

**MINUTES OF JANUARY 25, 2018 MEETING**  
**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48**

A regular 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 25, 2018.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

The meeting was called to order at 7:00 p.m. by **Marshall Kramer**, President, who announced that a quorum was present. Those Commissioners present were:

<b>Marshall Kramer</b>	Present
<b>Sam Henderson</b>	Present
<b>Bret Fossum</b>	Absent
<b>Russell Solomon</b>	Present
<b>Michael Fleming</b>	Present

Also present at the meeting were Fire Chief and Emergency Management Director, Jeff Hevey, Assistant Chief of EMS, Eric Bank, Assistant Chief of Operations, Les Fulgham, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, Lieutenant Firefighter, Joshua Cousin, Lieutenant Firefighter, Clinton Henderson, Lieutenant Firefighter, James Soileau, and other ESD Members. Rich Majeres with Ubernosky & Majeres, PLLC and Ira Coveler, of the law firm of Coveler & Peeler, the District's legal counsel, was also present.

**TO ADMINISTER OATHS TO NEWLY HIRED AND/OR PROMOTED EMPLOYEES IN SERVICE TO THE DISTRICT.**

Fire Chief, Jeffrey S. Hevey welcomes all to tonight's Swearing-In and Promotion Ceremony.

**The Pledge of Allegiance** led by Assistant Chief of Operations, Les Fulgham.

**The Opening Prayer** led by Chaplain, Mardie Menke.

Fire Chief, Jeffrey S. Hevey explained the History of the Bugle.

**Swearing-In and Promotion Ceremony Full-Time Lieutenants:**

JOSHUA ADAM COUSIN  
CLINTON DEWAYNE HENDERSON  
JAMES L. SOILEAU

**Recess to HCESD No. 48 Meeting.**

**REVIEW AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS INCLUDING ACTIONS REGARDING COMPENSATION, PROMOTION, DEMOTION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF EMPLOYEES.**

Item tabled.

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 5, 2018:**

Mr. Coveler spoke with the Board about the upcoming election. He explained that there were two seats up for election this time. The District would hold the election in a manner similar to prior years, but that election locations would be different. Mr. Coveler recommended to the Board that the polling places be located at Station No. 3 and at the District Administration Building. Mr. Coveler also requested that the Board nominate a voting clerk, call for the election to be held on Saturday May 5, 2018, and take action on the following matters.

- a. Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345.
- b. Order Approving and Appointing an Agent for the Election;
- c. Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk;
- d. Order Establishing and Designating Election Precincts and Polling Places;
- e. Order Establishing and Designating Early Voting Polling Places;
- f. Order Adopting Form of Notice of District Election;
- g. Action to approve a contract with Hart InterCivic, Inc. for election services.
- h. To review and take action to hold an election jointly with one (1) or more other political subdivisions.
- i. To consider and take action on such other Orders, Resolutions, and related matters as required or appropriate to call for the District election.

Following a discussion, Mr. **Henderson** made a motion to approve all of the above. Mr. **Fleming** seconded. The motion passed 4 to 0. Please see the 2018 Election Order for specific information regarding the calling of the election.

**TO RECEIVE PUBLIC COMMENT.**

No public comment made.

**TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.**

Mr. Coveler presented the meeting minutes of the December meeting. The Board reviewed the minutes and did not have any questions or modifications to direct to Mr. Coveler. Following a discussion, Mr. Solomon made a motion to approve prior meeting Minutes. Mr. Henderson seconded. The motion passed 4 to 0.

**TO RECEIVE AND REVIEW THE MONTHLY SALES TAX REPORT.**

Mr. Fortner presented the monthly Sales Tax Report. Sales tax receipts for calendar year 2018 total **\$341,581.58**. For tax year 2017 (March-June 2017), sales tax

receipts total **\$2,937,015.92**. Harris County Emergency Services District No. 48 has received **\$7,792,713.93** in sales tax receipts since October 1, 2014, effective date. The January 2018 local tax allocation to be refunded to the District totals **\$341,581.58**.

Please see Report from Ryan Fotner with Sales Revenue, Inc. for a complete listing and details of all figures presented.

Thereupon, Mr. **Henderson** made a motion to accept the monthly Sales Tax Report as presented. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

**TO RECEIVE A FINANCIAL REPORT FROM THE DISTRICT BOOKKEEPER AND TAKE ANY ACTION RELATED THERETO.**

Mr. Coveler passed out the District's Financial Report in absence of McClennan & Associates. Mr. Majeres with Ubernosky & Majeres, PLLC presented the District with a rough draft of what the Financial Report will entail. Mr. Coveler will contact Breedlove to see what they suggest is best to entail on the financial report. Mr. Coveler recommended the Board allow McClennan & Associates to be involved in the closing out of the books and to pay them an hourly rate. Mr. **Henderson** made a motion to accept the Financial Report from the District bookkeeper as presented. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

**TO REVIEW, DISCUSS REVIEW, DISCUSS AND TAKE ACTION RELATED TO THE DISTRICT'S BANK ACCOUNTS AND DISTRICT INVESTMENT FUNDS, POOLS, AND ACCOUNTS.**

Chief Westall is in the process of acquiring online access from Texpools and Texas Class.

**TO PAY DISTRICT INVOICES AND EXPENSES.**

Ms. Tobar presented the Board with the District Bills. The Board reviewed and discussed the District Bills. Mr. **Henderson** made a motion to approve the District Bills related to expenses incurred by the District since the prior meeting. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

**TO RECEIVE A REPORT FROM CHIEF JEFF HEVEY AND TAKE ANY NECESSARY ACTION RELATED TO HIS REPORT.**

Chief Hevey stated, "We have three (3) new Lieutenants that will be completing training this week. We have completed interviews for the Full-Time Firefighter/Driver Operator/EMT-B positions. We are in the process of completing their background checks, PATs, psych evaluations, drug screening, etc. We started with fifty-four (54) Firefighter-EMT applicants, and are now have twenty-six (26) applicants. The six (6) new Firefighter/Driver Operator/ EMT-B tentative start date is February 19, 2018. The twelve (12) new Firefighter-EMTs will start in April".

**TO RECEIVE AN EMS DIVISION REPORT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Chief Bank presented the EMS report. EMS average response time is six (6) minutes and thirty-one (31) seconds. EMS gave mutual aid to the following Fire Departments for the month of December: Katy FD (4) and Westlake FD (3). Chief Bank stated the following, "The EMS Training Chief is expected to arrive Monday, January 29, 2018. We had to re-advertise for the EMS Division Chief position. The IV pumps have arrived, and we will begin clinical training with the pumps." Mr. Solomon asked Chief Bank about the status of the flu. Chief Bank responded, "The cardiac arrests have been high during this month, more than the flu. All prefills, pain medicines, etc. are all on back order. Saline orders have not gotten any better."

**TO RECEIVE A FIRE DIVISION REPORT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Chief Fulgham presented the Fire Report. Total Department calls for the month of December 2017 were 818 calls. Suppression gave mutual aid to the following Fire Departments for the month of December: Katy FD (5), Cy-Fair FD (1), Westlake FD (5), and Willowfork FD (3). District-wide response times on all responses combined: 5:56 minutes, on average. Chief Fulgham stated, "Cadet Class 17-02 graduated January 4, 2018. Fire boats should arrive sometime in February. We have had a low ISO survey count; Lieutenant Vandyke will be contacting the MUDs to get the surveys back."

Mr. Coveler asked Chief Fulgham, "How often do Volunteers ride on the trucks?" Chief Fulgham responded, "An average of 3 to 4 Volunteers per shift, which includes weekdays. 60% to 70% of our Volunteers are active in the Department."

**TO RECEIVE ANY ADMINISTRATIVE REPORTS FROM THE DEPARTMENT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Chief Westall stated, "Chief Fulgham and Mrs. Mourad are currently working with our payroll company, Infinisource, to have general ledger codes implemented."

Chief Hevey stated, "We now own Comm 20, 21, and 22." Chief Strait stated, "It is up and running, but we are not using it yet."

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION, AMENDMENT, AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES, AND STANDARD OPERATING GUIDELINES.**

Item tabled.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S EMPLOYEE HANDBOOK.**

Chief Hevey discussed the District's Employee Handbook.

Prohibited Conduct, page seven (7): should the language be clarified to allow employees to have handguns in our parking lot, as long as the weapon does not come in to the building? We are looking for clarification.

Procedures for reporting a threat: in the fire service, we will be dealing with mental health issues.

Employee Classification, page eight (8): to expand and put more clarification from separation of Admin/Fire/EMS. All Admin/EMS/Fire are non-exempt. Initially, the Battalion Chiefs were exempt and were transitioned to non-exempt. Exempt employees are the Fire Chief, Chief of EMS, and Chief of Operations.

Bereavement, page twelve (12): employees are allowed to take off up to three (3) days.

Sick time accumulated: is not paid out if an Employee leaves the Department. The Employees vacation is paid out if they have any remaining days of unused vacation.

Business Expense Reimbursement, page forty (40): to have a policy set for first class or economy flights. Harris County ESD No. 48 would like to Adopt the GSA SCOTT *per diem* schedule.

**TO REVIEW, DISCUSS AND TAKE ACTION WITH RESPECT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE TEXAS DEPARTMENT OF PUBLIC SAFETY.**

The Board discussed the Memorandum of Understanding between the District and the Texas Department of Public Safety.

Thereupon, Mr. **Henderson** made a motion to accept entering into a Memorandum of Understanding between the District and the Texas Department of Public Safety. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2018 HONORS AND RECOGNITION DINNER SCHEDULED FOR MARCH 2018.**

Captain Fabricant presented a presentation to the Board explaining the District's 2018 Honors and Recognition Dinner. Captain Fabricant discussed costs, venues, and arrangements. Mr. **Fleming** made a motion to table this item until the next check signing meeting in February.

**TO REVIEW, DISCUSS AND TAKE ACTION WITH RESPECT TO PREPARING FOR THE ANNUAL SAFETY FEST EVENT.**

Mr. Vandyk discussed the 2018 Safety Fest. The next Safety Fest meeting will be held on February 5, 2018. The Safety Fest venue is Typhoon Texas.

**TO REVIEW, DISCUSS AND TAKE ACTION ON ANY EQUIPMENT, VEHICLE MAINTENANCE, AND STATION MAINTENANCE MATTERS.**

Chief Sidwell stated, "We met with FEMA's representative. The paperwork is slow and lengthy. We are working on recouping costs on apparatus. Currently, we are at \$33,000.00. Station 4 has damage, and we need get estimates to have it repaired."

Mr. Coveler stated that with respect to repairs being paid for out of FEMA or VFIS funds, the District is not required to seek competitive bids as the Health & Safety Code has an exception for the use of non-taxpayer funds. He did however comment that if FEMA requires competitive bidding as part of its requirements, the District would need to comply with any such requirement.

Chief Fulgham stated that we have received the latest UASI Grant and Fifth Generation T-Pass Receivers, and will have documentation signed at the next ESD meeting.

**TO REVIEW, DISCUSS AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING CLASSES (FIREFIGHTING, EMS OR ADMINISTRATIVE), COURSES MATERIALS, EQUIPMENT AND RELATED EXPENDITURES INCURRED FOR THE BENEFIT OF THE DISTRICT.**

Chief Hevey stated that Harris County ESD No. 48 will be sending employees to seminars throughout the year: Fire Chiefs Executive Conference, Safe-D, Fire Chiefs Academy, the International Association, TEEEX, etc.

**TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S).**

Item tabled.

**TO REVIEW, DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.251**

Chief Sidwell stated, "We have forty-three (43) helmets beyond their life, and we are asking permission from the Board to be able to donate these helmets to Texas A&M Forest Service." Mr. **Henderson** made a motion to allow Chief Sidwell to donate HCESD No. 48 helmets to Texas A&M Forest Service as the helmets have no value and are both surplus and salvage items. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

**REVIEW, DISCUSS AND TAKE ACTION REGARDING OBTAINING PROPERTY SITES FOR THE DISTRICT'S NEXT FIRE STATION PROJECT.**

Item tabled.

**TO REVIEW, DISCUSS AND TAKE ACTION TO ADOPT AND IMPLEMENT THE DISTRICT'S FALSE ALARM POLICY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.040.**

Item tabled.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO WEBSITE AND DIRECT MAILING PUBLIC OUTREACH.**

Lieutenant Vandyk will be updating the HCESD No. 48 website to remove previous Commissioners and adding new Commissioners and staff who recently became Members of the Department.

**TO DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND APPROVE THE PROPOSED MEETING DATES FOR THE BILL PAY MEETING ON FEBRUARY 7, 2018, AND REGULAR MONTHLY MEETING ON FEBRUARY 20, 2018.**

Discussed Station 1 property.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING HVAC ISSUES AT STATION No. 3.**

Commissioner Kramer announced that Harris County ESD No. 48 will be holding a meeting on February 7, 2018, at 11:00 a.m. with Salas O'Brien to discuss the HVAC issues at Station 3.

**ADJOURNMENT.**

Mr. **Henderson** moved to adjourn the meeting at 10:35 p.m. Mr. **Solomon** seconded the motion. The meeting was adjourned.

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**Russell Solomon**  
District Secretary