

MINUTES OF MAY 19, 2020, 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, May 19, 2020.

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 District Fire Chief, Jeffrey Hevey, Assistant Chief of EMS, Eric Bank, Assistant Chief of Operations, Brett Ellis, Deputy Chief, Ray Sidwell, HR Office Manager, Walla Almasri, Assistant HR Office Manager, Jackie Tobar, and other ESD Members. Also, Ira Coveler, with the law firm of Coveler & Peeler, the District's legal counsel, and David Manley, Amanda Coveler and Makenna Manley with RIT Management Group. On the phone: Rich Majeres with Ubernosky & Majeres, PLLC, and Ricardo Martinez, with Martinez Architects, LLC, were also present.

TO RECEIVE PUBLIC COMMENT.

No public comment made.

TO REVIEW, DISCUSS, AND TAKE ACTION ON MATTERS RELATED TO THE CONSTRUCTION OF FIRE STATION NO. 1.

Mr. Martinez discussed the following items in his presentation:

Design Activities:

- Storm sewer connection review.
 - Storm Baskets scheduled to arrive next week.

Anticipated Activities:

- Storefront held up by the supplier (production impact due to COVID-19).
- Permanent Power to be released as soon as storm inspections completed.
- Building to be conditioned to allow finishes to be installed/completed.
- Ongoing review of COVID-19 impact to construction activities; limited onsite activities to minimize interaction amongst crews.
- Construction Project meetings are in transition from online to onsite meetings.

Construction Activities:

- Exterior wall waterproofing complete.
- Opening frames (door/windows) installed.
- Roofing, 90% complete.
- Project meetings/inspections.
 - Construction meetings held 4/23, 4/30, 5/7, and 5/14.
 - Inspections 4/23 and 5/8.

Schedule:

- Reference attached schedule by Christensen Building Group.
- Christensen is scheduled for early August completion date per the original contract.

Financials:

Contract Amount.....	\$6,500,000.00
Change Orders to the Project.....	\$12,600.00
Pay Applications – Pay App No. 9.....	\$642,459.35
Balance of Contract Amount.....	\$1,975,722.81

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

Mr. Fortner emailed the Monthly Sales Tax Report to the Commissioners. 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. **Solomon** 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.

Mr. Majeres with Ubernosky & Majeres, PLLC, presented the District’s Financial Report. As of May 19, 2020, the District’s Cash Balance totals \$18,033,988.00. Less Cash in Construction account \$2,652,118.00. Projected Cash Reserve as of 12/31/2020 \$7,056,340.00. The District’s Total Debt Service Outstanding is \$25,717,586.00. The District’s combined Note Balances (Liabilities and Equity) total \$20,364,731.25. The District has collected \$1,927,743.67 in Sales Tax Revenue for 2020.

Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Fleming** 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 REGARDING THE SELECTION OF AN OUTSIDE VENDOR TO PROVIDE HUMAN RESOURCES AND PAYROLL MANAGEMENT SERVICES TO THE DISTRICT.

Mr. David Manley, with RIT Management Group, LLC, presented his presentation to provide Human Resources and Payroll Management Services to the District.

If the District decided to stay with the current payroll company, there would not be an outside software fee. Initial set up fee \$7,500.00; \$2,500.00 per month.

TO PAY THE DISTRICT'S INVOICES AND EXPENSES, INCLUDING THE APPROVAL OF ANY PAY APPLICATIONS.

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 previous meeting. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Mr. **Solomon** made a motion to pay the Pay Application No. 9 for \$642,459.35. Mr. **Henderson** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON FUNDING THE DISTRICT'S PAYROLL OBLIGATIONS FOR MAY AND JUNE.

Mr. **Henderson** made a motion to approve the District's payroll obligations for May and June. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE ADOPTION OF THE DISTRICT'S 2020 INVESTMENT POLICY.

Mr. **Fossum** made a motion to approve the District's 2020 Investment Policy as presented. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Item tabled.

TO RECEIVE FIRE CHIEF JEFF HEVEY'S DEPARTMENT REPORT AND TAKE ANY NECESSARY ACTION RELATED TO HIS REPORT.

Chief Hevey presented his report. Chief Hevey stated that the Department would be looking at awarding awards to personnel in June or July. He reported that the F-150 is now in service and is used by Battalion Chief Hebert. He reported that the F-250 needs another two (2) weeks before it returns, and the Tahoe will need until late June or July before its returned. Chief Hevey informed the Board that he applied for a TIFMAS grant last week.

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. He reported that EMS had a total of 535 calls for April 2020. The average response time was six (6) minutes, forty-one (41) seconds. There were

290 non-transport/non-emergency calls. Life Flight was used 0 times this month. EMS conducted the following Mutual Aid: two (2) calls to Katy FD and six (6) calls to Westlake FD.

Chief Bank informed the Board that we are going to see an increase in call volume with the quarantine now being lifted. EMS is currently working on the Methodist grant for the first part of June.

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

Chief Ellis presented the Fire Report. The total Department calls for ESD No. 1 in April were two (2) calls. The total Department calls for the District in April were 201 calls. The Training Department is dealing with the following: Driver Operator clearance, Station 6 Field Work, COVID-19 Training, etc. The fourth (4th) Shift is scheduled to start on August 16, 2020. The new Full-Time Lieutenants will start June 7, 2020. The new Full-Time Driver Operators will start July 5, 2020. Firefighter orientation will begin June 22, 2020.

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

Chief Westall stated the new lawn care vendor has started.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING USE OF THE DISTRICT ADMINISTRATION BUILDING BY HARRIS COUNTY TO SERVE AS A TEMPORARY EARLY VOTING AND ELECTION DAY LOCATION FOR THE RUNOFF ELECTION TO BE HELD IN JULY.

Chief Hevey recommended the Blood Center to be utilized as the designated Voting Station instead of the Administration Building, to serve as a temporary early voting and Election Day location for the runoff election to be held in July.

TO REVIEW AND TAKE ACTION ON REQUIREMENTS OF GOVERNMENT CODE §2054.5191 [HB 3834 (2019)] AND DISTRICT COMPLIANCE WITH CYBERSECURITY TRAINING.

There was discussion by the Board regarding the District's compliance with the Cybersecurity Awareness Training.

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

Chief Hevey presented the following SOGs for approval:

- 1) Policy No. 6: Drug and Alcohol Use.
- 2) Policy No. 10: Infection Control.

Mr. **Fossum** made a motion to approve Policy No. 6: Drug and Alcohol Use, as presented. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

Mr. **Solomon** made a motion to approve Policy No. 10: Infection Control, as presented. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

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

Chief Sidwell discussed PPE Bunker Gear. Vendor, Lion LLC, donated PPE Bunker Gear to the District.

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.

Chief Sidwell discussed the retired decommissioned gear. Chief Sidwell stated that after speaking with a representative with the Forestry Service, that they advised him that they are only accepting gear that is in good condition and may not have holes, rips, or burns. Chief Sidwell asked for the Board's permission to destroy the following gear that was no longer salvageable:

- 1) Helmets (15)
- 2) Sock Hoods (11)
- 3) Gloves (23)
- 4) Bunker Pants (2)
- 5) Bunker Coats (10)
- 6) Boots (1)

Mr. **Henderson** made a motion to declare the above list of gear as salvage and approve the destruction of the above-listed items. Mr. **Fleming** 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, JUNE 3, 2020, AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON TUESDAY, JUNE 16, 2020, AT 7:00 P.M.

The Bill Pay meeting will be held on Wednesday, June 3, 2020, at 6:30 p.m., and the Regular Monthly meeting will be held on Tuesday, June 16, 2020, at 7:00 p.m.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL OR TO DISCUSS SALES TAX MATTERS AS PERMITTED BY TAX CODE §323.3022.

No need for closed session to consult with legal counsel or to discuss sales tax matters.

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

No need for closed session to deliberate regarding real estate matters.

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

No need for closed session to discuss personnel matters.

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

There was no action required by the Board.

ADJOURNMENT.

The meeting adjourned at 9:04 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on August 5, 2020.



Russell Solomon
District Secretary