

MINUTES OF OCTOBER 21, 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, October 21, 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 District 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, 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: David Manley, with RIT Management, LLC, and Rich Majeres with Ubernosky & Majeres, PLLC.

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 5 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.

Item tabled.

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 October 21, 2020, the District's Cash Balance totals \$11,808,948.00. Less Cash in Construction account \$152,618.00. The Projected Cash Reserve as of 12/31/2020 \$7,048,749.00. The District's Total Debt Service Outstanding is \$25,132,492.00. The District's combined Note Balances (Liabilities and Equity) total \$19,987,536.82. The District has collected \$4,220,295.06 in Sales Tax Revenue for 2020.

Thereupon, 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.

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

Ms. Tobar presented the Board with the District bills. The Board reviewed and discussed the District bills.

Chief Sidwell requested a wire transfer for \$143,757.00 to be approved by the Board from Allegiance Bank to Freedom Chevrolet for three (3) 2020 Tahoe's.

Mr. **Henderson** made a motion to approve the District bills related to expenses incurred by the District since the previous meeting for \$160,523.19. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Mr. **Henderson** made a motion to pay Freedom Chevrolet by wire for \$143,757.00. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

TO REVIEW AND TAKE ACTION ON THE ENGAGEMENT OF THE AUDITOR TO PERFORM THE DISTRICT'S 2020 AUDIT.

Mr. **Henderson** made a motion to engage Breedlove to perform the District's 2020 Audit. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

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

a.	Bi Weekly Payroll	\$	604,146.76
b.	Volunteer Payroll	\$	12,725.07
	Total	\$	616,871.83

Mr. **Henderson** made a motion to approve the District's payroll obligations for September and October for \$616,871.83. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

TO RECEIVE ANY REPORTS FROM FIRE CHIEF JOHN PAETOW'S AND TAKE ANY NECESSARY ACTION RELATED TO HIS REPORT.

Commissioner Kramer discussed the timeline for Mr. John Paetow to act as Interim Fire Chief for the District.

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 705 calls for September 2020. The average response time was six (6) minutes, forty-three (43) seconds. There were three-hundred eighty-two (382) non-transport/non-emergency calls. Life Flight was utilized two (2) times this month. EMS conducted the following Mutual Aid: twelve (12) calls to Westlake FD, three (3) calls to Cy Fair FD, and three (3) calls to Katy FD. Chief Bank discussed the current Covid-19 situation: We currently have five (5) Members with Covid-19.

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 September were four (4) calls. The total Department calls for the District in September were two-hundred seventy-seven (277) calls.

The Training Department is conducting the following: Driver Operator clearance for all Part-Time and Full-Time Driver Operators, PAT testing for the new Firefighters, quarterly burns, and training Covid-19 precautions.

The crews have moved into new Station 1. We hired six (6) Firefighters to complete the 4th shift (52 Full-Timers) for September to start employment on October 26, 2020.

Chief Tharp discussed the CRR report.

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 stated, "We continue to work with Allegiance Bank on the ACH payments for the accounts. During initial training, we discovered the need to export NACHA files from QuickBooks into Allegiance. We have reached out to Jill Henze for guidance."

TO REVIEW, DISCUSS, AND TAKE ACTION ON A CONTRACT FOR HVAC MECHANICAL SERVICES WITH STAR SERVICES, INC.

Item tabled.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE PURCHASE OF ONE (1) FORD F150 VEHICLE AND ONE (1) FORD F250 VEHICLE.

Chief Sidwell requested permission from the Board to approve the purchase of one (1) Ford F150 truck and one (1) Ford F250 truck utilizing the proceeds from the sale of Old Engine 1. The total cost for the vehicles is \$100,000.00.

Mr. **Henderson** made a motion to allow Chief Sidwell to issue out a Purchase Order for both vehicles. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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

Chief Sidwell stated that Christensen Building Group was on-site with their Class-A Plumber, who conducts the septic systems for all ExxonMobil. We are waiting on pricing from Christensen before proceeding.

Chief Sidwell also presented the Skyway Towers Memorandum for the Board to sign.

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

Chief Ellis discussed the Part-Time Lieutenant position for the Fire field.

TO REVIEW AND TAKE ACTION ON RECORDS DISPOSITION LOG(S) PER DISTRICT'S RECORDS MANAGEMENT POLICY.

Mr. Manley discussed the records set forth in the records disposition log that needed to be disposed of back to May 2018. Mr. Fossum made a motion to approve the list of records to be disposed of. Mr. Solomon seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DISTRICT'S CONTRACT WITH CYPRESS CREEK EMS RELATED TO THE DISPATCH SERVICES PROVIDED BY THE COMM CENTER.

Discussed the potential for Community Fire Department to be the Westside dispatch center. No confirmation from ESD 11 as to what the future plans are for the dispatch center.

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 requested permission from the Board to list two (2) 2007 For Expeditions for auction on GovDeals.com for \$500.00 with no reserve and be sold AS/IS no warranty implied.

Mr. **Solomon** made a motion to allow Chief Sidwell to list the vehicles on GovDeals.com. 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, NOVEMBER 4, 2020, AT 6:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, NOVEMBER 18, 2020, AT 6:00 P.M.

The Bill Pay meeting will be held on Wednesday, November 4, 2020, at 6:00 p.m.

The Regular Monthly meeting will be held on Wednesday, November 18, 2020, at 6:00 p.m.

TO DISCUSS ANY DISTRICT PERSONNEL MATTERS.

Item tabled.

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

The Board entered into Closed Session to consult with District counsel 8:15 p.m.

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

The Board did not enter Closed Session regarding real estate matters.

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

The Board did not enter Closed Session regarding personnel matters.

The Board exited Closed Session at 8:32 p.m.

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

The Board did not take any action 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 8:32 p.m.

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



Russell Solomon
District Secretary