

**MINUTES OF FEBRUARY 24, 2021, MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48**

A 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, February 24, 2021.

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 Paetow; Assistant Chief of EMS, Eric Bank; Assistant Chief of Operations, Brett Ellis; Assistant Chief of Administration, Ray Sidwell; Division Chief of Logistics, Mabelle Richter; Business Manager, Walla Almasri; Office Manager, Jackie Tobar; CRR Chief, Jason Tharp; Suppression Battalion Chiefs: Mr. Pfitzner, Mr. Mears, Mr. Raupp, and Mr. Buxton.

Ira Coveler, the District's legal counsel with the law firm of Coveler & Peeler, and Amanda Coveler with RIT Management (Human Resources). On the phone: The District's Bookkeeper, Rich Majeres, with ABIP, P.C., and the full-time suppression staff.

TO RECEIVE PUBLIC COMMENT.

Drew Shapiro, Chandler Huber, Jeremy Perez, Grant Kelsoe, Travis Williams, Chase Robberson, Will Sumpter, Jesus Trejo, Chris Denman, Kenny Cardenas, Robert Corley, Joshua Cousin, Ramiro Sanchez, Taureen Cloud and various other full-time suppression staff introduced themselves individually and expressed their desires about the fire chief selection committee. Each member stated that they "would like to see a full-time firefighter on the fire chief selection committee so the full-time suppression staff is properly represented when selecting the future Fire Chief."

Battalion chiefs Dalton Buxton, Glen Mears, Justin Pfitzner and David Raupp, who were present at the meeting also shared that they would like to see a full-time firefighter on the fire chief selection committee so the full-time suppression staff is properly represented when selecting the future Fire Chief for the Department.

Public comment closed at 6:10 p.m.

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 a complete listing of all figures presented.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. Coveler presented the amended minutes for May 19, 2020, the regular meeting minutes for December 16, 2020 and the January 6, 2021 minutes for Board approval.

Mr. **Fossum** made a motion to approve the Minutes as submitted. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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 February 24, 2021, the District's Cash Balance totals \$19,419,431.00. Less Cash in Construction account \$14.00. The Projected Cash Reserve as of 12/31/2021 is \$9,483,297.00. The District's Total Debt Service Outstanding is \$23,547,798.00. The District's combined Note Balances (Liabilities and Equity) total \$18,811,905.60. The District has collected \$483,660.25 in Sales Tax Revenue for 2021.

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.

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

TO REVIEW, DISCUSS, AND TAKE ACTION ON ENGAGING ABIP, P.C. AS THE DISTRICT'S BOOKKEEPER.

Mr. Coveler explained that with Mr. Majeres transition from Ubernosky & Majeres. P.C., to ABIP, P.C., the Board needed to formally engage ABIP, P.C., as the District's bookkeeper. Following a discussion with Mr. Majeres, Mr. **Henderson** made a motion to engage ABIP, P.C., as the District's Bookkeeper. 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.

Mr. **Henderson** made a motion to approve the District bills related to expenses incurred by the District since the previous meeting for \$504,236.56. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Chief Sidwell stated, “We have a pay application for \$183,208.00 from Christensen Building Group for the Morton Road septic repairs project that requires a wire transfer.”

Mr. **Henderson** made a motion to authorize a wire transfer to Christensen Building Group for \$183,208.00. 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 JANUARY AND FEBRUARY.

a.	Bi-Weekly Payroll	\$	658,779.19
b.	<u>Volunteer Payroll</u>	\$	<u>7,710.00</u>
	Total	\$	666,489.19

Mr. **Henderson** made a motion to approve the District’s payroll obligations for January and February for \$666,489.19. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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

Chief Paetow discussed last week’s winter storm in Texas and how well our crews managed.

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 889 calls for January 2021. The average response time was six (6) minutes, twenty-nine (29) seconds. There were four-hundred fifteen (415) non-transport/non-emergency calls. Life Flight was utilized once (1) this month. EMS conducted the following Mutual Aid: eleven (11) calls to Westlake FD, one (1) call to Katy FD, one (1) call to Fort Bend County FD, and one (1) call to Community FD.

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 January was five (5) calls. The total Department calls for the District in January was three hundred fifteen (315) calls. The Training Department is conducting the following training:

Porter Road Training field (containers placement fine-tuned, torch work done for all windows, doors, and walls, paint received for burn building from Sherwin Williams). TCFP Fire Officer 2 course started and completed. TCFP Inspector skills practice and additional TCFP Inspector course started. Volunteer Cadet Class down to thirteen (13) students.

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. “Ms. Tobar continues to try and get the ACH payments set up with Nacha files download. She was able to determine we need to upgrade to QuickBooks Online for this to work. I have requested a quote from Mr. Majeres and have inquired about the NetSuite Accounting Software. We have received a \$25,311.32 credit back from BCBS after Ms. Almasri discovered an accounting error on the BCBS side. This information has been sent to Rich and Robby to have this reflected on the District’s books. We are requesting direction on how our Full-Time employees should be compensated if they missed a shift due to last week’s storm event.

“We currently have sixteen (16) full-time employees who could not get to work and missed hours. I have been advised that historically employees have been required to use their vacation time to cover. During the Hurricane Harvey event, Chief Hevey required employees who could not get to work to utilize their vacation time. This should be placed in the employee handbook for reference. After speaking with H. R. and Chief Ellis, a recommendation was made that for future events the District consider budgeting to allow each Full-Time employee to have 24 hours of emergency time. This would be allotted to each employee for any personal or family emergencies that could arise during the year. This time would not roll over and would be renewed each year. I have started collecting data for a FEMA claim for the 2021 Winter Storm. My primary focus will be claiming for Forced Account Labor (Payroll) and Forced Account Equipment. Once they open the portal for us to initiate a claim, I will start that process. We are ready to process the already approved Commercial Credit Card account through Allegiance. We need Commissioner Kramer to sign the Commercial Card Agreement to proceed. These cards will replace our Bank of America credit cards.”

Mr. **Henderson** made a motion to sign the Allegiance Commercial Card Agreement. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING AN APPLICATION TO TRICARE TO RENEW THE DISTRICT’S AMBULANCE PROVIDER CERTIFICATION.

Chief Bank presented this item to the Board and shared that this application was to maintain the District’s ambulance provider certification. Following the presentation, Mr. **Fossum** made a motion to approve the Tricare application to renew the District’s ambulance provider certification. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON AN AGREEMENT WITH BEYOND LUCID TECHNOLOGIES TO PROVIDE A VACCINE TRACKING SOFTWARE FOR THE DISTRICT'S COMMUNITY PARAMEDICINE PROGRAM.

Chief Bank discussed the agreement with Beyond Lucid Technologies to provide the vaccine tracking software for the District's community paramedicine program. Chief Bank stated, "We are using Beyond Lucid Technologies right now to track the internal Covid-19 vaccines and all other vaccines for Department members."

Mr. **Fossum** made a motion to approve the agreement with Beyond Lucid Technologies to provide the vaccine tracking software for the District's community. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

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

Chief Richter discussed the Morton Road septic and water systems. "We received a proposed second change order. Since this amount is more than double what the project manager advised us, I have requested an itemized breakdown of charges to include labor, materials, truck charges, environmental fees, ticket vs. markup price for stabilizing sand, etc."

"Jacobs Engineering also recommended this would be the best time for TER Septic to service the filters inside the SOS tanks that were previously capped. In the future, these will be pumped quarterly. While on-site, it was noted the filters have never been inspected and may need to be changed. We want the system to work as efficiently as possible. Chief Richter is requesting an estimate for two (2) new filters to be included in the second change order. A rough estimate per filter is \$3,800.00. Since TER will be completing the final work for the project, this would effectively negate a future service visit and is the most cost-effective route for the District."

Chief Richter continues, "At no additional cost to the District, Christensen requested Grey Mechanical complete a revision of the septic line exiting the administration building. This would put the work scope in alignment with what had been requested for the system to work most efficiently. That work started two (2) weeks ago and is delayed due to weather. They have some remaining work that will be completed in the coming weeks with the repairs dependent on the arrival of needed parts."

"Finally, we had our electrician on-site to evaluate the available amperage needed vs. what is available for the septic pumps to run despite a power loss. The need for the generators to run on and off for a week created an unforeseen surge that tripped the breakers and prevented the pumps from coming on. Those parts to upgrade the breakers have been ordered."

When we receive the updated change order from Christensen, TER will be scheduled for project completion.

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

Chief Sidwell discussed the equipment, apparatus, and facilities report. He stated that “Construction ECO Services started working on the Morton detention post-Harvey repairs. They initially estimated 2 to 3 weeks to complete the project. Last week they had not been able to work due to the severe weather conditions. We are waiting for soil testing results to determine if there is a need for soil amendment. Should there be a need for a soil amendment, this will be outside the scope of work on the included job, and we will need to pay for this for Construction ECO Services to guarantee the establishment of the Flexterra being placed on the sides of the detention. Mrs. Hieu Hart is aware of this and has been working on the coordination.”

Chief Sidwell further shared that “Booster 3 was placed out of service due to engine issues. The unit was taken to the diesel repair shop, where it was found to have more problems than suspected. The Command Staff is working on resolving the situation and will provide an update at the Bill Pay meeting. I am exploring filing a claim with VFIS but do not have enough information to determine if they will pay for the repairs.”

Finally, Chief Sidwell reported that “Rescue 5 was taken out of service during the storm for a heater/defroster problem. While it was out of service, there was a problem with the front suspension/steering. Last week's storm event has delayed tower 4's return to Siddons.”

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

Chief Sidwell presented PER-41 SOG: Purchasing Officer Job Description for Board approval that has been completed and reviewed by HR.

Mr. **Henderson** made a motion to approve PER-41 SOG: Purchasing Officer Job Description. Mr. **Solomon** 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 §775.251.

Item tabled/no action.

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, MARCH 3, 2021, AT 5:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, MARCH 17, 2021, AT 6:00 P.M.

The Bill Pay meeting will be held on Wednesday, March 3, 2021, at 6:00 p.m.

The Regular Monthly meeting will be held on Wednesday, March 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 7:01 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 7:01 p.m., to discuss personnel matters. The Board first met with the Battalion Chiefs. Mr. Pfitzner, Mr. Mears, Mr. Raupp, and Mr. Buxton joined the Board in closed session to discuss their personnel issues. After the Battalion Chiefs left closed session, the Board met with Assistant Chief Brett Ellis to discuss his personnel issues. When the Board concluded its meeting with Chief Ellis, Chief Bank joined the Board in closed session to discuss his personnel issues.

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

The Board did not take any action regarding 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.

ADJOURNMENT.

Prior to adjournment, the Board did announce that Glen Mears would be added to the fire chief selection committee.

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Solomon** seconded the motion. The motion passed 5 to 0. The meeting adjourned at 11:10 p.m.

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



Russell Solomon
District Secretary