

**MINUTES OF APRIL 17, 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 Tuesday, April 17, 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:

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

Also present at the meeting were Fire Chief and Emergency Management Director, Jeff Hevey, Assistant Chief of EMS, Eric Bank, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, President of District Hunker Down Auxiliary, Jennifer Swing, Captain Lou Fabricant, and other HCESD No. 48 Members. Also present were, Hieu Hart with Wiesner Engineering, and Ira Coveler, of the law firm of Coveler & Peeler, the District's legal counsel.

WELCOME BY CHIEF JEFF HEVEY AND SWEARING IN CEREMONY OF EMS PERSONNEL OF THE DISTRICT.

Fire Chief, Jeffrey S. Hevey welcomed all to the Swearing-In and Promotion Ceremony.

The Pledge of Allegiance was led by Fire Chief, Jeffrey S. Hevey.

The Opening Prayer was led by Chaplain, Mardie Menke.

Swearing-In and Promotion Ceremony Full-Time EMS Paramedics/EMT-Basics:

PARAMEDICS:

Danielle Blew	Absent
Robin Brian	Absent
Joseph Casciotti	Present
Kristina Crain	Present
Victoria Crutcher	Absent
Thomas De La Fuente	Absent
Megan Hardy	Present
Victor Martinez	Present
Wendy Reese	Absent
Marina Rolon	Present

EMT-BASICS:

Rodolfo Gaitan	Absent
Donovan Klank	Present
Rebecca Kusko	Absent
Eric Leland	Present
Aaron Shinn	Present
Victor Stubblefield	Absent

Recess to HCESD No. 48 Regular Board Meeting.

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

- a. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Mr. Coveler discussed the election generally. He stated where election equipment would be staged.

TO RECEIVE PUBLIC COMMENT.

No public comment made.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. **Solomon** made a motion to approve minutes of prior meetings held on February 7, 2018, February 20, 2018, March 7, 2018 and March 20, 2018. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

TO RECEIVE AND REVIEW THE MONTHLY SALES TAX REPORT.

The Monthly Sales Tax Report was emailed to the Commissioners by Mr. Fortner. The Board reviewed the Sales and Use Tax Administration Report. Thereupon, Mr. **Henderson** made a motion to approve the Monthly Sales Tax Report as received. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Please see the report from **Ryan Fortner** with Sales Revenue, Inc., for complete listings and details of all figures presented.

TO RECEIVE THE FINANCIAL REPORT FOR THE DISTRICT PREPARED BY THE DEPARTMENT ADMINISTRATIVE STAFF IN CONJUNCTION WITH MR. RICH MAJERES OF UBERNOSKY & MAJERES, PLLC AND TAKE ANY ACTION RELATED THERETO.

Item tabled.

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

Item tabled.

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 5 to 0.

TO REVIEW AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2018.

Item tabled.

TO RECEIVE A REPORT REGARDING THE 2018 ANNUAL SAFETY FEST EVENT.

Chief Hevey emailed a Safety Fest expense report to the Board listing all items spent for the event. Chief Hevey stated that the budget for Safety Fest was \$30,000 and the District ended up spending a grand total of \$50,000 which made us go over budget by \$20,000. The District received \$11,500 from Sponsors and \$17,000 from ESD 100. The District does not yet have the costs for miscellaneous expenses. The National Stroke Association participated for the first time in our Safety Fest event; all runners were a success. The vendors were pleased with the amount of people that came to their booths. Typhoon Texas was a great location to hold the event. A total of approximately 3,000 people attended Safety Fest due to the weather. Chief Hevey congratulated Lieutenant Johnson and all participants who made Safety Fest a success. Chief Hevey made a recommendation to conduct Safety Fest on the 22nd or 23rd of April, 2019.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DISTRICT'S REAL ESTATE PURCHASE FROM I-10 KATY LTD.

Mrs. Hart discussed the District's real estate purchase from I-10 Katy Ltd. Mrs. Hart presented layouts for a three (3) and five (5) bay fire station. The Board agreed to obtain 2.75 acres of the Bella Dolce Lane property. The Board asked Mrs. Hart if she had any concerns regarding the property. Mrs. Hart had no concerns on the property.

Mr. Fossum made a motion to move forward with obtaining 2.75 acres of the Bella Dolce property. Mr. Solomon seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING LONG RANGE PLANNING OBJECTIVES FOR THE FUTURE.

Chief Hevey will discuss further action regarding long range planning objectives for the future during the May workshop meeting at 6:30 p.m.

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

Chief Hevey discussed his Report. Chief Hevey stated HGAC and Buy Board do not mesh well with FEMA, and we will need to take a better look at our bids that can better coincide with FEMA. Chief Hevey discussed the Governor's Conference in Wisconsin. Chief Hevey also discussed the SABIC event. SABIC is one of the world's largest petrochemical manufacturers based in Riyadh, Saudi Arabia, and they have established a site in Katy, Texas as their western headquarters. We prepared an Incident Action Plan ("IAP") for their event because a dignitary individual was attending the SABIC event, the Crown Prince of Saudi Arabia. The County Hazmat read our IAP and asked the Sherriff if they took this into consideration for such an event, which they did not. We have a group here at HCESD No. 48 that is forward thinking and handled this event very well. We will be sending SABIC a bill, to pay for the overtime of our employees, because this event was not budgeted for on such short notice. We will also need to develop a dignitary SOG for special events such as these.

TO RECEIVE AN EMS DIVISION REPORT FROM ASSISTANT CHIEF ERIC BANK AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Chief Bank presented the EMS Report. EMS average response time for the month of March is six (6) minutes and thirty-four (34) seconds. EMS gave mutual aid to the following Fire Departments for the month of March: Katy FD (8), Cy-Fair FD (1), and Westlake FD (15). Chief Bank stated that the Department has hired several EMS employees, and he is making sure that they are getting the required training. He also stated that the Department was involved in the creation of a video for Memorial Hermann Hospital and got invited to their gala. A health reporter from Channel 2 news will be out here to discuss our blood program. He stated that he is keeping an eye on the saline prices, but that they are still extraordinarily high. Mr. Kramer asked Chief Bank, about the shelf-life of saline and Chief Bank estimated one (1) year and nine (9) months, but that it was sometimes use beyond this period.

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

Chief Hevey presented the Fire Report in absence of Chief Fulgham. Total Department calls for the month of March 2018 were 794 calls. Suppression gave mutual aid to the following Fire Departments for the month of March: Katy FD (3), Cy-Fair FD (5), Westlake FD (6), and Willowfork FD (1). Average response times in District Structure Fires: 5:47 minutes. District-wide response times on all responses combined: 6:37 minutes, on average. Full-time suppression consists of 39 personnel: (3) Battalion Chiefs, (3) Captains, (6) Lieutenants, (15) Firefighter Driver-Operator, and (12) Firefighter EMTs. Part-time suppression consists of 47 personnel. Volunteer suppression consists of 44 personnel. Rehab consists of 20 personnel.

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

Item tabled.

TO RECEIVE A REPORT FROM THE DISTRICT'S, HUNKER DOWN AUXILIARY GROUP.

Mrs. Swing, President of the Hunker Down Auxiliary group, presented her Report. Mrs. Swing stated, "The Hunker Down Auxiliary is a group that was created because we wanted to show HCESD No. 48 employees that we are thinking about them, that we appreciate them, and that we are here for them." Mrs. Swing continued, "The Auxiliary Group is currently waiting for the 501(c) Certificate in order to make purchases. We are now able to accept donations. We would like to start our morale boosters at the Stations by doing a small breakfast held on Memorial Day. We want to have a presence in the Community and make sure that the public understands that we are here for them as well." Mrs. Swing explained to the Board that anyone who wanted to participate in the Auxiliary would need to complete a criminal background check when applying for Membership.

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.

Item removed from the agenda.

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

Captain Fabricant discussed the District's 2018 Honors and Recognition Dinner. Captain Fabricant stated, "One-hundred and fifteen (115) employees have RSVPed for the banquet. Everything is setup and ready to go. We will be on budget for this event. The gift backpacks will be given out at the Administration Building next week. We look forward to seeing everyone." Chief Hevey stated five (5) Members during Harvey will be presented with life saving awards.

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

Chief Hevey discussed the following and informed the Board that the five (5) ton highwater truck and trailer is up at Chapel Hill being painted. He also shared that Engine 5 is still at the body shop for when it backed into the mail box and that Engine 2 is at Brookshire at Siddons Martin for repairs.

Mrs. Hart received quotes for the detention pond and walk way at Station 5. The walkway will be over \$50,000 to fix and the pond will be around \$30,000. Chief Sidwell stated that FEMA will only reimburse twenty-five (25%) percent of the costs for the track and HCESD No. 48 will have to pay for the remainder costs. VFIS has stated it will not cover the walking track because it is not a structure.

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

Chief Hevey stated the following, he published a request for applicants who would like to have the Community Risk Reduction position. After reviewing those applicants, who were not qualified, and meeting with my Command Staff, he was told that the CRR position really needed to be a full-time position. If Lieutenant Johnson would have worked as a full-time employee with benefits, she would be making \$57,500 a year base pay. Benefits would cost \$23,000, that is forty (40%) percent of the base pay costs, you are looking at a \$40,000 difference for the entire year. Lieutenant Johnson will still be an active Volunteer with the District. Chief asked the Board if they would consider actively advertising the CRR position as a full-time position. Mr. Fossum asked Chief Hevey, if we are on track with the salary and benefits budget. Chief Hevey stated that “we are on track with our budget.” Chief Hevey reminded the Board that Chief Bank has not yet hired the Community Paramedic. Mr. Solomon shared that with the Community that we live in, the Community Risk Reduction program is important. Mr. Kramer asked, if there was a possibility to receive a grant for CRR. Chief Hevey responded that he would have to get with our sponsor coordinator, Mrs. Hales. Mr. Fossum stated that he was concerned for the budget and wanted to hold on this until the Board conducts its mid-year review. He inquired if it was possible to wait till we have that meeting to have a better look at the budget. Mr. Kramer asked for Chief Hevey to present payroll numbers at the workshop meeting and reminded everyone that the District will need to start looking at replacing some of our vehicles in the near future.

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

Item removed from the agenda.

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 MAY 2, 2018, AND REGULAR MONTHLY MEETING ON MAY 15, 2018.

The dates were confirmed for the next meetings.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING HVAC REPAIRS BEING MADE AT STATION NO. 3.

Item tabled.

ADJOURNMENT.

The board did not meet in closed session. Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Solomon** seconded the motion. The meeting adjourned at 9:40 p.m.