

**MINUTES OF JANUARY 20, 2021, 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, January 20, 2021.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

The meeting was called to order at 6:07 p.m. by **Marshall Kramer**, President, who announced that a quorum was present. Those Commissioners present were:

<b>Marshall Kramer</b>	Present
<b>Sam Henderson</b>	Present
<b>Bret Fossum</b>	Present
<b>Russell Solomon</b>	Absent
<b>Michael Fleming</b>	Present

Also present at the meeting were District Interim Fire Chief, John Paetow; Assistant Chief of EMS, Eric Bank; Assistant Chief of Operations, Brett Ellis; Assistant Chief of Administration, Ray Sidwell; Chief of Logistics, Mabelle Richter; Business Manager, Walla Almasri; Community Paramedic, Joe Casciotti; Ira Coveler, the District's legal counsel with the law firm of Coveler & Peeler; and Human Resources, Amanda Coveler with RIT Management Group. On the phone: Rich Majeres with Ubernosky & Majeres, PLLC; Dustin Sarr with Christensen Group LLC; Thomas Ratliff with TER Sceptic; and Nick with Jacob's Engineering.

**TO RECEIVE PUBLIC COMMENT.**

No public comment was made.

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

Item tabled.

**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 Ubernosky & Majeres, PLLC, presented the District's Financial Report. As of January 20, 2021, the District's Cash Balance totals \$9,558,090. The Cash Reserve as of 12/31/2020, was \$7,748,959. The Cash Reserve for the previous year, 12/31/2019, was \$5,972,025. The District's Total Debt Service Outstanding is \$23,814,584. The District's combined Note Balances (Liabilities and Equity) total \$19,070,294.29. The District has collected \$5,469,487.09 in Sales Tax Revenue for 2020.

Thereupon, Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

Please see the Report from **Rich Majeres** with ABIP, P.C., for a complete listing of all figures presented.

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

Ms. Almasri 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 \$206,234.18. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

Chief Sidwell discussed the yearly invoice from the Independence Bank loan. A wire is needed to be paid for \$268,769.14.

Mr. **Fossum** made a motion to approve the wire transfer from Allegiance Bank to pay the Independence Bank loan for \$268,769.14. 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 DECEMBER AND JANUARY.**

a. Bi-Weekly Payroll	\$	\$333,512.33	(12/19/20)
	\$	\$386,007.86	(01/02/21)
b. <u>Volunteer Stipend</u>	\$	<u>11,398.02</u>	
Total	\$	730,918.21	

Mr. **Henderson** made a motion to approve the District’s payroll and stipend obligations for December and January for \$730,918.21. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

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

Item tabled.

**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 829 calls for the month of December 2020. The average response time was six (6) minutes, fifty-four (54) seconds. There were four-hundred twenty-four (424) 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.

Chief Bank stated, "The month of December has been the busiest call volume in 2020. Hospital turnaround times are bad, as well as at the trauma center." Our application was approved to receive the Covid-19 vaccine. We are conducting interviews for the EMS Training Chief position.

**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 for the month of December were six (6) calls. The total Department calls for the District in December were three hundred and one (301) calls. Chief Ellis gave a recap of 2020. Chief Ellis concluded, "Two (2) of our Full-Time staff are back on duty from Workman's Comp. MySidewalk is anticipated to roll out in April."

**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, "Jackie has been working with the NACHA file vendor to facilitate ACH payments. This feature should be up and running by the February bill pay meeting. We had a fleet accident on January 9, 2021, with Ladder 3. Ladder 3 came in contact with a civilian vehicle that tried to get by the truck as it was turning in the parking lot. There is no damage to Ladder 3, but the other vehicle did sustain damage. I have contacted VFIS, who believes that since Ladder 3 was en route to a fire and the other party ignored their response bypassing Ladder 3, the District is not liable and will deny the claim. VFIS has advised me that Texas law allows us to invoke immunity protection because of the emergency response. I had Commissioner Kramer sign this document, and it has been returned to our claims adjuster."

Chief Sidwell went on, "We need clarification and direction regarding the 2% pay increases approved by the Board. We need a decision regarding when these should be effective. Per our Business Manager, these have been given on each employee's anniversary date, which is standard practice from a business perspective."

Mr. **Fossum** made a motion to approve a 2% COLA pay raise across the board, beginning the first pay period of the 2021 calendar year. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MAINTENANCE OF THE MORTON ROAD SEPTIC AND WATER SYSTEMS.**

Chief Richter discussed the maintenance of the Morton Road septic and water systems.

Mr. **Henderson** made a motion to approve Change Order No. 1 as submitted. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

Mr. **Fossum** made a motion to approve the a contingency allowance up to \$25,000. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

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

Tower 4 remains at Siddons Martin to complete warranty repairs. At this time, Siddons does not have an ETA for the return of the vehicle.

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

Item tabled.

**TO REVIEW, DISCUSS, AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.251.**

Chief Sidwell stated that the annual hose and ladder testing was completed. Below is a list of the following hoses that failed testing that needs to be disposed of:

1. 5" 6 100' lengths
2. 5" 7 25' short sections
3. 1 ¾ 2 50' sections
4. 3" 4 50' sections

Mr. **Henderson** made a motion to dispose of the hoses that failed testing. Mr. **Fossum** 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, FEBRUARY 3, 2021, AT 5:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, FEBRUARY 17, 2021, AT 6:00 P.M.**

The Bill Pay meeting will be held on Wednesday, February 3, 2021, at 5:00 p.m.

The Regular Monthly meeting will be held on Wednesday, February 17, 2021, at 6:00 p.m.

**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 7:35 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 to discuss real estate matters.

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

The Board entered into Executive Session at 7:25 p.m., to discuss personnel matters.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY DISTRICT PERSONNEL MATTERS.**

The Board did not take any action regarding any personnel matters following closed session.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING DISTRICT REAL ESTATE MATTERS.**

The Board did not take any action regarding any real estate matters following closed session.

**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 8:51p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on April 7, 2021.



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**Russell Solomon**  
District Secretary