

**MINUTES OF SEPTEMBER 17, 2019 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 Tuesday, September 17, 2019.

**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

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, Brett Ellis, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, and other ESD Members. Also, Ricardo Martinez with Martinez Architects, LLC, Ira Coveler with the law firm of Coveler & Peeler, the District’s legal counsel, George Watson with Benefits Consulting, and other ESD Members.

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

Swearing-in ceremony was postponed to a later date.

**TO RECEIVE PUBLIC COMMENT.**

Mr. George Watson, a citizen who lives in Cinco Ranch and works for Encore Coverage provided public comment. He shared that as the community has started to age, his HOA “wants to make sure to get involved and make sure our property values do not decrease”. He also requested that some representatives from the Board and Department attend his HOA’s Board meeting next week, Monday, September 23, 2019, at 7:00 p.m. He asked, “if another Hurricane Harvey came through, how would you serve our community?” Mr. Watson added that Chief Wilson with Willowfork Fire Department has provided us with some information.” I would like to come back once per quarter to keep in touch.” Chief Hevey stated that he will attend Mr. Watson’s board meeting.

**TO REVIEW, DISCUSS, AND TAKE ACTION RELATED TO 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. **Fleming** 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 AND TAKE ANY ACTION RELATED THERETO.**

Item tabled.

**TO REVIEW AND DISCUSS THE PROPOSED DISTRICT'S 2020 BUDGET.**

Item tabled.

**TO PAY DISTRICT INVOICES AND EXPENSES AND TAKE ACTION RELATED TO THE DISTRICT'S INVESTMENT FUNDS.**

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, DISCUSS, AND TAKE ACTION ON MATTERS RELATED TO THE CONSTRUCTION OF THE FIRE STATION NO. 1 PROJECT, INCLUDING THE APPROVAL OF ANY PAY APPLICATIONS.**

Mr. Martinez discussed the following items in his presentation:

Design Activities:

- Van De Wiele & Vogler has requested the water meter easement to be revised by the District's attorney (Abrey Rubinsky).
- EDP has not been released to install the 3" domestic meter and double-check valve.

Anticipated Activities:

- Complete storm sewer installation.
- Install building piers.
- Building slab to start forming 9/22/19.
- Natural gas and fiber utilities are in the process of being coordinated with CenterPoint and Comcast.
- Coordinate with Van De Wiele & Vogler for domestic water tap and meter installation.

Construction Activities:

- Site has been graded, compacted, and concrete poured on the north side of the facility 9/13/19.
- Building pad has been prepared.
- Project Meetings/Inspections:
  - Construction meetings held 8/27/19 and 9/12/19.
  - Onsite inspection 9/5/19.

Financials:

○ Contract Amount	\$ 6,500,000.00
○ Change Orders to the Project	\$ 0.00
○ Pay Applications – Pay App No. 1	\$ 530,627.25
○ Balance of Contract Amount	\$ 5,969,372.75

Mr. **Solomon** made a motion to accept the pay application No. 1 in the amount of \$530,627.25. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

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

Mr. **Henderson** made a motion to accept the minutes as submitted. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

**TO DISCUSS AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH GLOBAL TRAFFIC TECHNOLOGIES, LLC FOR THE PROVISION, INSTALLATION, AND ACQUISITION OF TRAFFIC PREEMPTION EQUIPMENT.**

Mr. Coveler discussed the Global Traffic Technologies, LLC traffic preemption system agreement that a number of the Harris County area ESDs have executed. He explained that the cost of the systems was paid on a lease as opposed to a purchase. He further explained that the District would not have liability for maintenance or technology costs changes. While the specific amount to be charged to the District was not known at the time of the meeting, Mr. Coveler stated that for his other ESD clients, the annual cost of one intersection was approximately \$1,500 per intersection and annual vehicle costs was approximately \$900.00 per vehicle. Chief Hevey stated that he would determine how many intersections were needed for the District. Mr. Coveler also explained that there were three (3) agreements to be executed as part of this process: (1) an agreement with Global Traffic Technologies, LLC for their system; (2) an interlocal agreement with Harris County Engineering and Traffic Department and (3) an interlocal agreement with the State of Texas.

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

Chief discussed the following: “The budget is being reviewed and verified to reconcile payroll is coding errors. On October 7-9 we are going to Green Bay to look at the Fire Truck. Tropical storm Imelda is on the move, and we have prepared just in case. If all looks good tonight, we will go back to normal staffing.”

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

Chief Ellis discussed the Fire Report. Suppression had a total of 285 calls for August 2019. The Training Division has been busy with the following: Completed interviews for Volunteer Firefighter Cadet Class, Blue Card Sim Lab in service and used for new OIC onboarding. Engine 1 is scheduled for October delivery. New Driver Operator rollout in September.

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

Chief Westall presented the Profit and Loss Budget vs. actual.

Mr. **Henderson** made a motion to accept the Profit and Loss Budget vs. Actual as presented. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

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

Chief Bank discussed the EMS Report. EMS had a total of 716 calls for August 2019. Average response time was six (6) minutes and forty-two (42) seconds. There were three hundred eighty-six (386) non-transport/non-emergency calls. Life Flight was used twice this month. EMS conducted the following Mutual Aid: three (3) calls to Katy FD and five (5) calls to Westlake FD. Chief Bank stated: “The status of the new Ambulance is progressing slowly. North Channel EMS came online two (2) weeks ago and has been getting their blood from San Antonio. I have several EMS personnel out, which is causing a challenge to scheduling. We are trying to hire, but the applicants we have on file do not meet our status. We are working with a vendor called Point Blank for life vests (body armor). The estimated life vest cost is \$71,351.00, with a 30 to 45 day turn around to receive product.”

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

Item tabled.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY NEEDED MAINTENANCE OR REPLACEMENTS OF THE DISTRICT’S EQUIPMENT, APPARATUS, AND FACILITIES.**

Chief Sidwell discussed the following: “Our crews hit a phone line; AT&T was onsite to correct the issue. There should be a zero (0) expense to the District, and the county will be handling costs.”

**REVIEW AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS.**

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 §775.0735.**

Item tabled.

**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 WEDNESDAY, OCTOBER 2, 2019, AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON TUESDAY, OCTOBER 15, 2019, AT 7:00 P.M.**

The Bill Pay meeting will be held on Wednesday, October 2, 2019, at 6:30 p.m., and the regular Monthly meeting will be held on Tuesday, October 15, 2019, at 7:00 p.m.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.**

The District entered closed session at 8:42 p.m., to consult with legal counsel regarding matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.**

The District entered closed session at 8:42 p.m., to discuss real estate matters.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.**

The District entered closed session at 8:42 p.m., to discuss personnel matters.

The Board exited closed session at 10:10 p.m.

**REVIEW AND TAKE ACTION ON DISTRICT REAL ESTATE MATTERS AND PERSONNEL MATTERS DISCUSSED IN CLOSED SESSION.**

Mr. Coveler presented a drawing from Engineer, Hieu Hart, regarding Station 6 proposed Tower location. Mr. Coveler stated that: "This is a zero cost to the District. It is a fifty (50) year lease, and the cell phone tower would have access to the gravel road. The reason why we are doing this is for the free access on the antenna. He shared that according to Chief Hevey this location is an ideal spot to place a second repeater."

**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 10:12 p.m.

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

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**Russell Solomon**  
District Secretary