

MINUTES OF JUNE 14, 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, June 14, 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:01 p.m. by **Marshall Kramer**, President, who announced that a quorum was present. Those Commissioners present were:

Marshall Kramer	Present
Sam Henderson	Absent
Bret Fossum	Present
Russell Solomon	Present
Michael Fleming	Present

Also present at the meeting were District Fire Chief, George McAteer Assistant Chief of EMS, Eric Bank Assistant Chief of Administration, Ray Sidwell District Chief, Scott Strait Division Chief of Logistics, Machel Richter Business Manager Walla Almasri, and Office Manager Jackie Tobar. Also, present were Ira Coveler the District's legal counsel with the law firm of Coveler & Peeler and Rich Majeres the District's bookkeeper with ABIP, P.C.

TO RECEIVE PUBLIC COMMENT.

Commissioners Hank Wenzler, President, and Skip Hutnek, Treasurer for Fort Bend County ESD No. 1 presented ESD No. 48 and Fire Chief George McAteer with a check in the amount of \$50,000 which are to be used by the District for future capital needs for apparatus that will serve the Fort Bend County ESD No. 1 community.

TO ELECT DISTRICT OFFICERS.

Mr. **Solomon** made a motion to keep the District Officers as currently in place:

President:	Marshall Kramer
Vice-President:	Bret Fossum
Secretary:	Russell Solomon
Treasurer:	Sam Henderson
Asst. Sec/Asst. Treas:	Michael Fleming

Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

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

The Board tabled review of sales tax report.

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

The Board tabled review of the District financials.

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.

Mr. **Fleming** made a motion to approve the District bills related to expenses incurred by the District since the previous meeting for \$225,920.90. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON FUNDING THE DISTRICT’S PAYROLL OBLIGATIONS FOR JUNE AND JULY.

a.	Bi-Weekly Payroll	\$	687,812.00
b.	Volunteer Payroll	\$	9,106.90
	Total	\$	696,918.90

Mr. **Solomon** made a motion to approve the District’s payroll obligations for June and July for 696,918.90. 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 inbound revenue account had been successfully set up. Chief Sidwell asked the Board permission to move \$500,000.00 from the General Fund account to the Revenue Account.

Mr. **Kramer** made a motion to approve the transfer of \$500,000.00 from the General Fund account to the Revenue Account. Mr. **Solomon** 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.

Division Chief of Logistics Mabelle Richter and Assistant Chief of Administration Ray Sidwell discussed the proposals received in response to the Requests for Proposals Solicitation for the District’s Information Technology needs. After much consideration, Chief Sidwell and Chief Richter’s recommendation to the Board is to continue with Prime ITS as the District’s Information Technology. Chief Sidwell did state that the District may engage an outside consultant to assist with the District’s audio/visual technology needs.

Mr. **Kramer** made a motion to approve the two (2) year contract with Prime ITS to provide for the District's Information Technology needs. Mr. **Solomon** 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 Strait discussed matters related to dispatching the Department to calls for service. Chief Strait recommended converting Station 1 from utilizing Purvis to US Digital. There is a cost associated if the Department chooses to switch.

TO RECEIVE ANY REPORTS FROM FIRE CHIEF GEORGE MCATEER AND TAKE ANY NECESSARY ACTION RELATED TO HIS REPORT.

Chief McAteer is familiarizing himself with the current state of things at the Department and has been attending several meetings.

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 830 calls for May 2021. The average response time was six (6) minutes, thirty-nine (39) seconds. There were four hundred twenty (420) non-transport/non-emergency calls. Life Flight was utilized once this month. EMS conducted the following Mutual Aid: fourteen (14) calls to Westlake FD and one (1) call to Katy FD. Chief Bank stated that EMS continues to conduct Paramedic Interviews. Currently hired three (3) Paramedics and interviewing twenty (20).

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 May were ten (10) calls. The total Department calls for the District in May were three hundred sixty-nine (369) calls. The Volunteer Cadet Class had twelve (12) Cadets graduate on May 15, 2021. Car Seat Inspections were held at Station 5. Hot Works Gym donated two (2) cycling bikes to the Department.

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

Chief Sidwell stated Ms. Almasri continues to work with the new credit card vendor and the District's accountant on final touches before distributing the new credit cards to District employees.

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

No report was presented by Ms. Almasri.

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 – The repair shop was able to secure an acceptable replacement motor, and work has begun to swap engines.

HUT1 – The HUT was picked up from the transmission shop but is now leaking transmission fluid. The Fleet Manager is working with the transmission shop to get this issue resolved.

Engine 4 – The Engine is nearly finished and should be placed back in service this week.

Ladder 3 – The Ladder’s turbo and cab cylinders have been replaced. We expect the vehicle to be back in service this week.

Tower 4 – The Tower was finished at Stewart & Stevenson and is back in service.

Medic 1 – The Medic 1 turbo failed and was replaced under warranty. The front end is being looked at and will then be placed back in service.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTING A NEW COMPENSATION SCHEDULE FOR THE DISTRICT’S EMPLOYEES.

Chief McAteer requested more time to review and familiarize himself with the new compensation schedule for the District’s employees and shared that he would present the matter and the next ESD meeting in July.

TO REVIEW AND DISCUSS APPRAISAL VALUES OF THE DISTRICT.

Mr. Coveler explained that the preliminary appraisals had not been released by Harris County Tax Assessor-Collector’s office and the values would be revisited at the July meeting.

TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2021 TAX RATE SETTING NOTICES.

Mr. **Kramer** made a motion to authorize the District’s Counsel to publish the necessary 2021 Tax Rate setting notices. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

TO AUTHORIZE DISTRICT COUNSEL TO COORDINATE WITH THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR’S OFFICE TO PREPARE THE DISTRICT’S EFFECTIVE TAX RATE NOTICE.

Mr. **Solomon** made a motion to allow the Harris County Tax Assessor-Collector’s Office to prepare the District’s No-New Revenue Tax Rate Notice. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

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.

No action taken.

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

Chief Richter discussed the Morton Road septic and water systems. Chief Richter stated, “Christensen is obligated to have Grey Mechanical perform the work by contract. We will discuss estimated costs with TER related to the repairs to be made to the Morton Road septic and water systems.”

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., and the District’s 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 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.

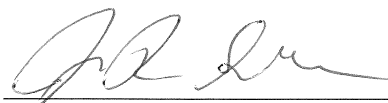
TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING DISTRICT REAL ESTATE MATTERS.

No action taken.

ADJOURNMENT.

There being no further business brought before the Board nor any further public comment, Mr. **Fossum** made a Motion to adjourn the meeting at 7:30 p.m. Mr. **Solomon** 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.

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

Russell Solomon
District Secretary