

WORKSHOP MINUTES OF JANUARY 24, 2019 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

A workshop meeting was duly called of Harris County Emergency Services District No. 48, which was held at the District Administrative Building located at 21201 Morton Road, Katy, Texas 77449 on Thursday, January 24, 2019.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:30 p.m. by **Marshall Kramer**, President, who announced that a quorum was present. Those Commissioners present were:

Marshall Kramer	Present
Sam Henderson	Present
Bret Fossum	Present
Russell Solomon	Absent
Michael Fleming	Present

Also present at the meeting were Fire Chief and Emergency Management Director, Jeff Hevey, Assistant Chief of Administration, Tommy Westall, Acting Assistant Chief of Operations, Brett Ellis, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, Battalion Chiefs Josh McCormack and Dalton Buxton, Captain Vince Moreno, Lieutenant Greg Monroe, Captain Justin Pfitzner, and Captain Lou Fabricant.

TO DISCUSS SHORT-TERM AND LONG-TERM STRATEGIC PLANNING OBJECTIVES FOR THE DISTRICT.

Chief Hevey discussed Short-Term and Long-Term Strategic Planning Minutes from the October 11, 2018 meeting.

The following topics were discussed:

- Station 1
 - Purchase temp Station 1 housing and garage.
- 2019 Life Scan
 - For all employees and Members.
 - plan for them to be here mid-June.
- Gear checks will be conducted in PS Tracks for compliance.
- Cancer Prevention
 - DECON: there will be a designated DECON station that Members will have to go to.
 - Importance of wearing SCBA.
 - Cleaning gear and personal clothing.
- Behavioral Health
 - Dr. Tonya Glen will come by to address employee personal issues.

- EAP (Emergency Assistance Program).
 - Emergency Ministries.
 - Invested in physical fitness equipment.
- ISO
 - In May we will be a level 2 ISO rating.
- Lexipol
 - We will begin the process of sending and creating all SOG policies through Lexipol.
- Home and Garden Show will be held Saturday and Sunday, January 26 to 27, 2019.
- Smoke Alarm Blitz will be held Saturday, February 9, 2019, at Governors Place.
- Safety Fest will be held Saturday, April 13, 2019.
- Building Committee
 - Need to have roofs inspected every other year.
 - Station 4: maintenance and renovation are needed.
- Waiting on EMS vending machine.
- Purchase Order has been approved to purchase 8 months' worth of EMS Medical Supplies.

The Commissioners discussed the following topics:

- We need an apparatus guess estimate for every equipment we possess in this Department.
- We need to take into account and anticipate station maintenance, equipment and the loans attached to it.
- We might want to look into leasing gear. It's a lot of maintenance to inspect, clean, and maintain gear.
- Payroll is always the biggest cost.
- What is the payment plan if we lease a vehicle vs. purchasing?
- We want to retain talent. We have to incorporate the people and take care of them along with a positive work environment.
- What is vision of the Department? Is it to move forward? It's the staying and the retention that is part of the morale and keeps the morale up.
- How fast can the ambulance/apparatus get to the station or a call?
- Commissioners agreed to meet Thursday, March 28, 2019, for a meeting to discuss personnel retention.

TO RECEIVE PUBLIC COMMENT.

No public comment.

ADJOURNMENT.

The workshop adjourned at 8:59 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on March 19, 2019.

Russell Solomon
District Secretary