balance for

the Texas Class Prime Investment account was \$27,991,735. We received \$7,231 in interest from the CIP account, \$60,223 from the general texpool account, \$44,340 from the Gov HCESD#1 account, and \$7,621 from the Gov Capital Project account. The ending interest rate was 5.4286% for Texas Class Prime and 5.2600% for Texas Class Gov. The ending balance for April was \$24,511,151. The invoices pending board approval total \$2,265.060. Motion was made by Fred Scibuola 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 purchase of fleet vehicles:** No new updates at this time.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2114 911 calls this month, compared to 2110 in the previous month. Response time is 8:23.
 - Clinical Services held our Trimester CE last month. Every credentialed provider is required to attend to hear updates on our medicine.
 - EMS week is this week! We have several fun activities planned for our great team!
 - Reminder that the EMS banquet is May 23 at the Golf Club of Houston.
 - Congratulations to Jacob Roberts on being named EMS Supervisor last month
 - HCEC announced a system-wide raise beginning 5/13.
 - HCEC longevity bonuses will also go out Friday, May 24.
 - Vehicle Accidents last month: 1 minor
 - Vehicle Maintenance Reports last month: 14

HCEC presented Hunter Nash and Howard Pham with the Corps Award. They were deployed on a task force for the recent storms and were recognized for their dedication and prompt service by Cade Bontekoe, Assistant Chief of Lake Jackson EMS in a letter we received.

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 Thursday, June 20, 2024 at 10:00 am.
18. **Adjourn:** Motion to adjourn meeting was made by Virginia Bazan. Motion carried. Meeting adjourned at 10:58 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SUPPLEMENTAL AGENDA
MINUTES – May 23, 2024**

1. **Election Agenda:**

- a. **Deliver Certificates of Election:** Regina Adams delivered certificates of election.
- b. **Qualification of Commissioners:** The two Commissioners taking oath today are Fred Scibuola and Pete Serna.
- c. **Administration of Oaths of Office:** Fred Scibuola and Pete Serna took oath of office by raising their right hands and repeating after Regina Adams. Mr. Scibuola and Mr. Serna completed the statements and completed proper paperwork on-site.
- d. **Elect Officer:** Shirley Reed made a motion to keep the current elected officer positions. Motion carried.

APPROVED
Harris County ESD #1
Board of Commissioners

JUN 20 2024

✓ President: Shirley Reed

Secretary: Regina Adams



APPROVED
Harris County ESD #1
Board of Commissioners

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

JUL 29 2024

President:

Secretary:

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, 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. 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** Pete Serna asked for prayers for those in Mexico.
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 and Heath White surveyed the buildings yesterday. Everything is on schedule.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve change orders for Station 93 and 96:** Mr. Hyde stated that these are the change orders that were previously discussed including expenses and credits. The total amount to be approved totals \$58,873.71. Motion to approve the change orders for Stations 93 and 96 in the amount of \$58,873.71 was made by Fred Scibuola. Motion carried.
11. **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 May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$24,685,640. During the month, HCESD No 1 received \$225,265 in revenue – the majority of which came from tax revenue (\$116,720). HCESD No 1 processed \$2,264,905 in disbursements during the month. 98% of this balance is payments to HCEC for monthly services (\$1,421,139) to Construction Masters (\$538,752) for Building Improvements, and JPMorgan Chase (\$263,840) for the Loan Payment. The ending balance as of May 31, 2024 is \$22,646,001. During May, the opening balance for the Texas Class Prime Investment account was \$24,511,151. We received \$4,751 in interest from the CIP account, \$49,583 from the general texpool account, \$46,007 from the Gov HCESD#1 account, and \$7,908 from the Gov Capital Project account. The ending interest rate was 5.4273% for Texas Class Prime and 5.2585% for Texas Class Gov. The ending balance for May was \$22,519,399. The invoices pending board approval total \$2,275,427. Motion to approve the Morton Accounting Services' monthly report and authorization to pay bills was made by Fred Scibuola. 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 2328 911 calls this month, compared to 2114 in the previous month. Response time is 8:45.
 - Clinical Services is holding our Trimester CE this week. Every credentialed provider is required to attend to hear updates on our medicine.
 - HCEC held a cadaver lab and a new In-Charge promotion academy this month.
 - HCEC held 2 successful new employee orientation programs and hired several new people. We are excited about them joining our team.
 - 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 Monday, July 29, 2024 at 10:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:47 am.



AUG 27 2024

Vice President: *Shirley Reed*

Secretary: *Virginia Bazan*

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 29, 2024**

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 Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. President Cathy Sunday and Secretary Virginia Bazan were not present. 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:** None.
6. **Open Comments from the Board of Commissioners** Pete Serna gave a shout-out to HCEC for a job well done during Hurricane Beryl.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting as presented was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated the buildings are experiencing delays post-hurricane, especially with CenterPoint Energy. It is delaying interior and sheetrock and it could be up to a month before the process begins. Vince Grainger stated that Station 96 is waiting on electric meter which will delay the overall completion. The MUD district water line will be the main delay for move-in. A couple of weeks ago they received permitting approval from the MUD district and they are scheduled for about 6-8 weeks for procurement and installation of the water line will be an additional 6-8 weeks. He is hoping that it would be finished around November. Mr. Hyde said that the crews are being treated well and are enjoying their time at the fire station as their temporary station during construction.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve change orders for Station 93 and 96:** Change Order 05 is in regards to moving main-line connection in the amount of \$1,679.65. Motion to approve Change Order 05 in the amount of \$1,679.65 was made by Pete Serna. Motion carried.
11. **Discuss and possibly approve amendment to Mount Houston Road MUD agreement:** This was previously discussed for the Water Main upgrade at Station 96 but received a formal estimate for \$181,250.00. Motion made by Fred Scibuola to approve amendment to Mount Houston Road MUD agreement in the amount of \$181,250.00. Motion carried.

12. **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 June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$22,646,001. During the month, HCESD No 1 received \$228,282 in revenue – the majority of which came from tax revenue (\$133,010). HCESD No 1 processed \$2,275,427 in disbursements during the month. 98% of this balance is payments to HCEC for monthly services (\$1,674,214) and to Construction Masters (\$566,026) for Building Improvements. The ending balance as of June 30, 2024 is \$20,598,856. During June, the opening balance for the Texas Class Prime Investment account was \$22,519,399. We received \$3,720 in interest from the CIP account, \$41,684 from the general texpool account, \$42,233 from the Gov HCESD#1 account, and \$6,860 from the Gov Capital Project account. The ending interest rate was 5.4278% for Texas Class Prime and 5.2536% for Texas Class Gov. The ending balance for June was \$19,994,269. The invoices pending board approval total \$2,196,083. Motion made by Fred. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report** None.
14. **Discuss and possibly approve credit card agreement with Prosperity Bank:** Mrs. Morton has included forms to be signed by Board members. Fred Scibuola, Cathy Sunday, and Shirley Reed are the only members with credit cards currently. The Board would like to add Pete Serna and Virginia Bazan as credit card holders as well. The Board is asking to have a limit of \$3,000.00 per credit card which will total \$15,000.00. Motion was made by Fred Scibuola to approve \$15,000.00 total credit limit, with \$3,000.00 per Board member, per credit card, for Prosperity Bank. Motion carried.
15. **Discuss and possibly approve resolution appointing Harris County Tax Assessor-Collector as designated officer to calculate tax rates for ESD #1:** Mr. Hyde stated that there's \$29,372,641,291 estimated for 2024 taxable value. Motion to approve resolution appointing Harris County Tax Assessor-Collector as designated officer to calculate tax rates for ESD #1 was made by Pete Serna. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2204 911 calls this month, compared to 2328 in the previous month. Response time is 8:36.
 - HCEC responded well to Hurricane Beryl hitting our area. We had enacted our disaster plan and the preparations worked as planned. We were on generator power for 8 days.
 - HCEC called in an Ambulance Strike Team to assist with the influx of calls post-hurricane. Most of the calls were due to heat-related emergencies.
 - HCEC issued a disaster bonus to our employees who worked during the storm
 - HCEC issued emergency loans to employees who had losses as a result of the storm.
 - HCEC is working on finalizing an after-action report and internal recommendations for future events.
 - Vehicle Accidents last month: 2 (minor)
 - Vehicle Maintenance Reports last month: 2019
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, August 27, 2024 at 10:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:17 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – August 27, 2024**

1. **Call to Order:** Shirley Reed called the meeting to order at 10:02 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 10:04 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 Executive Administrative Asst. Michelle Sterling. Guests present were Vince Grainger with AG/CM. President Cathy Sunday was present and had early dismissal at 10:05 am.
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 rode with Brian Cariota with D90 and the employees expressed their thanks to him and the Board for supporting HCEC. Shirley Reed expressed a financial need for approximately 16 students in Aldine ISD. The district has asked for supporting students with attending prom as well as some other needs/wants. Ms. Reed will provide a phone number at the close of the meeting if anyone is interested in participating. Ms. Reed also reminded of 2 upcoming events as follows: December 3rd at MO Campbell for Grandparents Raising Grandchildren organization gala and December 20th Christmas event for children in need held at HCEC headquarters. Pete Serna also has multiple events coming up that raise money for children if anyone is interested in supporting.
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 not much has changed since the last meeting. Station 93 has sheetrock and paint on the walls. They are still waiting on electrical items. Station 96 has an issue of a slumping wall at the detention pond. Vince Grainger stated that the Geotech Engineer did some additional boring around the pond to establish elevations and he should be receiving a report from him to discuss options to resolve the issue. The pond gets pumped with a lift station that requires power; however, the City requires the pond to be completed before starting electricity so they are working through that. In addition, Mr. Hyde stated that there is a continued humidity issue at Station 92 and 94 but there are multiple companies actively working on it.
9. **Possible action on Building Committee report:** None.

APPROVED
Harris County ESD #1
Board of Commissioners

SEP 24 2024

President: _____

Secretary: _____

10. **Discuss and possibly approve change orders for Station 93 and 96:** Change Order #1 is \$11,032.00 for additional trips than originally proposed which accrued additional expense. Extension of existing contract for geotechnical services (Work Order No. 22-012P #2) is \$4800.00 for the additional borings, laboratory testing, and a date report. Both change orders are for Station 96 and quotes were provided by UES Professional Solutions 44, LLC (formerly Alpha Testing, LLC). Motion to approve both Change Orders as presented 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 gave the report as follows: At the beginning of July, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$20,598,856. During the month, HCESD No 1 received \$133,416 in revenue – the majority of which came from TexPool Interest. HCESD No 1 processed \$2,196,083 in disbursements during the month. 99% of this balance is payments to HCEC for monthly services (\$1,535,573) and to Construction Masters (\$629,360) for Building Improvements. The ending balance as of July 31, 2024 is \$18,536,189. During July, the opening balance for the Texas Class Prime Investment account was \$19,994,269. We received \$2,043 in interest from the CIP account, \$43,192 from the general texpool account, \$39,692 from the Gov HCESD#1 account, and \$5,139 from the Gov Capital Project account. The ending interest rate was 5.4477% for Texas Class Prime and 5.2516% for Texas Class Gov. The ending balance for July was \$18,484,334. The invoices pending board approval total \$1,998,268. Motion made by Fred Scibuola to approve The Morton Accounting Services' monthly report and authorize payment of bills. Motion carried.
12. **Possible action on The Morton Accounting Services' monthly report:** Melissa Morton is requesting approval for an arbitrage training course in Dallas, TX on September 19th through Hilltop Security. The class is free but would require travel expenses. Mrs. Morton will submit reimbursement for expenses. Motion was made by Fred Scibuola to approve Melissa Morton to attend arbitrage training in September. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2622 911 calls this month, compared to 2204 in the previous month. Response time is 9:17. Call volume and response times are higher due to Beryl.
 - HCEC is meeting with our hospital partners to reduce wait times for ambulances at emergency rooms. The talks are going well
 - We met with Centerpoint leadership and a representative from Armando Walle's office to ensure that HCEC was on the priority list for electric restoration. We learned new information to help us in the future.
 - HCEC is scheduling community CPR classes in English and Spanish. These classes are sponsored by East Aldine District.
 - Vehicle Accidents last month: 4 (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 24, 2024 at 10:00 am.
18. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:03 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – September 24, 2024**

1. **Call to Order:** Cathy Sunday called the meeting to order at 09:59 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 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 Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Vince Grainger with AG/CM. 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. **Open Comments from the Board of Commissioners:** National night out will be held on October 1st from 5:00 pm to 8:00 pm per Fred Scibuola. Pete Serna suggested looking over the assistance from FEMA. Cathy Sunday thanked Jeremy Hyde and the Strike team for helping her recently.
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:** Vince Grainger stated that Station 93 is waiting on electric meter and the station should be completed next month. Station 96 is awaiting permanent power as it is now tied to other tasks before the power can be released to the station. The interior cannot begin until there is power. The pond has a couple of issues to discuss. With further investigation there is a ton of crawfish that have eaten the soil under the ramp. The solution is to dig out the entire area and stabilize the soil. The Geotech engineer will give suggestions for stabilizing the soil once excavation is complete. The ramp will most likely be removed and a geotech liner added. The second issue is that the pond has held water since Hurricane Beryl. When the Geotech engineer did the original boring of the pond there was no water. Mr. Grainger recommends having Construction Masters, civil engineer, Geotech engineer, and pond designer engineer to speak to the Board to discuss these issues. If a redesign of the pond needs to happen, it will need new permitting and the entire process will be delayed for completion.
9. **Possible action on Building Committee report:** None.

APPROVED
Harris County ESD #1
Board of Commissioners

OCT 22 2024

✓ President:

Secretary:

treas

info@hcesd-1.org
Phone: 281-449-3131
Fax: 281-227-3335

10. **Discuss and possibly approve MUD water project at future station 96:** The original estimate from MUD for watermain was approximately \$200k with an additional scope for loop watermain system estimated at \$181k. The county has now gone back and is no longer requiring the loop scope. The quote now is for approximately \$373k for the original scope. Estimate increased due to the original estimate not having all items included by engineers as it was originally completed prior to permitting. Melissa Morton has been in contact with MUD about this and the amount is included in the unpaid bills report. Motion to approve MUD water project in the amount of \$373,780.00 with the first payment of \$122,020.00 to be paid today 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 gave the report as follows: At the beginning of August, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$18,536,189. During the month, HCESD No 1 received \$145,361 in revenue – the majority of which came from TexPool Interest. HCESD No 1 processed \$1,998,269 in disbursements during the month. 96% of this balance is payments to HCEC for monthly services (\$1,669,951) and to Construction Masters (\$244,861) for Building Improvements. The ending balance as of August 31, 2024 is \$16,683,280. During August, the opening balance for the Texas Class Prime Investment account was \$18,484,334. We received \$41,054 from the general texpool account, \$40,873 from the Gov HCESD#1 account, and \$409 from the Gov Capital Project account. The ending interest rate was 5.4314% for Texas Class Prime and 5.2539% for Texas Class Gov. The ending balance for August was \$16,566,669. See page 3 for the "Investment" Report. The invoices pending board approval total \$2,307,162. The new credit cards arrived and were given to Board members. Old cards should be shredded. Virginia Bazan's credit card has a misspelling for last name. She returned card to Mrs. Morton for correction. Arbitrage training was last week and she is working on seeing if there are any potential liabilities by performing an analysis. Motion was made by Fred Scibuola to approve The Morton Accounting Services' monthly report and authorize payment of bills. Motion carried.
12. **Possible action on The Morton Accounting Services' monthly report:** None.
13. **Discuss and possibly approve 2024 budget:** Tabled.
14. **Discuss and propose 2024 Tax Rate:** Melissa Morton stated that there are 2 different calculations: standard and alternative. Alternative is a less conservative calculation because it is based on the last 5 year's actual disputed value. The alternative revenue tax rate calculation will give you a higher amount as it is based on our actual 5-year history. Alt 6 tax rate calculation is 0.084477. Standard calculation tax rate is 0.082897. Motion to approve Alt 6 tax rate of 0.084477 was made by Fred Scibuola. Motion carried.
15. **Designate date of public hearing regarding 2024 Tax Rate:** Mark Smith recommends holding public hearing followed by approving the budget and then adopt the tax rate. Public hearing will be held on October 22, 2024 at 9:30 am.
16. **Authorize publication of notes of public hearing regarding 2024 Tax Rate:** This will be posted in the Houston Chronicle.
17. **Discuss and possibly approve purchase of fleet vehicles:** Jeremy Hyde stated that HCEC needs 2 F-350 Chassis totaling \$63,985.00. Additionally, 2 Tahoe's are needed totaling \$105,400.00. Motion to approve purchase of fleet vehicles in the amount of \$233,370.00 was made by Fred Scibuola. Motion carried.

18. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:

- HCEC responded to 2658 911 calls this month, compared to 2622 in the previous month. Response time is 9:09.
- HCEC is submitting FEMA requests to help offset the replacement radio tower at Bender.
- HCEC held a management meeting to discuss employee survey trends, a new software application, and employee mental health.
- HCEC held Case Review this month where Paramedics present their unusual or challenging calls.
- Our IT/Comm departments continue to work to deploy the newest CAD software system in the first quarter of 2025.
- Vehicle Accidents last month: 2 (minor)
- Vehicle Maintenance Reports last month: 30

Mr. Hyde recognized Virginia Bazan and Keir Vernon's birthdays. Additionally, Jennifer Whittredge recognized Comm employees, Jennifer Rodriguez and Jennifer Bates, for providing food for the Fire Dept. during an emergency call. They go above and beyond to assist our neighboring departments during times of need.

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, October 22, 2024 at 10:00 am following the public hearing at 9:30.

23. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:59 am.



OCT 22 2024
✓ President: Shirley Reed
treas. Fred Scibuola
Secretary: [Signature]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – October 9, 2024**

1. **Call to Order:** Shirley Reed called the meeting to order at 1:11 pm.
2. **Moment of Silence and Pledge of Allegiance:** Tabled
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, and Treasurer Fred Scibuola. Pete Serna and Virginia Bazan were not present. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, and Director of Infrastructure Willie Sanders. Consultants from Construction Masters, AGCM, Alpha Testing, S&G Engineering, and Martinez Architects were also present (see sign in sheet).
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Shirley Reed seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from The Board of Commissioners:** None.
7. **Report from Building Committee:** Mr. Dennis Busby from Construction Masters reported that now water is flowing through the retaining wall in the pond at Station 96 and it is clear water. He is unsure about the source of the water. He is also trying to de-water the pond without the use of a third-party contractor, but not sure if he will be able to accomplish this. It was discussed that the original Alpha environmental report showed water in the soil at those depths. If they are able to de-water the pond, the consultants agreed that the action in the proposed change order will suffice with adding geo-liner and rock to the bottom of the pond. The Commissioners all agreed that they want to make sure that whatever action is taken is a long-term solution. The Commissioners were all concerned about future erosion of soil with flowing water. Mr. Busby stated that he would gather additional information in the next couple of weeks to present to the board.
8. **Possible Action on Building Committee Report:** Fred Scibuola made a motion to further investigate the source of the groundwater coming into the pond and to authorize Construction Masters to work with Alpha Testing if needed for additional environmental reports. Seconded by Shirley Reed. Motion Carried.
9. **Discuss and Possibly Approve Change Orders for Future Station 96:** Tabled.
10. **Adjourn to Closed Session:** None.
11. **Possible action on closed session:** None.
12. **Announce next Board meeting:** The Regular Board of Commissioner's meeting will be held on Tuesday, October 22 10:00 am. There will be a Building Committee Meeting on October 21 at 1:00 pm.
13. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 2:00 pm.



APPROVED
Harris County ESD #1
Board of Commissioners

NOV 26 2024

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

Page 1 of 2

✓ President: Shirley Reed
Secretary: Virginia Bazan

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – October 22, 2024**

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, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Vince Grainger with AG/CM and Dennis Busby with Construction Masters. 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:** None.
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:** Vince Grainger stated that Station 93 should be completed mid-November 2024. Dennis Busby is attempting to get Fire Marshall inspection completed the first week of November. The flooring and interior finish-items are being completed along with the punch list. Mr. Grainger has made it clear that Station 96 is delayed. Jeremy Hyde said we are needing a waiver for the electricity as the that is what is holding up the project. Mr. Busby needs Harris County Engineering to release permanent power. If we cannot get power, Willie Sanders will be providing generators as needed. The pond issue should be completed by the end of the year. The design team along with Alpha has decided to eliminate the wall. There are 2 spots that are holding water so they are adding a pipe and will add a Geotech liner and gravel it. All parties involved are in agreeance that this is the best solution. There will be a galvanized ladder added for maintenance and/or emergency access.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve change orders for future Stations 93 and 96:** Tabled. Motion to table the approval for change orders until November 26 was made by Fred Scibuola. Motion carried.

11. **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 September, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$16,683,280. During the month, HCESD No 1 received \$121,139 in revenue – the majority of which came from Texas Class Interest. HCESD No 1 processed \$2,307,162 in disbursements during the month. 94% of this balance is payments to HCEC for monthly services (\$1,844,213) and to Construction Masters (\$328,515) for Building Improvements. The ending balance as of September 30, 2024 is \$14,497,258. During September, the opening balance for the Texas Class Prime Investment account was \$16,566,669. We received in interest \$36,839 from the Prime General Texas Class account, \$31,569 from the Gov HCESD#1 account, and \$300 from the Gov Capital Project account. The ending interest rate was 5.2917% for Texas Class Prime and 5.1057% for Texas Class Gov. The ending balance for September was \$14,435,378. The invoices pending board approval total \$2,176,754. Motion was made by Fred Scibuola to approve The Morton Accounting Services' monthly report and authorize payment of bills. Motion carried.
12. **Possible action on The Morton Accounting Services' monthly report:** Motion to approve future payment to MUD District up to a maximum of \$373,780.00 pending approval by Jeremy Hyde and Melissa Morton was made by Fred Scibuola. Motion carried.
13. **Discuss and possibly approve 2025 budget:** Melissa Morton stated that there are not many changes from last year to this year. The estimated beginning balance is \$5,974,644. The estimated total income is \$25,770,269.58. Audit fees were increased by 9%. Total contract services are \$319,000 and outside contract services is budgeted higher than prior year. Operations is budgeted at \$29,550. Motion to approve the 2025 budget was made by Pete Serna. Motion carried.
14. **Discuss and possibly approve 2024 Tax Rate:** Motion to approve the tax rate of 0.084477 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 2531 911 calls this month, compared to 2568 in the previous month. Response time is 8:50.
 - Dr. Decker and one of our medics were deployed with Texas Task Force 1 to the Hurricane in Florida and North Carolina.
 - HCEC is holding Trimester CE next week. All credentialed medical providers are required to attend.
 - HCEC attended the Regional Preparedness conference and heard a speech on the after-action report of Hurricane Beryl.
 - The Department of State Health Services renewed the EMS license for HCEC until 2026.
 - Vehicle Accidents last month: 2 (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, November 26, 2024 at 10:00 am.
20. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:12 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – October 22, 2024**

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:30 am.
2. **Moment of Silence and Pledge of Allegiance:** Pete Serna called for pledge of allegiance and a moment of silence at 9:30 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna. President Cathy Sunday and Secretary Virginia Bazan were not present.
4. **Adoption of Agenda:** Shirley Reed 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 0.084477. 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 9:50 am.

APPROVED
Harris County ESD #1
Board of Commissioners

NOV 26 2024

V President:

Shirley Reed

Secretary:

Virginia Bazan



DEC 20 2024

President:

Shirley Reed

Secretary:

Virginia Bazan

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – November 26, 2024**

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 10:01 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, Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. President Cathy Sunday was not present.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** HCEC company party at Top Golf on December 12 at 6:30 pm. per Jeremy Hyde.
6. **Open Comments from the Board of Commissioners:** Ms. Reed announced the Senior Citizen Gala at MO Campbell on December 3rd as well as Adopt a Family at HCEC headquarters on December 20th.
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 Station 93 construction is almost complete. The documents are included in the Board packet for substantial completion as well as the warranty for the roof and air condition to be signed today. The pond and water document will be tabled as the change order is not finalized. They are hoping to get a decrease on the quote that is currently included. The other change order is under \$8,000 after Willie Sanders completed his walk-through. That included an extension to the island and tile change.
9. **Possible action on Building Committee report:** Motion made to approve change order in the amount of \$7,807.48 for station 93 was 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 October, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$14,497,258. During the month, HCESD No 1 received \$57,530 in revenue – the majority of which came from Texas Class Interest. HCESD No 1 processed \$2,176,754 in disbursements during the month. 97% of this balance is payments to HCEC for monthly services (\$1,820,469) and to Construction Masters (\$295,621) for Building Improvements. The ending balance as of October 31, 2024 is \$12,378,035. During October, the opening balance for the Texas Class Prime Investment account was \$14,435,378. We received in interest \$29,255 from the Prime General Texas Class account and \$27,667 from the Gov HCESD#1 account. The ending interest rate was 5.0420% for Texas Class Prime and 4.7560% for Texas Class Gov. The ending balance for October was

\$11,892,300. The invoices pending board approval total \$2,410,740. Modifications to this number include Harris County appraisal district invoice which had a credit of \$11,193 that was applied last week for elections. Total amount to approve today is less than the amount on the report. Payment in the amount of \$373,780.00 for Mount Houston Road MUD was made in November. The annual debt payment of \$662,727.00 is due and this cannot be an ACH so they will draft from account. This information was emailed to Jeremy Hyde at start of today's meeting. Virginia Bazan had a late reimbursement request in the amount of \$3200.00. The total amount pending for board approval is \$2,702,887.98. Motion to approve monthly report and payment of bills was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.

12. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:

- HCEC responded to 2365 911 calls this month, compared to 2531 in the previous month. Response time is 8:43.
- We held Trimester CE last week. All credentialed medical providers were required to attend. This course covered trauma care.
- Our new Supervisors are in the process of completing the Ambulance Service Manager class in Oklahoma.
- HCEC will soon roll out a new software platform, Ninth Brain, which will combine some of the software solutions we currently use for scheduling and training.
- HCEC renewed its health insurance plan with only an 8% increase.
- EMS Station 93 should be complete in mid-December. We have ordered the furniture for the station already.
- Vehicle Accidents last month: 3 (minor)
- Vehicle Maintenance Reports last month: 11

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 Friday, December 20, 2024 at 9:00 am.

17. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:44 am.



JAN 28 2025
V President: Shirley Reed
Secretary: Virginia Bazan

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – December 20, 2024**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:01 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 9:01 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, Vice President of Operations Heath White, and Vice President of Administration Keir Vernon, and Executive Assistant Michelle Sterling along with Legal Counsel Mark Smith. President Cathy Sunday 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:** HCEC is holding the Christmas event for the children of the community today at headquarters. Shirley Reed and Fred Scibuola were escorted by Amanda Feuge to all of the stations to judge for holiday decorations. They stated that stations 93, 930, and 95 did not participate but they enjoyed their time in the field and announced the winners.
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 Willie Sanders of HCEC reported to Station 93 for a walk through which resulted in needing additional final updates. It will take an additional month to bring everything up to HCEC standards. The substantial completion was signed last month but that is not full completion and it will not be considered full completion until it has met Mr. Sanders' standards which will be mid-January. Some of the notable issues to Mr. Sanders were scratches on gutters and imperfections in concrete along with other similar items. Fred Scibuola visited the station and he noticed the handicapped sign and the American flag are too close together which will result in a tattered flag. He feels the flag is hanging too low in its current position. Mr. Hyde stated that it is in position with the lighting. Mr. Hyde will have that looked at. Station 96 has cleared county approval after receiving the formal letter that Caryn Papantonakis had sent along with an email.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve amendment of AGCM fees:** Mr. Hyde stated that due to the approvals for Station 96, they're asking for an additional \$6096.50 based on additional hours and time (4-5 hours). Fred Scibuola made a motion to approve amendment of AGCM fees not to exceed an amount of \$6096.50. Motion carried.

11. **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 November, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$12,378,035. During the month, HCESD No 1 received \$47,539,930 in revenue – the majority of which came from Texas Class Interest. HCESD No 1 processed \$1,300,348 in disbursements during the month. 80% of this balance is payments to Mount Houston Road MUD for Building Improvements (\$373,780) and TIB (\$662,728) for annual loan payment. The ending balance as of November 30, 2024 is \$11,125,086. During November, the opening balance for the Texas Class Prime Investment account was \$11,892,300. We received in interest \$23,859 from the Prime General Texas Class account and \$20,438 from the Gov HCESD#1 account. The ending interest rate was 4.8835% for Texas Class Prime and 4.6201% for Texas Class Gov. The ending balance for November was \$9,036,597. The invoices pending board approval total \$1,887,799. Additionally, there is a payment for Commissioner payment for \$1800 to be added to board approval today. Mrs. Morton offered the reminder that all of the capital projects funds were spent in the TX Class PIP account. Tax revenue will begin to come in during January. Motion to approve monthly report and payment of bills was made by Pete Serna. Motion carried.
12. **Possible action on The Morton Accounting Services' monthly report:** None.
13. **Authorize publication of Notice of District Administration Office Address (by Jan. 31st):** See agenda item 15.
14. **Authorize filing of Annual Report with the Texas Department of Agriculture (by Jan. 1st):** See agenda item 15.
15. **Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code 203.062 and 403.0241 for the Special Purpose District Public Information Database:** Mark Smith states that agenda item 13, 14, and 15 are all referring to the required reports and publication of the administrative office that we approve annually to continue operations. Fred Scibuola made a motion to approve agenda items 13, 14, and 15. Motion carried.
16. **Discuss and possibly approve of ambulances:** Jeremy Hyde stated that when ordering ambulances today, they will not be ready until year 2026. Mr. Hyde is asking for authorization for 3 ambulances to be delivered in 2026 for \$866,200.00. The funds would not come out until 2026, however they will accept the order with an HCESD No. 1 purchase order today for future delivery. Melissa Morton states that there is a potential of \$7 million being rolled over from this year but is unable to predict what will be available in 2026. She does not currently project that there will be any issues with the dollar amount in 2026. Motion to approve purchase of 3 ambulances in the amount of \$866,200.00 for deliver in 2026 was made by Pete Serna. Motion carried.
17. **Discuss and possibly approve purchase of ambulance chassis:** Item Tabled.
- 18.

19. **Harris County Emergency Corps Report and Tour of EMS Station 93:** HCEC report was given by Mr. Hyde as follows:

- HCEC responded to 2276 911 calls this month, compared to 2365 in the previous month. Response time is 8:58.
- HCEC held the annual Holiday Party on 12/12 and had a great turnout. Everyone had a good time.
- HCEC held their end-of-year board meeting on 12/19 and reviewed the entire year of operation along with the budget.
- Commissioner Reed and HCEC will hold the toy giveaway on 12/20 at noon along with a luncheon.
- We mourn the loss of our medic, Eric Johnson, who passed away suddenly on Thanksgiving day.
- Vehicle Accidents last month: 6 (minor)
- Vehicle Maintenance Reports last month: 30

20. **Discuss and possibly approve Commissioner attendance at Safe-D conference:** Item Tabled.

21. **Possible action on Harris County Emergency Corps Report:** None.

22. **Adjourn to closed session:** None.

23. **Possible action on closed session:** None.

24. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 28, 2025 at 10:00 am.

25. **Adjourn:** Virginia Bazan made a motion to adjourn. Motion carried. Meeting adjourned at 9:46 am.