

MINUTES OF OCTOBER 6, 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, October 6, 2021.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:03 p.m. by **Bret Fossum**, Vice 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 Fire Chief; George McAteer, Assistant Chief of EMS; Eric Bank, Assistant Chief of Administration; Ray Sidwell, Business Manager; Walla Almasri, 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 and District Auditor, Jill Henze with Breedlove & Co., P.C.

TO RECEIVE PUBLIC COMMENT.

No public comment was made.

TO RECEIVE THE DISTRICT'S 2020 AUDIT REPORT AND TAKE ANY ACTION RELATED TO THE REPORT.

Ms. Jill Henze presented the District's 2020 Audit report. The Board reviewed the report with Ms. Henze and discussed various aspects of the presentation of the report. The Board also discussed with Ms. Henze the audit process for the EMS billing and a request that going forward that process be reviewed differently. This request was made to reflect the nature of the EMS billings being processed by a third party for the District. Ms. Henze advised that she would review this matter.

Following the review and discussion of the District's 2020 Audit, Mr. **Henderson** made a motion to approve the District's 2020 audit report as submitted. Mr. **Kramer** seconded the motion. After discussion, Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

Please see the Report from **Jill Henze** with Breedlove & Co., P.C. for complete presentation of the audit as well as a listing and details of all the figures presented.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE RESOLUTION AUTHORIZING THE INVESTMENT AND FULL MANAGEMENT OF THE DISTRICT'S FUNDS DEPOSITED WITH PNC BANK.

Chief Sidwell discussed the resolution authorizing the investment and full management of the District's funds deposited with PNC Bank. Chief Sidwell stated, "With the merger of BBVA to PNC, we are requesting Board approval for Commissioner Kramer to sign the Resolution authorizing consultant representative." Mr. Sidwell stated that "I have placed Walla Almasri and myself as authorized representatives to allow and conduct general banking business, such as open and or close accounts, stop payments, and transfer funds into and out of the District's accounts, using all available channels, including Online Banking."

Mr. **Henderson** made a motion to approve authorization for the investment and management of the District's funds deposited with PNC Bank. Mr. **Fleming** seconded the motion. After discussion, Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ENGAGING MARTINEZ ARCHITECTS L.P., TO DEVELOP ARCHITECTURAL DRAWINGS FOR THE RENOVATION OF STATION 4.

Chief Sidwell stated the following: "Chief Richter and I have been in discussions with Martinez Architects for the renovation for Station 4 that is in the 2022 Budget. We understand that there will be another price increase in January 2022. We would like to start the process of getting plans completed in order for Mr. Martinez to begin the permitting process with Harris County Engineering."

Mr. **Henderson** made a motion to proceed with Station 4 renovations and to engage Martinez Architects to work with Harris County ESD No. 48 on this project. Mr. **Fleming** seconded the motion. After discussion, Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

TO PAY THE DISTRICT'S INVOICES AND EXPENSES INCLUDING THE APPROVAL OF ANY PAY APPLICATIONS OR ACH PAYMENTS.

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 \$415,983.05. Mr. **Kramer** seconded the motion. After discussion, Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

TO REVIEW AND DISCUSS THE DISTRICT'S BUDGET(S) AND TAKE ANY NECESSARY ACTION RELATED TO THE REVIEW.

There were general items discussed related to the 2022 Budget. Chief Bank requested that a line item be created for the District Budget for the Memorial Herman Deployment(s).

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DISTRICT'S PAID QUARANTINE POLICY.

Mr. **Kramer** made a motion to adopt the District's Paid Quarantine Policy. Mr. **Fleming** seconded the motion. After discussion, Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ADOPTION OF THE DISTRICT'S 2021 INVESTMENT POLICY.

The Board then addressed adoption of the District 2021 Investment Policy. Mr. Coverler explained that the policy was the same as the prior year, and that rather than adopt a new policy, going forward, we would simply pass a resolution approving the prior policy until such time that the Investment Policy needed to be revised. After review, a Motion was made by Mr. **Fleming**, seconded by Mr. **Kramer** to approve the Resolution Regarding 2021 Review of the Adopted Investment Policy as well as the appointment of Mr. **Sam Henderson** as the District's Investment Officer. After discussion, Chairman **Fossum** called for a vote and the Motion was approved by a vote of 4 to 0.

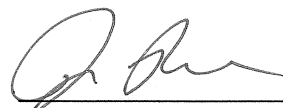
TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR.

The Board entered Closed Session at 7:35 p.m. and returned to Open Session at 8:30 p.m.

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 8:31 p.m. Mr. **Fleming** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on December 15, 2021.



Russell Solomon
District Secretary

**RESOLUTION OF
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48
REGARDING 2021 REVIEW OF THE
ADOPTED INVESTMENT POLICY**

On October 6, 2021, the Board of ESD Commissioners of Harris County Emergency Services District No. 48 (the "District") met in open session and after consideration of the matters presented, made the following findings and passed the following Resolution:

WHEREAS, the Texas Legislature enacted Chapter 2256 of the Government Code, such being cited as the Public Funds Investment Act (herein "Investment Act"); and

WHEREAS, said Investment Act applies to all local governments and political subdivisions of the State of Texas (which definition includes Emergency Services Districts); and

WHEREAS, said Investment Act requires the District to adopt a public funds investment policy and to review it not less than annually; and

WHEREAS, the Board of ESD Commissioners of the District ADOPTED on May 19, 2020 a written Investment Policy, a copy of which is filed in the District records, which complies with the requirements of the Investment Act; and

NOW THEREFORE, BE IT RESOLVED that Harris County Emergency Services District No. 48, after Motion being made, seconded, and discussed, finds and does hereby resolve that no changes are necessary at this time to the Investment Policy adopted in May 2020 under which the District will continue to operate in 2021, unless and until such time as the Board by resolution revises, amends or replaces the 2020 Investment Policy.

This Resolution has been PASSED upon Motion made by Commissioner **Fleming** seconded by Commissioner **Kramer** by a vote of _4 to 0 and is effective this 6th day of October, 2021.



SECRETARY OF BOARD