

**MINUTES OF OCTOBER 15, 2019, 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 Administration Building located at 21201 Morton Road, Katy, Texas 77449 on Tuesday, October 15, 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:

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 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, and Ira Coveler with the law firm of Coveler & Peeler, the District's legal counsel, were also present.

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

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

The Pledge of Allegiance led by Fire Chief, Jeff Hevey.

The Opening Prayer led by Chaplain, Mardie Menke.

Swearing-In and Promotion Ceremony:

Part-Time Division Chief of Community Risk Reduction Promotion:

Jason Tharp

Full-Time P-1 Paramedic:

Theresa McCague

Recess to HCESD No. 48 Meeting.

TO RECEIVE PUBLIC COMMENT.

No public comment.

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.

The Financial Report was emailed to the Commissioners by Mr. Majeres. The Board reviewed the Sales and Use Tax Administration Report. Thereupon, Mr. **Henderson** made a motion to approve the Financial 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 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, 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:

- Awaiting final easement from District's attorney (Abrey Rubinsky).
- EDP has been released to obtain the 3" domestic meter and double-check valve.
 - Forms and payment were submitted.

Anticipated Activities:

- Natural gas to be routed to northwest corner of property.
- Pour building foundation.
- Coordinate with Van De Wiele & Vogler and EDP for domestic water tap and meter installation date.
- Steel structure has been reviewed and released for fabrication.

Construction Activities:

- Building pad has been prepared.
- Concrete grade beams completed.
- Temporary power completed.
- Below slab utilities completed.
- Project Meetings/Inspections
 - Construction meetings held 9/26/19 and 10/10/19.

Financials:

• Contract Amount	\$6,500,000.00
• Change Orders to the Project	\$0.00
• Pay Applications – Pay App No. 2	\$596,076.08
• Balance of Contract Amount	\$5,373,296.68

Mr. **Fossum** made a motion to accept the pay application No. 2 in the amount of \$596,076.08. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Item tabled.

TO REVIEW AND TAKE ACTION ON ENGAGEMENT OF AN AUDITOR TO PERFORM THE DISTRICT'S 2019 AUDIT.

Mr. Coveler discussed the District's 2019 Audit and Auditor.

Mr. **Henderson** made a motion to approve using the current District's Auditor, Breedlove LLC, for the 2019 audit. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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

Fire Chief Hevey stated Members from the Department and himself visited Wisconsin to review the new vehicle. Received resignations from two (2) Full-Time Firefighters. We have a Firefighter hiring list to go by hiring the next Full-Time Firefighter Driver Operator EMT-B. They will be hired to come on board mid-November. Firefighter Chase Robberson will be promoted to Lieutenant. The Smoke Alarm Blitz was held Saturday, October 12, 2019. Open House will be held on Sunday, October 27, 2019.

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

Chief Bank was absent and emailed report to the Board. EMS had a total of 653 calls for September 2019. Average response time was six (6) minutes and twenty-nine (29) seconds. There were three hundred fifty-four (354) 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 six (6) calls to Westlake FD.

TO RECEIVE A FIRE DIVISION REPORT FROM ASSISTANT CHIEF BRETT ELLIS AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Chief Ellis discussed the Fire Report. Suppression had a total of 269 calls for September 2019. OIC Bootcamp was held in September. TIFMAS All-Hazards Strike Team deployed to Winnie/Hampshire for seven (7) days. Engine 1 is scheduled for October delivery. 2020 Budget prep work for September 19, 2019 meeting and new Suppression Staffing Model.

TO RECEIVE AN ADMINISTRATIVE REPORT FROM ASSISTANT CHIEF TOMMY WESTALL AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Chief Westall discussed the Administrative Report. Chief Westall asked Mr. Coverer discussed the status regarding HCESD No. 48 website. Website is still a work in progress. TCDRS update regarding required rate (5.16%) versus current approved budgeted amount of 5.50%. The difference between the two (2) rates will help the District reduce the unfunded liability (twenty (20) years to catch up). The required rate for 2019 was 5.24% for comparison.

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 presented a PowerPoint presentation illustrating the damage and repair costs for Station 5 detention pond and track. Chief Sidwell also presented Station 5 men's restroom shower failure.

TO REVIEW AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS.

Discussed in closed session.

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, NOVEMBER 6, 2019 AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON TUESDAY, NOVEMBER 19, 2019, AT 7:00 P.M.

The Bill Pay meeting will be held on Wednesday, November 6, 2019, at 6:30 p.m., and the regular Monthly meeting will be held on Tuesday, November 19, 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 9:18 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 did not discuss any real estate matters in closed session.

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

The District entered closed session at 9:18 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.

Regarding the PowerPoint presentation that Chief Sidwell made illustrating the Station 5 men's restroom shower failure, Mr. **Solomon** made a motion to engage Ricardo Martinez to assist with matters related to the investigation and repair of the showers and bathrooms at Station 5. Mr. **Fleming** seconded the motion. The motion passed 5 to 0. The meeting adjourned at 10:12 p.m.

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.

Russell Solomon
District Secretary