

MINUTES OF AUGUST 18, 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, August 18, 2020.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:05 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	Absent

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, Ray Sidwell, Division Chief of Logistics, Machel Richter, Business Manager, Walla Almasri, Office Manager, Jackie Tobar, Division Chief of Safety and Planning, Tommy Westall, and Division Chief of CRR, Jason Tharp. Also, Ira Coveler, with the law firm of Coveler & Peeler, the District's legal counsel. On the phone: Ricardo Martinez, with Martinez Architects, LLC, was also present.

TO RECEIVE PUBLIC COMMENT AND CONDUCT THE PUBLIC HEARING/OPEN FORUM TO ALLOW INTERESTED PARTIES TO ADDRESS THE BOARD OF COMMISSIONERS AND BE HEARD REGARDING THE PROPOSED PROPERTY TAX RATE SETTING.

The public hearing open forum began at 6:05 p.m. Mr. Kramer called for the public hearing forum to be concluded at 6:54 p.m.

CONCLUDE PUBLIC HEARING ON TAX INCREASE.

Thereupon, Mr. **Henderson** made a motion to conclude the public hearing. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

TO ADOPT THE DISTRICT 2021 BUDGET.

No action required. The Board previously adopted the 2021 District Budget.

TO ADOPT THE 2020 DISTRICT TAX RATE.

Mr. **Henderson** made a motion to adopt the 2020 District Tax Rate at \$0.099394/\$100, as discussed. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

TO CANCEL THE DISTRICT'S TAX RATE ELECTION.

Mr. **Henderson** made a motion to cancel the District's 2020 Tax Rate election. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

TO RECEIVE PUBLIC COMMENT.

No public comment was made.

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

Please see the Report from **Ryan Fortner** with Sales Revenue, Inc., for complete listings and details of all figures presented.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. **Solomon** made a motion to approve the prior minutes. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

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

The internet company, Comcast, is currently delaying several pending projects: ATSI, HVAC, Access Controls, security cameras, etc. Comcast's next expected scheduled update would be between August 18 to August 20, 2020.

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

Mr. Majeres emailed the District's Financial Report to the Commissioners. The Board reviewed the District's Financial Report.

Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

Please see the report from **Rich Majeres** with Ubernosky & 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 for \$346,840.37. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

Mr. **Solomon** made a motion to fund Pay Application No. 12 by wire for \$213,288.30. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

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

a.	July-Bi Weekly Payroll	\$	278,488.98
b.	August-Bi Weekly Payroll	\$	310,867.41
c.	<u>August-Volunteer Payroll</u>	\$	<u>11,841.22</u>
	Total Payroll for June/July	\$	601,197.61

Mr. **Henderson** made a motion to approve the District's payroll obligations for July and August for \$601,197.61. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

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

Chief Hevey discussed the five (5) year anniversary of HCESD No. 48.

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 783 calls for July 2020. The average response time was six (6) minutes, forty-seven (47) seconds. There were three-hundred eighty (380) non-transport/non-emergency calls. Life Flight was utilized two (2) times this month. EMS conducted the following Mutual Aid: two (2) calls to Westlake FD and one (1) call to Cy Fair FD. Chief Bank discussed the current Covid-19 situation: EMS staff will be transitioning back to their regular normal schedule shifts beginning Wednesday, August 12, 2020.

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 July were four (4) calls. The total Department calls for the District in July were three-hundred thirty-eight (338) calls (53% Fire, 46% EMS). Suppression averaged 10.9 calls per day in July.

The Training Department is dealing with the following: Driver Operator clearance, Blue Card training for OIC's, August interview preparations for Cadet class, etc.

The fourth shift is scheduled to begin Monday, August 16, 2020. Suppression will be hiring three (3) more Part-Timers to start in September/October 2020 tentatively. Hiring six (6) Firefighters to start in late October 2020 tentatively.

Chief Tharp discusses the Home Safety survey and the 2020 Virtual Safety Fest.

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

It is a group effort and coordination between the administrative staff and the command staff to implement the 4th shift protocol. All involved are working with iSolved Payroll Company to transition to the new schedule and pay for the fourth suppression shift.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ENTERING INTO A LEASE AGREEMENT WITH SKYWAY TOWERS, LLC, AT THE DISTRICT'S PORTER ROAD PROPERTY FOR THE INSTALLATION OF A CELL TOWER.

Item moved to executive session.

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

Chief Sidwell discussed the following: It was discovered that the three (3) inch domestic water line was leaking underground near the riser room at Station 3. Katy Plumbing has begun repairs. The repair estimate will cost the District \$7,700.00.

Mr. Martinez of Martinez Architects discussed Station 1 and Pay Applications. Following the discussion and presentation with Mr. Martinez, Mr. **Henderson** made a motion to pay the Pay Application No. 13 for \$23,739.07 and a portion of 75% retainage of Pay Application No. 14 for \$241,424.00. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

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

Chief Hevey discussed Ops 10: Respiratory Protection Policy.

Mr. **Solomon** made a motion approve Policy changes. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

TO DISCUSS THE SALE OF THE APPARATUS BARN AND MODULAR TRAILERS FROM THE WESTERN CENTRE PROPERTY.

Item not considered and to be removed from the District's agenda.

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 in regards to the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.0735. The Quartermaster has identified an assortment of PPE that has expired or is at the end of its life. Chief Sidwell is requesting permission to have the gear destroyed due to it not having any financial benefit to the District and cannot be used.

Brindlee Mountain is requesting the District to sign an agreement with Brindlee to list the 2010 Wheeled Coach ambulance. Chief Sidwell recommended listing the 2010 Wheeled Coach ambulance on the auction site, Gov Deals, with a reserve of \$20,000.00.

The 2010 Pierce Pump remains stagnant. After speaking with Brindlee, they advised the price was excessively high, and it needed to be adjusted to around \$200,000.00. After discussions with the Fire Chief, it was agreed to change the price to \$190,000.00.

We have also had a firm wholesale offer from Brindlee Mountain for \$100,000 in its as is condition. Should the Board decide to take this route, Brindlee would like to take possession of the apparatus as quickly as possible.

Mr. **Solomon** made a motion to dispose of or donate the expired PPE gear. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

Mr. **Henderson** made a motion to allow Brindle Mountain to process the ambulance for \$20,000.00. Mr. **Solomon** seconded the motion. The motion passed 4 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, SEPTEMBER 2, 2020, AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON TUESDAY, SEPTEMBER 15, 2020, AT 7:00 P.M.

The Bill Pay meeting will be held on Wednesday, September 2, 2020, at 6:00 p.m.

The Regular Monthly meeting will be held on Tuesday, September 15, 2020, at 6:00 p.m.

TO DISCUSS ANY DISTRICT PERSONNEL MATTERS.

Item moved to closed session.

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.

The Board entered into Executive Session at 7:31 p.m. to discuss legal matters and consult with District Counsel and concluded executive session at 8:05 p.m.

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

The Board entered into Executive Session at 7:31 p.m. to discuss real estate matters and concluded executive session at 8:05 p.m.

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

The Board entered into Closed Session at 7:31 p.m. to discuss personnel matters and concluded executive session at 8:05 p.m.

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

Mr. **Solomon** made a motion for District counsel to proceed with the transaction as discussed in closed session with MUD 449 and 432 as necessary for the Porter Road detention pond. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

ADJOURNMENT.

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Solomon** seconded the motion. The motion passed 4 to 0. The meeting adjourned at 8:06 p.m.

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



Russell Solomon
District Secretary