

MINUTES OF JUNE 3, 2020, 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 Administration Building located at 21201 Morton Road, Katy, Texas 77449, on Tuesday, June 3, 2020.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:30 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	Absent
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, Assistant Chief of Administration, Tommy Westall, Deputy Chief, Ray Sidwell, HR Office Manager, Walla Almasri, Assistant HR Office Manager, Jackie Tobar. Also, Ira Coveler, with the law firm of Coveler & Peeler, the District's legal counsel, Martin Montoya and Logan Thibodeaux with Allegiance Bank.

TO RECEIVE PUBLIC COMMENT.

On behalf of the ESD Board, Commissioner **Fossum** presented Chief Bank a gift for all his efforts during the COVID-19 pandemic. The gift was a personal gift from Commissioner **Fossum**.

TO REVIEW, DISCUSS, AND TAKE ACTION TO PAY DISTRICT BILLS.

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. **Fleming** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION TO APPROVE DISTRICT MEETING MINUTES.

The meeting minutes from February 18, 2020, March 4, 2020, March 17, 2020 and April 1, 2020 were presented for the Board's review and consideration. Mr. **Fossum** made a motion to approve the District's prior minutes. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

TO RECEIVE A PRESENTATION FROM MARTIN MONTOYA OF ALLEGIANCE BANK REGARDING ELECTRONIC BILL PAYMENT OPTIONS.

Mr. Montoya and Mr. Thibodeaux with Allegiance Bank presented electronic bill payment options to the Board.

Mr. **Henderson** made a motion to approve creating an ACH bill payment account where funds are directed from the general fund account to pay District bills through Allegiance Bank. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION TO AUTHORIZE THE MANAGEMENT ACCESS OF THE DISTRICT'S ACCOUNTS BY ASSISTANT CHIEF OF ADMINISTRATION SIDWELL AND BUSINESS MANAGER WALLA ALMASRI.

Mr. **Henderson** made a motion to approve District account full permission access to move from Chief Westall and transferred to Chief Sidwell and Ms. Almasri. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL.

The Board entered into Executive Session at 7:35 p.m., to discuss legal matters with District counsel and concluded executive session at 9:28 p.m.

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.

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Fleming** seconded the motion. The motion passed 4 to 0. The meeting adjourned at 9:29 p.m.

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



Russell Solomon
District Secretary