

**MINUTES OF MAY 19, 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, May 19, 2021.

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

The meeting was called to order at 6:04 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 Interim District Fire Chief, John Paetow Assistant Chief of EMS, Eric Bank Assistant Chief of Suppression, Brett Ellis Assistant Chief of Administration, Ray Sidwell Division Chief of Logistics, Machel Richter and Office Manager Jackie Tobar. Also, present were Ira Coveler the District's legal counsel with the law firm of Coveler & Peeler, Rich Majeres the District's bookkeeper with ABIP, P.C., Amanda Coveler with RIT Management, and Ryan Fortner of Sales Tax Assurance. George McAteer was also in attendance at the meeting.

**TO RECEIVE PUBLIC COMMENT.**

Mr. Kramer introduced George McAteer to the Board. Mr. McAteer is a retired firefighter from the City of Houston as the Deputy Chief of Aircraft Rescue and Firefighting. Mr. McAteer's wife, also in attendance, is a retired schoolteacher. Mr. McAteer addressed the Board: "I really appreciate the invitation. I've never been busier than now training as the fire chief replacement. I'm really fired up. I really appreciate the opportunity."

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

Mr. Fortner with Sales Revenue, Inc., presented the Monthly Sales Tax Report to the Commissioners. Mr. Fortner stated that the April sales tax within the District was 29% over that of the 2020 filers. Mr. Fortner discussed the tax year versus the calendar year relaying that February 2021 is a record for the District due to a promising combination of online and conventional businesses. Mr. Fortner shared that e-commerce is approximately 89% of the District's sales tax revenue. Mr. Fortner concluded his report stating Zoom is booming in the District and wireless revenue is also a large component of the District's sales tax revenue.

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

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

**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 May 19, 2021, the District’s Cash Balance totals \$13,344,000 versus the budgeted amount of \$13,100,000. Payroll has a positive variance though medical supplies are \$100,000 out of budget. Chief Bank reported stated that the nationwide demand for medical supplies is causing that budget category to be out of budget.

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 WIRE TRANSFERS.**

Ms. Tobar presented the Board with the District bills. The Board reviewed and discussed the District bills. Chief Sidwell shared that the wire transfer had been rejected by Wells Fargo though the transfer would be resent in June.

Mr. **Henderson** made a motion to approve the District bills related to expenses incurred by the District since the previous meeting for approximately \$93,500. Mr. **Fleming** 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	\$	657,276.23
b.	<u>Volunteer Payroll</u>	\$	<u>9,106.90</u>
	Total	\$	666,383.13

Mr. **Henderson** made a motion to approve the District’s payroll obligations for April and May for 666,383.13. Mr. **Kramer** seconded the motion. The motion passed 4 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS RELATED TO THE DISTRICT’S BANK ACCOUNTS.**

Chief Sidwell stated that the Allegiance Bank account ending \*4600 had been closed and, though inbound revenues would continue to be received, explained the need to open new accounts for paying checks.

Mr. **Henderson** made a motion to set up a revenue account and an operating account for check handling. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

**TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.**

The Board tabled review of prior meeting minutes.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REQUESTS FOR PROPOSALS RECEIVED FOR THE DISTRICT'S INFORMATION TECHNOLOGY NEEDS.**

Chief of Administration Ray Sidwell reported that five (5) RFQ's for Information Technology services had been sent to prospective vendors though only two (2) responsive proposals were submitted to the District. Chief Sidwell and Division Chief of Logistics Machele Richter are reviewing both prospective vendors and will be scheduling in-person interviews between May 24<sup>th</sup>-26<sup>th</sup>. Chief Sidwell requested an item be placed on the June 2, 2021 agenda for presentation of recommendations to the Board. No action taken.

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

Chief Strait discussed matters related to dispatching the Department to calls for service. Chief Strait stated that Harris-Fort Bend ESD No. 100 is paying for all physical assets of the new ESD 100 Communications Center, which will probably be known of as Westcomm. The meeting to present the dispatch center to 911 is scheduled for May 26<sup>th</sup>.

Assistant Chief of Suppression, Brett Ellis, discussed possible opportunities to be dispatched through ECOM with the Board.

Mr. **Fossum** made a motion to provide a verbal commitment to proceed forward with the ESD 100 Communications Center. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

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

No action taken.

**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 805 calls for April 2021. The average response time was six (6) minutes, forty-one (41) seconds. There were four hundred thirty-eight (438) non-transport/non-emergency calls. EMS conducted the following Mutual Aid: one (1) call to Cy-Fair, twenty-four (24) calls to Westlake FD and one (1) call to Katy FD. Chief Bank stated the Department has been very busy and due to the call volume, budgeting has proven difficult.

**TO RECEIVE A FIRE DIVISION REPORT FROM ASSISTANT CHIEF BRETT ELLIS AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Chief Ellis presented the Fire Operations, Rehab and Community Risk Reduction Reports. He also added specifically that the south side of the District is very busy, there were no fires during the month of April, all of the April fire responses were related to mutual aid calls, the demand for mutual aid increased 19% from March of 2021, the SCBA will start during the end of May and a new class just graduated from the District's cadet academy.

**TO RECEIVE ANY REPORTS FROM THE DISTRICT'S BUSINESS MANAGER AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Chief Sidwell presented the report on behalf of Ms. Almasri. Chief Sidwell also discussed NetSuite including the following: (1) NetSuite offers a discounted implementation fee of \$1,000 during the month of May; (2) NetSuite had provided the District with a payment deferral option, but has since rescinded that offer; (3) the cost for NetSuite is approximately \$14,000; (4) at this time the acquisition of the NetSuite software package is being recommended to be deferred until May of 2022 and (5) Chief Sidwell and Ms. Almasri going to investigate another software package known of as Microsoft Dynamics. No action taken.

**TO RECEIVE AN ADMINISTRATIVE REPORT FROM ASSISTANT CHIEF RAY SIDWELL AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Chief Sidwell stated that he was working on job descriptions including those for Assistant Chief of Administration, Business Manager, Office Manager, Admin Assistant I and Admin Assistant II for the Commissioners' review. Chief Sidwell noted that he had been working with Amanda Coveler of RIT Management on the job descriptions.

Chief Sidwell also noted the commencement of work on updating SOG's and Job Descriptions.

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

Chief Sidwell reported the following regarding the status of various District vehicles:

- Booster 3 – VFIS determined engine repair would not be covered and would be the District's responsibility. We have authorized the engine shop to begin repairs. We are waiting for them to locate an acceptable replacement engine. VFIS has issued a check for \$1,400.00 to cover the cost of the initial teardown of the engine for diagnostic purposes.
- Rescue 1 – Rescue 1 remains in our fleet shop awaiting parts for needed repairs.
- Engine 4 – Engine 4 remains in our fleet shop awaiting parts for needed repairs.
- HUT 1 – HUT 1 remains at Reliable Transmission and should be ready for pick up in the very near future.
- Medic 4 – Medic 4 remains in our fleet shop for maintenance and repairs.
- Tower 4 – Tower 4 remains at Stewart & Stevenson for oil leak repairs.

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

No action taken.

**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.**

A discussion was held regarding the available ambulance chassis and whether to place it for sale. The Board agreed to repurpose the truck by putting a flatbed on the chassis and utilizing it for transport of supplies.

**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 that Christensen Building Group had reviewed the two (2) camera scopes though they do not agree upon a final resolution. Chief Richter noted she will be meeting on May 20, 2021, at 11:00 a.m., with Christensen Building Group to address the matter further.

**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, JUNE 2, 2021, AT 6:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, JUNE 16, 2021, AT 6:00 P.M.**

The District Bill Pay meeting will be held on Wednesday, June 2, 2021, at 6:00 p.m., and the District's Regular Monthly meeting will be held on Wednesday, June 16, 2021, at 6:00 p.m. The election of Board officers will be placed on the June 16, 2021 agenda.

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

The Board entered Closed Session at 7:27 p.m. and returned to Open Session at 9:32 p.m.

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

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

No action taken.

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

No action taken.

**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 9:33 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.



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**Russell Solomon**  
District Secretary