

**MINUTES OF NOVEMBER 4, 2020, MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48**

A regular meeting was duly called of Harris County Emergency Services District No. 48, held at the District Administration Building located at 21201 Morton Road, Katy, Texas 77449, on Wednesday, November 4, 2020.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:00 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 Interim Fire Chief, John Patoew, Assistant Chief of EMS, Eric Bank, Assistant Chief of Operations, Brett Ellis, Assistant Chief of Administration, Ray Sidwell, Division Chief of Logistics, Machel Richter, Business Manager, Walla Almasri, Office Manager, Jackie Tobar, and Division Chief of CRR, Jason Tharp. Also, Ira Coveler, with the law firm of Coveler & Peeler, the District's legal counsel.

TO RECEIVE PUBLIC COMMENT.

No public comment was made.

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

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 for \$229,059.08. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING APPROVAL OF PART-TIME LT. FIRE FIELD COORDINATOR JOB DESCRIPTION.

Chief Ellis discussed the Part-Time Lieutenant Fire Field Coordinator job description.

Mr. **Solomon** made a motion to approve the Part-Time LT. Fire Field Coordinator job description. Mr. **Henderson** seconded the motion. The motion passed 5 to 0.

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

The Board entered into Executive Session at 6:35 p.m., to consult with legal counsel and to discuss personnel matters and concluded executive session at 8:34 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 8:34 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on December 16, 2020.



Russell Solomon
District Secretary

