

**MINUTES OF MARCH 17, 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, March 17, 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.

Ira Coveler, the District's legal counsel with the law firm of Coveler & Peeler was also present. On the phone: The District's Bookkeeper, Rich Majeres, with ABIP, P.C., was also available for the meeting.

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, was not present to give the District's Financial Report; it was emailed. As of March 16, 2021, the District's Cash Balance totals \$18,927,492. The Projected Cash Reserve as of 12/31/2021 \$9,130,583. The District's Total Debt Service Outstanding is \$23,367,031. The District's combined Note Balances (Liabilities and Equity) total \$18,665,524.53. The District has collected \$1,089,280.95 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.

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 \$232,832.02. 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 FEBRUARY AND MARCH.

a. Bi-Weekly Payroll	\$	706,668.79
b. Volunteer Payroll	\$	9,055.03
Total	\$	715,723.82

Mr. **Henderson** made a motion to approve the District's payroll obligations for February and March for \$715,723.82. 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.

Interim Fire Chief John Paetow recognized Chief Casciotti and his team with administering the Covid-19 vaccines at the administration building last week.

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 908 calls for February 2021. The average response time was seven (7) minutes, thirty (30) seconds. There were four-hundred thirty-one (431) non-transport/non-emergency calls. Life Flight was not utilized this month. EMS conducted the following Mutual Aid: twenty-seven (27) calls to Westlake FD, three (3) calls to Katy FD, and one (1) call to Community FD. Chief Bank stated that we are still in need of vaccines. Chief Casciotti and his team will be administering them in the Administration Building as more supplies for the Covid vaccines arrive.

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 February were twelve (12) calls. The total Department calls for the District in February were five hundred thirty-eight (538) calls. The Training Department is conducting the following: The

TCFP Audit is complete with zero issues. The Department currently has thirteen (13) cadets, and they are scheduled to graduate on April 15, 2021. Chief Ellis discussed the winter freeze. Chief Ellis stated, "We had minimal issues on apparatus. The crews became "turn off" water experts in assisting our citizens. The Rehab unit provided support to the medic units at the hospital during the freeze. The bunker coats should be arriving in May."

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 that he and Ms. Almasri did not see the need to close down the BBVA Compass accounts. Chief Sidwell stated that the District should keep the account because BBVA is a banker familiar with governmental entities and that staying with BBVA would eliminate the complications of changing the EMS Medical Billing account.

Chief Sidwell requested an amendment to the 2021 budget for the (2) new chassis/ambulances. The approval on February 3, 2021, appears to have been for one (1) ambulance and not two (2), as requested by Chief Bank. The amendment needs to be for \$520,000 to cover the two (2) new ambulances. Mr. Majeres will assist in creating a new GL code to reflect the capital purchase.

Ms. Almasri has been working with iSolved and the District's Bookkeepers to launch GL code communication between payroll and QuickBooks to reflect payroll numbers in the budget more accurately.

The current Lawn Maintenance and Irrigation Contract will expire on April 21, 2021. Chief Richter and Chief Sidwell have been working on a new RFP that still needs to be reviewed by legal.

Jacob's Engineering has submitted an Additional Services Agreement for estimated on-demand services for 2021 for \$10,000.

Mr. **Henderson** made a motion to remove Jeff Hevey and Tommy Westall from all BBVA Compass Bank accounts and to add Ray Sidwell to all BBVA Compass Bank accounts and to approve execution of the BBVA Compass Bank resolution. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Next, Mr. **Henderson** made a motion to approve the \$525,000 for the two (2) ambulances being purchased and to amend the 2021 District Budget to reflect such changes. Mr. **Solomon** seconded the motion. The motion passed 5 to 0. Ms. Almasri was instructed to coordinate with the District's Bookkeeper to make the requested changes.

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

Chief Richter discussed the importance of updating Station 4. The second change order amount for the septic system's total cost is \$24,148. No action taken.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE MORTON ROAD DETENTION IMPROVEMENT PROJECT.

Chief Sidwell discussed the following: Construction EcoServices (CES) has completed the work on the detention pond project. Soil amendments and FlexTerra were applied last Friday. There was concern over adequate irrigation based on the irrigation schedule from CES. Custom Scapes installed a temporary irrigation solution around the pond to guarantee intermediate Rye and Bermuda's establishment to prevent any erosion. CES is also making site inspections to document progress.

During the installation of the amendments and FlexTerra, the subcontractor decided to breach the construction fence on the south side of the Administration Building and drove over the septic and irrigation lines. This was addressed with upper management at CES, and they have agreed to pay for any damages. Chief Richter is working with TER, after Mrs. Hart's recommendation to have the septic line scoped from the fleet building to the primary septic tank. No action taken.

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. Tower 4 repairs have been completed and returned to service. Booster 3 remains at the diesel repair shop, where they have been backlogged. The Gladfelters adjuster was going to go to the shop for an evaluation, which is pending. Medic 2 Fleet Accident Claim has been submitted to VFIS and the ambulance remains in service per Fleet Maintenance. No action taken.

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 discussed the three (3) 2007 Ford Expeditions. GovDeals auction closed on Tuesday, March 16, 2021. Chief Sidwell requested Board approval to complete the auction process and release the vehicles once the appropriate paperwork has been signed and initiate an inbound wire transfer of funds.

a.	63062	\$	\$5,625
b.	63063	\$	\$5,725
c.	<u>63063</u>	\$	<u>\$4,550</u>
Total		\$	\$15,900

Mr. **Fossum** made a motion to approve the sale of the three (3) Ford Expeditions of \$15,900 on GovDeals and complete the proper wiring of such funds. Mr. **Solomon** 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, APRIL 7, 2021, AT 6:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, APRIL 21, 2021, AT 6:00 P.M.

The Bill Pay meeting will be held on Wednesday, April 7, 2021, at 6:00 p.m.

The Regular Monthly meeting will be held on Wednesday, April 21, 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 Closed Session at 7:02 p.m., to consult with District counsel. The Board exited closed session with District counsel at 8:15 p.m., and took a six (6) minute recess.

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 Closed Session at 8:21 p.m., to discuss personnel matters. The Board first met with Chief Paetow. When the Board concluded its meeting with Chief Paetow, the Board requested that Assistant Chief Brett Ellis, Assistant Chief Eric Bank, Assistant Chief Ray Sidwell, District Business Manager Walla Almasri, Office Manager Jackie Tobar and Chief Paetow meet with the Board in closed session to discuss personnel issues. The Board exited closed session at 9:41 p.m.

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

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

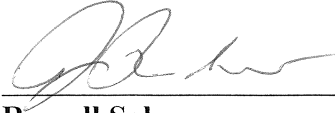
TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING DISTRICT REAL ESTATE MATTERS.

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

ADJOURNMENT.

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Solomon** seconded the motion. The motion passed 5 to 0. The meeting adjourned at 9:42 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on July 21, 2021.

A handwritten signature in black ink, appearing to read "R. Solomon", written over a horizontal line.

Russell Solomon
District Secretary