

MINUTES OF FEBRUARY 5, 2020 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

A 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 Wednesday, February 5, 2020.

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:

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|------------------------|---------|
| Marshall Kramer | Present |
| Sam Henderson | Present |
| Bret Fossum | Present |
| Russell Solomon | Present |
| Michael Fleming | Present |

Also present at the meeting were Assistant Chief of Administration, Tommy Westall, Ray Sidwell, Chief of Logistics, HR Office Manager, Walla Almasri, and Assistant HR Office Manager, Jackie Tobar.

TO RECEIVE PUBLIC COMMENT.

No public comment.

TO REVIEW, DISCUSS, AND TAKE ACTION TO PAY DISTRICT BILLS.

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. **Fossum** seconded the motion. The motion passed 5 to 0.

TO REVIEW AND DISCUSS THE DISTRICT'S FUTURE PERSONNEL HIRING NEEDS.

Interviews for Part-Time Firefighters were held today, Wednesday, February 5, 2020. Full-Time Firefighter Lieutenant applications are due Friday, February 14, 2020, at 5:00 p.m. Full-Time Firefighter EMT-B applications are due on Friday, March 6, 2020.

EMS has a nationwide shortage. EMS has an employee turnaround time between 6 to 8 months. EMS currently has eight (8) Full-Time open spots to fill. We have interviewed four (4) Full-Time positions, two are Full-Time P-1 Paramedic, and the other two are Full-Time EMT positions.

We are switching to a 24/72 schedule on July 5, 2020. This will unite Fire and EMS on the same schedule. We currently have multiple lists for promotions, and hiring's in preparation of the addition of the fourth shift for the Fire Division. There are ongoing processes to fully staff the fourth shift and once the processes ends in March, we will have an active hiring list for future

openings, should that occur. We will maintain Firefighter lists, recognizing how the market fluctuates as Firefighters tend to job hop more readily.

We have discussed acquiring HR Consultants for the Department and looking into the cost to doing business with them.

Chief Hevey would like to hire three (3) more employees before June. Discussed the current hiring process.

TO REVIEW AND DISCUSS FUTURE PLANS FOR THE CONSTRUCTION OF NEW DISTRICT FACILITIES.

Discussed future Training Field and to possibly have outside sources and neighboring Departments to come in and utilize the field as a joint relationship to offset the cost. Chief Ellis shared a potential connex facility plan (future budget year) that would provide live-fire training for firefighters for a fraction of the cost in comparison to traditional fire field structures.

TO REVIEW AND DISCUSS FUTURE EXPANSION OF THE DISTRICT'S EMS, FIRE, AND RESCUE SERVICES.

We must be cognizant of current market trends in relation to staffing needs for recruitment and retention.

TO REVIEW AND DISCUSS FUTURE APPARATUS AND VEHICLE NEEDS FOR THE DISTRICT.

Looking to replace two chassis on ambulances. Ladder 3 is constantly being serviced. Therefore, Suppression is open to a number of ideas to reduce the outs. The Rehab truck is a 2003 vehicle. Somewhere down the road, we need to look at replacing the Rehab unit. Rescue 5 is just sitting idle unless staffed by Volunteers. Matt Weber recommended selling the vehicle if we were not going to use it. Rescue 5, is driven weekly by crews, to make sure the unit is functioning properly. Discussed sharing assets with neighboring Fire Departments to alleviate costs with Rescue initiatives. Where they provide rescue technicians and we provide Rescue 5 to them. Chief Ellis will be continuing that conversation with bordering Fire Departments.

TO REVIEW AND DISCUSS FUTURE PERSONNEL BENEFITS.

Changing the pension to a 2:1 match will help to retain people. Chief Hevey stated if we went to a 2:1 pension match, it would be incentive to retain employees with our Department. We are currently at a 1.5:1 match.

TO REVIEW AND DISCUSS OTHER PLANNED CAPITAL EXPENSES FOR THE NEXT 5 YEARS.

Commissioner Kramer stated that we are in the unknown for what the legislature is planning and it makes it difficult for us to plan.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING AMENDMENTS AND CORRECTIONS TO THE DISTRICT'S 2020 BUDGET.

Chief Westall discussed the District's 2020 Budget. No changes needed for the 2020 budget at this time.

Reviewed the income/expense projections that were completed in 2018. Will update the information with the actual numbers for 2018, 2019, and the budgeted numbers for 2020 and forward them to the Commissioners.

Discussion about the use of Station 6, Porter Road property, and suggested that it may be time to discuss hiring appropriate vendor to give us a working plan on what areas we would need for our proposed projects on the land. One vendor, Thomas Abercrombie, gave a bid for the project. Suggested that we also contact Ricardo Martinez to see what he would be able to do in this regard.

ADJOURNMENT.

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Solomon** seconded the motion. The motion passed 5 to 0. The meeting adjourned at 8:40 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on February 18, 2020.

Russell Solomon
District Secretary