

MINUTES OF APRIL 21, 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, April 21, 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:03 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	Absent
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 Machel Richter, Business Manager Walla Almasri, Office Manager Jackie Tobar and other HCESD 48 Members. Ira Coveler, the District's legal counsel with the law firm of Coveler & Peeler, Mr. Scott Seiefert with Prime ITS, Mary Dubois with Acclaim Energy, Amanda Coveler the District's Human Resources Director with RIT Management, CEO Mandy Atkission with Trauma Intervention, Ryan Fortner with Sales Revenue Inc., and the District's Bookkeeper, Rich Majeres with ABIP, P.C., were also all present.

TO RECEIVE PUBLIC COMMENT.

No public comment was made.

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

Mr. Fortner presented the Monthly Sales Tax Report. A review of the monthly reports provided by the Comptroller of Public Accounts reflects 4,905 active taxpayer accounts coded to Harris County Emergency Services District No. 48. The average number of taxpayers filing each month was 2,396 taxpayers. Sales tax receipts for calendar year 2021 total \$1,932,927.47. For tax year 2021, sales tax receipts total \$843,646.52. Within the District's recent sales tax allocation sixty-nine (69) businesses filed local taxes in excess of \$1,000.00. It is important to note that the taxpayers with returns over \$1,000.00 reflect 79% of the total monthly allocation, with combined filings of \$351,029.33. Harris County Emergency Services District No. 48 has received \$23,225,993.70 in sales tax receipts since October 1, 2014 when the District commenced collecting sales tax. The April 2021 local tax allocation to be refunded to the District totals \$397,618.00.

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

Thereupon, Mr. **Henderson** made a motion to accept the Monthly Sales Tax Report as presented. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

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

Mr. Majeres with ABIP, P.C., presented the District's Financial Report. As of April 21, 2021, the District's Cash Balance totals \$18,470,167. The Projected Cash Reserve as of December 31, 2021 is \$9,170,795. The District's Total Debt Service Outstanding is \$23,367,031.00. The District's combined Note Balances (Liabilities and Equity) total \$18,654,988.66. The District has collected \$1,535,309.47 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 4 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 \$251,912.05. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

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

a. Bi-Weekly Payroll	\$	677,013.80
b. <u>Volunteer Payroll</u>	\$	<u>9,154.77</u>
Total	\$	686,168.57

Mr. **Henderson** made a motion to approve the District's payroll obligations for April and May for \$686,168.57. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

TO RECEIVE A PRESENTATION FROM GLEN TRAHAN REGARDING THE DISTRICT'S FIRE FIELD PROJECT ON PORTER ROAD.

Chief Trahan made a presentation to the Board and discussed the District's fire field project on Porter Road.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. Coveler presented the March 3, 2021 minutes and the March 17, 2021 minutes for Board approval.

Mr. **Henderson** made a motion to approve the March 3, 2021 minutes and the March 17, 2021 minutes. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS RELATED TO DISPATCHING THE DEPARTMENT TO CALLS FOR SERVICE.

Chief Ellis discussed utilizing East Comm dispatch to support the District with dispatching.

Chief Strait informed the Board that Harris-Fort Bend ESD No. 100 which provides services to the community through the Community Fire Department had approved the building of their own Comm center.

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

Chief Paetow did not have anything to report.

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 863 calls for March 2021. The average response time was six (6) minutes, fifty-four (54) seconds. There were four-hundred eighty (480) non-transport/non-emergency calls. Life Flight was not utilized during the month of March. EMS conducted the following Mutual Aid: ten (10) calls to Westlake FD, two (2) calls to Katy FD and one (1) call to Fort Bend FD. Chief Bank stated that there would be another Covid wave in the next month. Chief Bank noted that the State of Texas has not sent us any more vaccines and believes it is because the trends will move towards the pharmacies. We are currently limited on the supply for gloves as demand has significantly out paced the available supply. EMS is conducting Paramedic Interviews.

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 March were six (6) calls. The total Department calls for the District in March were two hundred ninety-nine (299) calls. The Training Department conducts Mayday Drills at the fire field for all shifts and provides Blue Card Command Training for Flusher Fire Department. Two (2) new fast track Volunteer Firefighters have been brought on. The Department is preparing for the next OIC Boot camp to be held in May. The *MySidewalk* program should be live by the middle of 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 needed Board approval to close the Allegiance Bank account ending in *4600. Allegiance will leave it in a state to receive inbound revenue for ninety (90) days until Mr. Coveler can get certain deposits transferred to the new account.

Chief Sidwell is still waiting on the signed meeting minutes from March 2021 to proceed with BBVA Compass Bank.

Chief Sidwell presented the West Houston Document Destruction agreement to the Board for approval.

Mr. **Henderson** made a motion to approve the closing of account *4600 with Allegiance Bank. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

Mr. **Henderson** made a motion to approve the West Houston Document Destruction agreement. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

TO RECEIVE A PRESENTATION REGARDING THE TRAUMA INTERVENTION PROGRAM RELATED TO CARE FOR CRITICAL INCIDENTS AND TAKE ANY NECESSARY ACTION.

CEO Mandy Atkission presented the Trauma Intervention Program to the Board. The Trauma Intervention Program is a non-profit organization dedicated to ensuring that those that are emotionally traumatized in emergencies receive the assistance they need. To accomplish that goal, TIP works closely with local communities to establish emergency services volunteer programs. In these programs, well-trained citizen volunteers are called to emergency scenes to assist family members, witnesses, and other bystanders directly on-scene, during the investigation.

CRR Coordinator, Lia Hales, stated that she used to volunteer with TIP and explained the training she underwent and how great this program would impact the community.

Commissioner **Fossum** asked Mrs. Atkission about the difficulties and challenges we might face if we moved forward with the TIP program. Mrs. Atkission's response was that the first responders have to learn and trust the TIP program.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING AUTHORIZING A REQUEST FOR PROPOSALS RELATED TO THE DISTRICT'S EMS BILLING SERVICE.

Mr. **Fossum** made a motion to approve soliciting for a new EMS Billing Service for the District through a Request for Proposal Solicitation. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ENGAGING A NEW CIVIL ENGINEERING FIRM TO CONSULT FOR THE DISTRICT.

Chief Sidwell discussed looking into a new Civil Engineering Firm for the District.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE REQUESTED JOINT DRIVEWAY WITH KATY CHRISTIAN MINISTRIES FOR THE PORTER ROAD PROPERTY.

Chief Sidwell discussed Katy Christian Ministries (Porter Road). Chief Sidwell stated, "KCM wants the District to share a driveway on the Southside of our Porter property with them. The old church is becoming a food pantry and they will have 18-wheelers driving in on this proposed shared driveway to unload, then they will drive out on the south side of their property."

Chief Sidwell shared that he did not see any benefit to the District and the concept of a shared driveway has the potential to be problematic for the District's future use of the Porter Road property. The board took no action regarding the requested shared driveway.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DISTRICT'S RETAIL ELECTRIC SERVICE PROVIDER.

Chief Sidwell discussed the Districts Electric Service Provider, "Our electricity agreements are due to expire in June 2021, and we need to renew. I have asked Mary DuBois with Acclaim Energy to present a short presentation and answer any questions. We need to decide on renewing our electricity, so we have those rates locked in."

Mrs. Dubois presented her analysis of the future electricity service costs and possible savings for the District. Chief Sidwell recommended that the Board go with a two (2) year electricity plan due to possible economic inflation as well as other factors presented.

Mr. Fossum made a motion to approve the two-year electricity presented by Acclaim Energy. Mr. Henderson 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.

The Booster 3 engine tear down has started; there is a mechanical failure in piston #3. VFIS has been notified about it, and they are sending the adjuster to look at the damage. Medic 2 remains at S & T Auto Body for repairs due to the Fleet Accident. The Ladder 3 claim with VFIS made on January 9, 2021, has been closed.

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

Chief Sidwell presented the District's Credit Card Policy for Board approval.

Mr. Fleming made a motion to approve the District Credit Card Policy. Mr. Fossum seconded the motion. The motion passed 4 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.

No action.

To review and take action on granting exemptions for 2021.

Mr. Coveler discussed and presented the granting exemptions for 2021. He stated that the Board had the right to establish three (3) different exemptions. The Board can set the District's Homestead Exemption, Over-65 Exemption and Disability Exemption. The Board discussed the District's tax exemptions and reviewed what modifications had been made to the tax exemptions granted over the past 5 years. The Board also inquired as to what exemptions other District's in the surrounding area granted.

Following the discussion, Mr. **Henderson** made a motion to set the District's tax exemptions as follows:

Homestead Exemption:	\$	0.00
Over-65 Exemption:	\$	20,000
Disability Exemption:	\$	160,000

Mr. **Fleming** 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 Morton Road septic and water systems. Chief Richter stated the following, "We received the pending video recording of the scope of the septic line from the administration building to the septic system from Grey Mechanical. They reported the line to be without any issues. I had also asked a third-party vendor not involved with or aware of the project to perform a video recording of the scope of the line. The third-party vendor identified a problem with the line. Jacob's Engineering reviewed both scopes and confirmed a problem with the line that should be repaired. Jacob's Engineering suggested TER redo the line. This will have to be presented to Christiansen to see how they want to move forward with a resolution."

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, JULY 7, 2021, AT 6:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, JULY 21, 2021, AT 6:00 P.M.

The District Bill Pay meeting will be held on Wednesday, July 7, 2021, at 6:00 p.m. The District Regular Monthly meeting will be held on Wednesday, July 21, 2021, at 6:00 p.m.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL.

The Board entered Closed Session at 7:16 p.m. and returned to Open Session at 7:28 p.m., to consult with District legal counsel.

The Board again entered Closed Session at 8:47 p.m., to consult with District legal counsel.

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

The Board did not exercise the option of Closed Session regarding real estate matters.

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

The Board entered Closed Session regarding personnel matters at 9:25 p.m., and the Board was joined by Eric Bank and Chief John Paetow. The Board exited closed session and returned to Open Session at 10:12 p.m.

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

The Board took no action regarding personnel matters following closed session.

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

The Board took no action regarding real estate matters following closed session.

ADJOURNMENT.

There being no further business brought before the Board nor any further public comment, Mr. **Henderson** made a Motion to adjourn the meeting at 10:13 p.m. Mr. **Fleming** seconded the Motion. The Motion passed 4 to 0.

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



Russell Solomon
District Secretary