

MINUTES OF OCTOBER 16, 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, October 16, 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 Administration Tommy Westall, Assistant Chief of EMS Eric Bank, Assistant Chief of Operations Les Fulgham, Division Chief of Logistics Ray Sidwell, HR Office Manager Walla Mourad, Assistant Office Manager Jackie Tobar, Battalion Chief Brett Ellis, Training Division Chief Glen Trahan, Rehab Captain Lou Fabricant, Lieutenant Greg Monroe and Public Information Officer Simon Vandyk. Also, Ryan Fortner with Sales Revenue Inc., PLLC, Ricardo Martinez with Martinez Architects, and Ira Coveler of Coveler & Peeler, the District's legal counsel, were also present.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. **Fossum** made a motion to approve the follow minutes of prior meetings

June 19, 2018
July 5, 2018
July 17, 2018
July 28, 2018
August 2, 2018
August 23, 2018
September 5, 2018
September 20, 2018
October 3, 2018

Following a discussion by the Board, Mr. **Henderson** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION RELATED TO THE MONTHLY SALES TAX REPORT.

Mr. Fortner presented the Monthly Sales Tax Report. A review of the monthly reports provided by the Comptroller of Public Accounts reflects 2,814 active taxpayer accounts coded to Harris County Emergency Services District No. 48. Average number of taxpayers filing each

month is 1,455. The Sales tax receipts for calendar year 2018 total \$3,331,957.96. For sales tax year 2018 (March 2018 – February 2019) sales tax receipts total \$2,591,544.25. Within the District's recent sales tax allocation, forty-nine (49) businesses filed local taxes in excess of \$1,000.00. It is important to note that the taxpayers with returns over \$1,000.00 reflect 87% of the total monthly allocation with combined filings of \$250,725.96. Harris County Emergency Services District No. 48 has received \$10,513,090.31 in sales tax receipts since the sales tax was first imposed on October 1, 2014. The October 2018 local tax allocation to be funded to the District totals \$325,610.34.

Please see the report presented by Ryan Fotner with Sales Revenue, Inc., for additional details of the sales tax matters presented.

Following the presentation, Mr. **Henderson** made a motion to accept the Monthly Sales Tax Report as presented. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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. There were no financial reports presented at this meeting.

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

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

TO RECEIVE A PRESENTATION FROM THE CONSTRUCTION COMMITTEE REGARDING THE DISTRICT'S NEW FIRE STATION NO. 1 PROJECT AND TAKE ANY NECESSARY ACTION REGARDING SAME.

Mr. Ricardo Martinez with Martinez Architects discussed the District's new Fire Station No. 1.

Chief Sidwell discussed the Jacobs Engineering contact. Mr. Coveler stated that he has reviewed and approved the Jacobs Engineering.

Mr. Kramer discussed Chief Sidwell's recommendation to have as-built plans prepared as part of the Station 1 construction project. The purpose of having the as-built plans prepared was to help track changes made at the project site during the construction of Station 1. Mr. Martinez also discussed the proposal and stated that the cost for this additional scope of work would be \$8,000.

Following a discussion by the Board, Mr. **Henderson** made a motion to accept the as-built proposal contract modification from Martinez Architects and the Jacobs Engineering contract. 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 discussed with the Board the Strategic Planning Meeting held last week on Thursday, October 11, 2018. There was no action taken on this matter.

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

Chief Hevey discussed HCESD No. 48 becoming an accredited Department and the importance of Health and Safety practices.

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 has had a total of 653 EMS calls for the month of September. Average response time was six (6) minutes and thirty-six (36) seconds. There were three-hundred twenty-two (322) non-transport/non-emergency calls. Life Flight was utilized zero (0) times. EMS did not conduct Mutual Aid for this month. The new ambulance is expected to arrive to the Department in the middle of next week. The EMS division is currently working on hiring additional EMS personnel.

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

Chief Fulgham presented and discussed new charts and reports created. These reports illustrate for the District's Fire and EMS divisions the following categories: Incident Response Times by Minutes, Incident Reports by Stations, Mutual Aid given Responses by Agencies and other statistics as requested.

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

Captain Fabricant discussed the Awards Banquet being planned and which is scheduled to occur on Friday, February 22, 2019.

Chief Sidwell made a request for the Board to sign Appendix A of the recovery policy with FEMA.

Mr. **Henderson** made a motion to sign the FEMA Addendum. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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

Chief Hevey discussed the revision of SOG Member Reimbursement and Incentive Program for Volunteer Members.

Mr. **Henderson** made a motion to accept the revised SOG AD-01 Member Reimbursement and Incentive Program. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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

The Department reported that Engine 3 is at Siddons Martin Apparatus for repairs and that Ladder 3 is currently out of service for the next two (2) weeks.

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 requested permission from the Board of Commissioners to create and hire a Full-Time Mechanic position. The estimated cost for a Full-Time Mechanic with benefits is around \$80,000.

Mr. **Solomon** made a motion to approve the hiring of a Full-Time Maintenance Mechanic. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

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 7, 2108 AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON THURSDAY, NOVEMBER 20, 2018 AT 7:00 P.M.

The Board of Commissioners raised no objections and confirmed their availability for a quorum and scheduled the bill pay meeting to be held on Wednesday, November 7, 2108, at 6:30 p.m., and the regular monthly meeting of the Board of Commissioners to be held on Thursday, November 20, 2018, 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 MATTERS 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 Board entered into Closed Session to consult with legal counsel at 8:37 p.m.

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

The Board had no need for a Closed Session regarding real estate matters.

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

The Board had no need for a Closed Session regarding personnel matters.

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

The Board came out of Closed Session at 9:58 p.m., but there was no action to take as a result of legal matters discussed in 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 10:00 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on November 19, 2018.

Russell Solomon
District Secretary