

MINUTES OF JUNE 16, 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, June 16, 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, Assistant Chief of Operations, Ray Sidwell, Business Manager, Walla Almasri, Office Manager, Jackie Tobar, Division Chief of Safety and Planning , Tommy Westall, Division Chief of CRR, Jason Tharp and Battalion Chief of Community Medicine, Joseph Casciotti. Also, Ira Coveler, with the law firm of Coveler & Peeler, the District's legal counsel. On the phone: Rich Majeres with Ubernosky & Majeres, PLLC, Ricardo Martinez, with Martinez Architects, LLC, Martine Montoya, with Allegiance Bank, were also present.

TO ADMINISTER OATH(S) TO NEWLY ELECTED/RE-ELECTED AND/OR APPOINTED DISTRICT COMMISSIONERS.

District's legal counsel, Ira Coveler, administered oaths to re-elected, appointed, District Commissioners: Marshall Kramer, Bret Fossum, and Russell Solomon, from term June 1, 2020, to May 31, 2024.

TO RECEIVE PUBLIC COMMENT.

No public comment made.

TO ELECT DISTRICT OFFICERS.

Mr. **Henderson** made a motion to elect District Officers. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

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

No monthly sales tax report sent.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Item tabled.

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

Mr. Martinez discussed the following items in his presentation:

Design Activities:

- Storm sewer connection review.
 - Storm Baskets installed.
 - Inspections scheduled and performed-passed inspection.
- Request for permanent power issued-CenterPoint connected power.

Anticipated Activities:

- Storefront held up by the supplier (production impact due to COVID-19).
- HVAC start-up.
- Owner furnished items currently coordinated for delivery/installation.
- Permanent perimeter fencing to start installation.
- Close-out documents to be coordinated with all trades/disciplines to start the close-out procedures.
- Ongoing review of COVID-19 impact to construction activities; limited onsite activities to minimize interaction amongst crews.

Construction Activities:

- Exterior wall panels ongoing.
- Apparatus Bay doors installed.
- Interior finishes scheduled to start upon interior conditioned and dehumidified.
- Landscaping 90% complete.
- Building canopies complete.
- Project meetings/inspections.
 - Construction meetings held weekly.
 - Inspections 6/1 and 6/5.

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. 10.....	\$581,962.21
Balance of Contract Amount.....	\$1,393,760.60

TO RECEIVE THE FINANCIAL REPORT FOR THE DISTRICT AND TAKE ANY ACTION RELATED THERETO.

Mr. Majeres with Ubersnosky & Majeres, PLLC, presented the District's Financial Report. As of June 16, 2020, the District's Cash Balance totals \$16,602,898.00. Less Cash in Construction account \$2,011,083.00. Projected Cash Reserve as of 12/31/2020 \$6,957,308.00. 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 \$2,372,745.1167 in Sales Tax Revenue for 2020.

Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Please see the report from **Rich Majeres** with Ubersnosky & Majeres, PLLC, for complete listings and details of all figures presented.

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

Mr. **Henderson** made a motion to pay the Pay Application No. 10 for \$581,962.21. Mr. **Solomon** 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 AUTHORIZATION FOR THE COMMISSIONERS TO EXECUTE SIGNATURE CARDS WITH ALLEGIANCE BANK RELATED TO THE CREATION OF AN ACH BILL PAY ACCOUNT.

The Commissioners signed the Allegiance Bank signature cards for the ACH Bill Pay account.

TO REVIEW, DISCUSS, AND TAKE ACTION TO CLOSE THE BANK OF AMERICA CREDIT CARD AND OPEN A FIRST BANKCARD WITH ALLEGIANCE BANK.

Mr. **Henderson** made a motion to close the Bank of America credit card and open a First Bankcard with Allegiance Bank. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION TO APPROVE A RESOLUTION AUTHORIZING ASSISTANT CHIEF OF ADMINISTRATION, RAY SIDWELL, AND BUSINESS MANAGER, WALLA ALMASRI, TO THE DISTRICT'S TEXPOOL ACCOUNT.

Mr. **Henderson** made a motion to approve a resolution authorizing Assistant Chief of Administration, Ray Sidwell, and Business Manager, Walla Almasri, to the District's TexPool account. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION TO RECEIVE A PRESENTATION FROM CHIEF ELLIS AND CHIEF THARP REGARDING "MYSIDEWALK" ANALYTICS SOFTWARE AND TAKE ANY ACTION RELATED TO SAME.

Chief Ellis and Chief Tharp discussed the "MySidwalk" analytics software:

The software will capture the analytics for the Department, and it is an add-on that bridges CRR, Operations, and EMS. The cost is inexpensive compared to most. The contract price for "MySidwalk" is \$13,000.00 a year. It takes ninety (90) days for them to take in all our information for the program to go live in August/September 2020. We will not be billed the contract price until January 2021. "MySidwalk" is NFPA approved. The software can capture strategic accurate response times, track, and place information in a visual up to date view, which in turn helps us to plan for the future for paramedicine, EMS, and Fire. The software will communicate with ESO and our Department website. The contract for "MySidwalk" will be presented at the next bill pay meeting.

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

Chief Hevey discussed the following:

A meeting will be held on Thursday, June 18, 2020, to meet with RIT Management.

Ladder 3 is a 2008 twelve (12) year old vehicle and has cost the Department around \$128,000.00 to repair continuously; remaining out of service repeatedly.

Chief Hevey discussed a report regarding the current age/gender for the Department.

Chief Hevey discussed the (3) three internals who applied for the Division Chief of Logistics position.

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 616 calls for May 2020. The average response time was six (6) minutes, forty-seven (47) seconds. There were three-hundred and ten (310) non-transport/non-emergency calls. Life Flight was utilized zero times this month. EMS conducted the following Mutual Aid: six (6) calls to Westlake FD. Chief Bank informed the Board that citizens have gotten to the point where they are not complacent. Florida has a mass COVID-19 resurgence. The FDA has changed medications against COVID-19 and has removed hydrochloric acid.

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. The total Department calls for Fort Bend ESD No. 1 in May were one (1) call. The total Department calls for the District in May were two-hundred, and forty-seven (247) calls. The Training Department is dealing with the following: working diligently at Station 6, making it an official TCFP burn facility. Training is also working on Driver

Operator clearance, resuming Cadet classes, HazMat Incident Commander class is scheduled in August. The fourth (4th) Shift is scheduled to start on August 16, 2020. The new Full-Time Lieutenants will start on June 7, 2020. The new Full-Time Driver Operators will start on July 5, 2020. Firefighter orientation will begin on June 22, 2020.

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

Chief Sidwell discussed the Administrative Report. Chief Sidwell is working with Chief Westall on the transition of District accounts as related to the role: Allegiance Bank, Bank of America, iSolved, TexClass, TexPool, etc. To make our ESD meetings electronic (paperless), Chief Sidwell has asked Ms. Tobar to move forward with the purchase of iPads to be utilized during future ESD meetings. The Command Staff will be required to submit their reports to the Monthly Report email distribution group. Chief Sidwell and Ms. Almasri continue to work on budget preparation.

TO RECEIVE AN EQUIPMENT, APPARATUS, AND FACILITIES REPORT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Engine 2, is out of service, having brakes replaced. FEMA has questions on wanting to know where the crushed granite is coming from for the detention pond.

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. PLY-03 Sexual and Other Unlawful Harassment Policy
2. PLY-04 Leave of Absence Policy.

Mr. **Fossum** made a motion to approve PLY-03: Sexual and Other Unlawful Harassment Policy and PLY-04: Leave of Absence Policy as presented. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

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 following items:

The 2012 Wheeled Coach: the vehicle continues to be listed on Ambulance Trader at \$35,000.00. There have been zero inquiries in the past thirty (30) days. Brindlee Mountain has inquired on the vehicle, and they are asking to allow us to list it on their website. If we choose to give them the listing, and if we have someone that wants to purchase the vehicle based on finding it on Ambulance Trader, we would not owe Brindlee Mountain. If the buyer finds it on Brindlee Mountain's website, then we will own ten (10%) percent of the sale price.

The 2010 Pierce Pumper: the vehicle listing was reduced to \$265,000.00, and there have been zero inquiries in the last thirty (30) days. We still have the option to have Brindlee send an appraiser to give us a firm price if we were to offer to sell it to Brindlee. When we initially listed

it with Brindlee, they offered an amount between \$90,000.00 to \$110,000.00 based on the photos we submitted.

The Apparatus Barn: the auction through Gov Deals continues and will end on June 29, 2020, at 4:00 p.m. The current bid is \$5,000.00. We continue to have a reserve of \$15,000.00 set for the deal. Christensen presented interest from the owner of Clay's Food & Drink.

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, JULY 1, 2020, AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON TUESDAY, JULY 21, 2020, AT 7:00 P.M.

The Bill Pay meeting will be held on Wednesday, July 1, 2020, at 6:30 p.m.

The Budget Workshop meeting will be held Tuesday, July 14, 2020, at 5:00 p.m.

The Regular Monthly meeting will be held on Tuesday, July 21, 2020, at 7:00 p.m.

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

The Board entered Closed Session at 9:32 p.m., to discuss legal matters with District counsel and concluded Closed Session at 11:18 p.m. Commissioner Kramer exited closed session at 10:34 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 discuss personnel 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.

No Action taken following 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 12:59 p.m.

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



Russell Solomon
District Secretary