

**MINUTES OF AUGUST 18, 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, August 18, 2021.

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

The meeting was called to order at 6:28 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>	Attended via telephone

Also present at the meeting were District Fire Chief, George McAteer, Assistant Chief of EMS, Eric Bank, Assistant Chief of Suppression, Brett Ellis, and Office Manager, Jackie Tobar. Also, present Ira Coveler, the District's legal counsel with the law firm of Coveler & Peeler, Human Resources, RaChele Parker with RIT Management, the District's Bookkeeper, Rich Majeres, with ABIP, P.C., and other ESD Members.

**TO RECEIVE PUBLIC COMMENT.**

No public comment was made.

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

No report presented.

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

No report was presented.

**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 \$96,738.28. Mr. **Solomon** seconded the motion. Chairman **Fossum** next 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.**

Mr. **Henderson** made a motion to approve the District’s payroll obligations for July and August. Mr. **Solomon** seconded the motion. Chairman **Fossum** next 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.**

No action taken.

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

No action taken.

**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 that Harris-Fort Bend ESD No. 100 had accepted the revision requested by the District to the contract and had executed same. He also shared that 911 has approved the Harris-Fort Bend ESD No. 100 dispatch center, known of as Westcom, and that Westcom was scheduled to become operational on September 1, 2021.

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

Chief McAteer reported that five (5) people returned to duty following COVID-19 quarantine though five (5) additional individuals were now placed in COVID-19 quarantine. Chief McAteer expressed his satisfaction with Chief Casciotti’s job performance as “on the ball”. Chief McAteer noted the good support system in place for Department employees. The Fire Chief is informing the public of the spike in COVID-19 cases and the provision of state of the art treatments to those in need. Lastly, Chief McAteer confirmed to the Board that the septic system repair project at the District’s Administrative complex had been completed. No action taken.

**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. Call volume remains high though July proved better than the previous month noting EMS had 560 calls through August 17, 2021. Chief Bank stated that all hospitals had reached maximum capacity. As such, the hospitals decided to construct tent facilities housed at the hospital campus to accommodate the lower acuity patients. Though unfortunate, the surge in patients provides a good learning experience for the hospital and EMS staff. Chief Bank suggested hospitals offer all incoming patients the COVID-19 vaccine. Shootings have become a “revolving door” with EMS responding to a shooting every day. Chief Bank relayed four (4) paramedics were in training which presented the need to pull individuals from the Fire Department for assistance. No action taken.

**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. Department calls in July were up 28% compared to that for 2020 noting a decrease in response/turnout times. Chief Ellis stated Station 3 continues to be the busiest in the District responding to five (5) structure fires in July. Division Chief Tharpe distributed information on the importance of cleaning out lint compartments in clothes dryers after responding to an apartment fire caused by same. The box assignments had been realigned with WestCom and the Departments Rehab Division is busy. Chief Ellis reported that swim/boat training is ongoing as the Department signed twenty (20) new volunteer cadets. Chief Ellis shared the volunteer hours had doubled since April.

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

The Board tabled this item.

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

The Board tabled this item though discussion was held regarding final payment to Christensen Builders in the amount of \$4,200.

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

No report presented.

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

Ladder 3 has been damaged again and is being repaired.

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

The need for a budget workshop was discussed. Mr. Solomon will schedule action dates following the budget workshop. A lengthy budget workshop will be held September 1, 2021 at 5:00 p.m. in which Ray Sidwell, Walla Almasri and the Board should attend. No action taken.

**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 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, SEPTEMBER 1, 2021, AT 6:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, SEPTEMBER 15, 2021, AT 6:00 P.M.**

The Bill Pay meeting will be held on Wednesday, September 1, 2021, at 5:00 p.m.

The Regular Monthly meeting will be held on Wednesday, September 15, 2021, at 6:00 p.m.

The inclusion of items pertaining to the purchase of a compressor and a budget workshop were requested.

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

The Board entered Closed Session at 7:07 p.m. and returned to Open Session at 7:31 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 7:32 p.m. Mr. **Solomon** seconded the motion. Chairman **Fossum** next 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.

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

**Russell Solomon**  
District Secretary