

**MINUTES OF THE OCTOBER 27, 2022, MEETING OF  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**

A Meeting was duly called of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**, which was held on October 27, 2022, at the District's facility located at 29530 Quinn Rd., Tomball, Texas 77375.

The Meeting was called to order at 6:00 p.m. by **MARCIA MOORE-SWINEHEART**, Board President. Those Commissioners present when the meeting commenced were **MARCIA MOORE-SWINEHEART, JOHN DILLON, DAVID PACE** and **SCOTT HALLMARK**. **DAVID KIBLER** was unable to attend. Also in attendance was Executive Director Brian Bayani and members of his staff, Randy Parr the District's bookkeeper, Mike Brooks, with BW&C, the District's auditors, and District legal counsel David Manley of Coveler & Peeler, P.C. A quorum being present and established, the meeting proceeded as scheduled.

The Board next addressed item 4 and opened the floor to public comment. None was received.

The Board next addressed item 5, to approve the District's 2021 Audit. Mr. Brooks presented the audit and informed the Board the District received an unmodified opinion, which was the highest opinion possible. After review and discussion, Commissioner **HALLMARK** made a motion, seconded by Commissioner **DILLON** to accept the auditor's report as presented. By a vote of 4 to 0, the Motion carried. For additional and more detailed information, see the report on file created and submitted by BW&C.

The Board next addressed item 6, to approve minutes for the prior meetings. Commissioner **DILLON** made a Motion, seconded by Commissioner **PACE**, to approve the minutes for July and August as presented. By a vote of 4 to 0, the Motion carried.

The Board then addressed item 7, to receive and approve the District's financial report, including the financial condition of the District and the District's investments, and to pay district bills. Randy Parr presented the report. Commissioner **HALLMARK** made a Motion, seconded by Commissioner **PACE**, to approve the report as presented. By a vote of 4 to 0, the Motion carried. For additional and more detailed information, see the report on file created and submitted by Mr. Parr.

The Board then addressed item 8, to review and act on the District's Workers' Compensation Insurance coverage. Commissioner **DILLON** made a Motion, seconded by Commissioner **HALLMARK** to renew the policy for In-Network coverage, with Texas Mutual. By a vote of 4 to 0, the Motion carried

The Board then addressed item 9, to review and act on District's document retention policy and resolution adopting same. A Motion was made by Commissioner **HALLMARK**, seconded by Commissioner **DILLON** to approve the Document Retention Policy and Resolution as presented. After review and discussion, the Motion passed 4 to 0.

The Board then addressed item 10, to review and act on payment of end-of-year bonuses for personnel. Mr. Manley advised the Board that Article III, section 53 of the Texas Constitution states that the District does not have authority to grant, any extra compensation, fee or allowance to employees after service has been rendered. The Board will consider alternative incentives that would serve a public interest in increasing employee morale or productivity. No action taken.

Commissioner **DILLON** left the meeting at 6:47 p.m.

The Board then addressed item 11, to discuss and take action on proposals for managed information technology services. A Motion was made by Commissioner **PACE**, seconded by Commissioner **HALLMARK**, to terminate the agreement with Prime and enter into an agreement with Centre Technologies, which would include a set-up fee of \$2,915, with monthly payments of \$2,913. After review and discussion, the Motion passed 3 to 0.

The Board then addressed item 12, to discuss and take action on proposals for Social Media Archiving Services. Director Bayani will obtain additional information to present to the Board at the November meeting. No action taken.

The Board then addressed item 13, to receive a report from the Executive Director. Director Bayani provided a summary of the Department's activity. Commissioner **PACE** made a Motion, seconded by Commissioner **HALLMARK**, to accept the report as presented. By a vote of 3 - 0, the Motion carried.

The Board then addressed item 14, to review, discuss and act on adjustments to the District's insurance policies. No action taken.

The Board next addressed item 15, to review, discuss and act on acquisition of apparatus. Commissioner **PACE** made a Motion, seconded by Commissioner **HALLMARK**, to purchase a new Ford Expedition in the amount of \$46,986. After review and discussion, the Motion passed by a vote of 3 to 0.

The Board next addressed item 16, to approve maintenance, repairs and massifications of real and personal property. A Motion was made to approve retaining Centra Pro painters to paint

the District's Administration building at a cost of \$3,313.53. After review and discussion, the Motion passed by a vote of 3 to 0.

agreement with Stryker for services on existing equipment. A Motion was made by Commissioner **HALLMARK**, seconded by Commissioner **DILLON** to approve Procure Services in the amount of \$20,298 annually. After review and discussion, the Motion passed by a vote of 3 – 0.

The Board next addressed item 17 through 20. No action taken.

The Board next addressed item 21, to review, discuss and act on personnel matters. Director Bayani informed the Board that Social Security has not been withheld from the employees' paychecks since the first payroll in August. A Motion was made by Commissioner **PACE**, seconded by Commissioner **HALLMARK**, that the District will not seek to be exempt from Social Security taxes, and that the District will absorb the employee's portion of Social Security for past payrolls, but going forward, it will need to be withheld. After review and discussion, the Motion passed 3 to 0.

The Board did not have any items for closed session.

The Board set the next meeting for November 15, 2022, to commence at 6:00 p.m.

There being no further business brought before the Board, Commissioner **HALLMARK** made a motion, seconded by Commissioner **PACE**, to adjourn. By a vote of 3 to 0, the Motion carried.

The meeting adjourned at 7:55 P.M.

The foregoing minutes were passed and approved by the District Board of Commissioners on December 15, 2022.

### HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

By:   
**DAVID PACE**  
Secretary of the Board