

**MINUTES OF MAY 15, 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, May 15, 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>	Present
<b>Russell Solomon</b>	Present
<b>Michael Fleming</b>	Present (Entered the meeting at 7:41 p.m.)

Also present at the meeting were Fire Chief and Emergency Management Director, Jeff Hevey, Assistant Chief of EMS, Eric Bank, Assistant Chief of Administration, Tommy Westall, Assistant Chief of Operations, Les Fulgham, Division Chief of Logistics, Ray Sidwell, Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, Public Information Officer, Simon VanDyk, Rehab Captain, Lou Fabricant, and other HCESD No. 48 Members. Also present were, Rich Majeres with Ubernosky & Majeres, PLLC, Mr. Littlejohn, District's Realtor, Ira Coveler, of the law firm of Coveler & Peeler, the District's legal counsel.

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

Fire Chief, Jeffrey S. Hevey welcomed everyone 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 Firefighters and EMT-Basics:**

Kyle Brinkmeyer  
Maria Cardenas  
Christopher Denman  
Grant Kelsoe  
Christopher Lieder  
Nicholas Martin  
Kristen Perry  
Marcello Rosario  
Jeremy Sneed  
Jesus Soto  
Brody Wheatley  
Trevor Wright

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

**TO CANVASS THE RESULTS OF THE DISTRICT’S ELECTION HELD ON MAY 5, 2018, AND ENTER SUCH ORDERS AND TAKE SUCH OTHER ACTION AS MAY BE NECESSARY ON THE MATTER.**

The Board addressed agenda item 3 to canvass the results of the District’s election held on May 5, 2018. District Counsel presented the official results for the commissioner election. Motion was made by Mr. **Solomon**, seconded by Mr. **Fossum**, to canvass the results of the District’s election held on May 5, 2018, approve the Canvassing Order and declare the following two (2) candidates as re-elected to serve as commissioners of Harris County Emergency Services District No. 48 for a four-year term beginning June 1, 2018:

**Sam Henderson**  
**Michael Fleming**

After discussion, the Motion was approved by a vote of 4 to 0. Please see the attached canvass order for the results of the election.

The Board then addressed agenda the payment of compensation to the election officials who assisted during the May 5, 2018 election:

Margaret Tillery	\$	1,384.00
Willie Tillery	\$	1,384.00
Paul Gannon	\$	1,060.00
Carol Gannon	\$	1,300.00
Pat Marshall	\$	1,300.00
Lorraine Day	\$	320.00
Roxana Collins	\$	256.00
Melanie Bounds	\$	256.00
Bryant Gaudette	\$	256.00
Susan Dansby	\$	64.00

Mr. **Solomon** made a motion to approve the payment of compensation to the election officials. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

**TO RECEIVE PUBLIC COMMENT.**

Captain Fabricant welcomed back the re-elected Commissioners.

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

Item tabled.

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

The Monthly Sales Tax Report was not ready for this month. Mr. Kramer stated, we received the report from Mr. Fortner, but some numbers were missing due to not receiving the

final report. He expects the report to be presented at the next check signing meeting. No action taken.

**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.**

Mr. Majeres with Ubernosky & Majeres, PLLC presented the District's Financial Report.

As of May 14, 2018, the District's combined Cash Balances (Current Assets) total \$13,064,136.54. The estimated remaining Property Tax Collections is zero (0). The estimated remaining 2018 Sales Tax Collections is \$2,300,000. The estimated remaining 2018 EMS Billing Collections is \$1,100,000. The remaining 2018 Budgeted Expenses are \$9,927,728. The District's Total Debt Service Outstanding is \$18,344,852.00. The District's combined Note Balances (Liabilities & Equity) total \$15,146,055.24. The District has collected \$1,026,033.57 in Sales Tax Revenue for 2018.

Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Please see the report from **Rich Majeres** with Ubernosky & Majeres, PLLC for complete listings and details of all figures presented.

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

Mr. **Henderson** made a motion to approve all five (5) Commissioners to be authorized signers on the Westbound Bank account. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

**TO PAY DISTRICT INVOICES AND EXPENSES.**

Ms. Tobar presented the Board with the District bills. The Board reviewed and discussed the District bills. Mr. **Solomon** made a motion to approve the District bills related to expenses incurred by the District since the prior meeting. Mr. **Henderson** seconded the motion. The motion passed 5 to 0.

**TO REVIEW AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2018.**

Mr. Coveler stated that the preliminary values for the District have still not been received information from Harris County. He further informed the Board that we would be required to take action on these exemptions in June of 2018, as that was the deadline to grant the exemptions regardless of whether the information has been received from Harris County.

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

Mr. Coveler stated that he had reviewed all of the matters related to closing the I-10/Katy, Ltd., Bella Terra property. He is going to work with the title company to schedule a

closing date. He requested that the District allow the Phase I survey to be updated by Phase Engineering who performed the original survey for the Seller. Mr. Coveler estimated that the fee for their services would not exceed \$3,000.

Mr. **Henderson** made a motion to move forward with the closing of the property and to have the Phase I survey updated by Phase Engineering at a cost not exceed \$3,000. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

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

A meeting will be held on May 31, 2018, to discuss and take action regarding long range planning objectives for the future.

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

Chief Hevey complimented his Command Staff team while he was away on vacation and will be presenting the Board with SOGs that will need to be signed at the next ESD meeting.

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

Chief Bank presented the District's EMS Report. EMS had a total of 604 EMS calls year to date. Average response time was six (6) minutes and thirty-three (33) seconds. There were three-hundred and thirty-five (335) non-transport/non-emergency calls. Used Life Flight three (3) times. EMS conducted the following Mutual Aid: five (5) calls to Westlake FD and three (3) calls to Katy FD.

**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 April 2018 were 714 calls. Suppression gave Mutual Aid to the following Fire Departments for the month of April: Katy FD (13), Cy-Fair FD (3), Westlake FD (6), Community FD (2), and Willowfork FD (1). Average response times in District Structure Fires: 5:47 minutes. District-wide response times on all responses combined: 6:47 minutes, on average. Full-Time suppression consists of thirty-nine (39) personnel: (3) Battalion Chiefs, (3) Captains, (6) Lieutenants, (15) Firefighter Driver-Operator, and (12) Firefighter EMTs. Part-Time suppression consists of forty-six (46) personnel. Volunteer suppression consists of forty-four (44) personnel. Rehab consists of twenty (20) personnel.

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

Chief Westall had nothing to report. Mr. Kramer commends Chief Bank and his staff on what a great job they did with the video from Memorial Herman Life Flight. Chief Hevey stated, that the Department Paramedic and EMT personnel are professional and have established great

relationships with the emergency room team at Memorial Herman Hospital, and that is why they were invited to participate in the video.

**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 ON ANY EQUIPMENT, VEHICLE MAINTENANCE, AND STATION MAINTENANCE MATTERS.**

Chief Hevey stated, that there is currently one (1) vehicle at Siddons Martin having a pump shaft being fixed and one (1) high water vehicle still being painted.

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

Item moved to Executive Session.

**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 TO BE HELD ON JUNE 6, 2018 AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON JUNE 19, 2018 AT 7:00 P.M.**

There was no objection stated to these dates. The Board also will conduct a Strategic Planning Workshop on May 31, 2018.

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

Chief Sidwell stated the following, there was nothing new to report at the moment regarding the HVAC system at Station No. 3. Mr. Fleming asked, how is the HVAC system holding up with the weather being in the 90s. Chief Sidwell replied that the members were working through the issues. Chief Hevey remarked that the members would of course cope with the problem, but stated that it was shameful that the contractors and other non-ESD persons working on the HVAC issue were not working faster to get the problem resolved.

**EXECUTIVE SESSION, PURSUANT TO GOVERNMENT CODE §551.072, TO DISCUSS REAL ESTATE MATTERS OR GOVERNMENT CODE §551.074, TO DISCUSS DISTRICT PERSONNEL MATTERS, DISTRICT EMPLOYMENT VACANCIES AND HIRING.**

**TO MEET IN EXECUTIVE SESSION, PURSUANT TO §551.071 GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH THE DISTRICT'S LEGAL COUNSEL ON A MATTER IN WHICH THE DUTY OF THE ATTORNEY TO THE GOVERNMENTAL BODY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THIS CHAPTER.**

The Board had no need for closed session.

**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 9:12 p.m.