

**MINUTES OF JULY 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, July 21, 2021.

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

The meeting was called to order at 6:00 p.m. by **Bret Fossum**, Vice 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>	Present
<b>Michael Fleming</b>	Present

Also present at the meeting were District Fire Chief, George McAteer; Assistant Chief of EMS, Eric Bank, Assistant Chief of Suppression, Brett Ellis, Assistant Chief of Administration, Ray Sidwell, Division Chief of Logistics, Machele Richter, Business Manager, Walla Almasri, and Office Manager, Jackie Tobar. Also, present at the meeting were Ira Coveler, the District's legal counsel with the law firm of Coveler & Peeler, Human Resources Director, RaChele Parker with RIT Management, the District's Bookkeeper, Rich Majeres, with ABIP, P.C., and other members of the Department.

**TO RECEIVE PUBLIC COMMENT.**

Ms. Catherine Wheeler with Sales Revenue, Inc., the District's former sales tax consulting company, expressed her gratitude for the opportunity of working with the District throughout the years. She stated that SRI was going through a difficult transition related to a dispute between Ryan Fortner and SRI. Ms. Wheeler requested that if the District seeks another request for proposal in the future for sales tax consulting services that the District will again give SRI an opportunity to bid on the project. The Board thanked Ms. Wheeler for coming to the meeting and acknowledged that this was a difficult transition for everyone involved, but that Board admired and respected Ms. Wheeler for attending the meeting and addressing the Board so professionally.

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

Item tabled. The sales tax report from the new District consultant, HdL Companies, was not available at the time of this meeting.

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

Mr. Majeres with Ubersnosky & Majeres, PLLC, presented the District's Financial Report. As of July 21, 2021, the District's Cash Balance totals \$16,893,123. The Projected Cash

Reserve as of December 31, 2021 is \$9,517,226. The District's Total Debt Service Outstanding is \$23,225,046. The District's combined Note Balances (Liabilities and Equity) total \$18,525,564.04. The District has collected \$3,037,495.68 in Sales Tax Revenue for 2021.

Thereupon, Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Kramer** seconded the motion. Following the presentation and discussion of the matter, Chairman **Fossum** called for a vote and the motion passed by a vote of 5 to 0.

**TO PAY THE DISTRICT'S INVOICES AND EXPENSES, INCLUDING THE APPROVAL OF ANY 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 \$693,981.25. Mr. **Kramer** seconded the motion. Following the presentation and discussion of the matter, Chairman **Fossum** called for a vote and the motion passed by a vote of 5 to 0.

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

Mr. **Henderson** made a motion to approve the District's payroll obligations for June and July. Mr. **Solomon** seconded the motion. Following the presentation and discussion of the matter, Chairman **Fossum** called for a vote and the motion passed by a vote of 5 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS RELATED TO THE DISTRICT'S DEPOSITORY BANKS.**

There was discussion to possibly switching from BBVA Compass Bank and utilizing Frost Bank as the District's second banking institution. No action taken at the time of this meeting.

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

Mr. **Solomon** made a motion to approve the District's March through June Minutes. Specifically, the following minutes were submitted to the Board for review and approval:

March 11, 2021	April 6, 2021
April 7, 2021	April 21, 2021
May 5, 2021	May 7, 2021
May 8, 2021	June 2, 2021
June 14, 2021	July 7, 2021

Mr. **Kramer** seconded the motion. Following the presentation and discussion of the matter, Chairman **Fossum** called for a vote and the motion passed by a vote of 5 to 0..

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

Mr. Coveler discussed matters related to dispatching the Department to calls for service. Mr. Coveler stated, "ESD 100 has a set a start date for operations of September 1, 2021, and ESD100, which will operate as Westcom has received and installed the 911 equipment at its facility."

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

Chief McAteer discussed the following: "We have been staying on top of the Comm Center situation. We continue to work on the District's PayScale, the Budget, and Employee Handbook."

**TO RECEIVE AN EMS DIVISION REPORT FROM THE ASSISTANT CHIEF OF EMS AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Chief Bank discussed the EMS Report. EMS had 792 calls for June 2021. The average response time was six (6) minutes, forty-one (41) seconds. There were four-hundred thirty-seven (437) non-transport/non-emergency calls. Life Flight was utilized twice this month. EMS conducted the following Mutual Aid: Thirteen (13) calls to Westlake FD, Two (2) calls to Katy FD, and One (1) call to CyFair FD. Hospitals are currently at maximum capacity in Harris County due to the rise in Covid cases.

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

Chief Ellis discussed the Fire Report. In June, the total Department calls for Fort Bend ESD No. 1 were eight (8) calls. The total Department calls for the District in June were three hundred (300) calls. The Training Division is conducting Ventilation Drills at the Fire Field for all shifts. Low angle roof vent prop was rebuilt with donations from Grace Church. The training division continues to work on BlueCards Sim Labs, TCFP Exams, Driver Operator clearance, and Class B Prep. The Department promoted a Part-Time Driver Operator to a Full-Time Driver Operator position.

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

Chief Sidwell discussed the Administrative Report. Chief Sidwell stated, "We continue to work on the District's Budget and salary compression. We should be ready to present on Wednesday, August 4, 2021, at the Bill Pay meeting."

**TO RECEIVE A QUARTERLY FACILITIES MAINTENANCE REPORT FROM THE DIVISION CHIEF OF LOGISTICS.**

Chief Richter discussed the Facilities Maintenance Report. There have been sixty-seven (67) repairs in the last four (4) months amongst the seven (7) Department buildings. The HVAC

system at Station 4 is not cooling properly. Ms. Richter stated that the system is fourteen (14) years old, and the District will need to look into changing the unit out for a new one.

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

Ms. Almasri discussed upgrading the District's QuickBooks software for better business platform communication with District vendors. To upgrade the accounting software will cost the District \$649.99. The District's Bookkeeper and the team will work on the necessary transition and updates.

Mr. **Henderson** made a motion to approve the upgrade purchase of QuickBooks for \$649.99. Mr. **Solomon** seconded the motion. Following the presentation and discussion of the matter, Chairman **Fossum** called for a vote and the motion passed by a vote of 5 to 0.

**TO REVIEW AND TAKE ACTION ON THE 2022 BUDGET AND 2021 TAX RATE ADOPTION PLANNING.**

Item tabled until the special meeting on Wednesday, August 4, 2021, at 6:00 p.m.

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

Booster 3 has returned. The Tower is still out.

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

Item tabled.

**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.**

Item tabled.

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

Chief Richter proudly announced the maintenance of the Morton Road septic and water systems project has finally been completed.

**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, AUGUST 4, 2021, AT 6:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, AUGUST 18, 2021, AT 6:00 P.M.**

The Bill Pay meeting will be held on Wednesday, August 4, 2021, at 6:00 p.m.

A Special Workshop meeting will be held on Monday, August 4, 2021, at 6:00 p.m.

The Regular Monthly meeting will be held on Wednesday, August 18, 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 7:12 p.m. and returned to Open Session at 8:14 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.

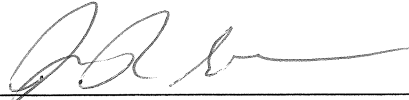
**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING DISTRICT REAL ESTATE MATTERS.**

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 8:15 p.m. Mr. **Solomon** seconded the motion. Following the presentation and discussion of the matter, Chairman **Fossum** called for a vote and the motion passed by a vote of 5 to 0..

The foregoing minutes were passed and approved by the Board of Commissioners on October 20, 2021.

  
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**Russell Solomon**  
District Secretary