

MINUTES OF OCTOBER 20, 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 20, 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:

Marshall Kramer	Present
Sam Henderson	Present
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, Division Chief of Logistics, Machel Richter, Business Manager, Walla Almasri, Office Manager, Jackie Tobar, Assistant Office Manager, Robin Brian, and other ESD Members. Also, present Ira Coveler, the District's legal counsel with the law firm of Coveler & Peeler, Human Resources RaChele Parker with RIT Management, Rich Majeres with ABIP CPA Advisors, LLC and Robin with HdL Companies, Inc.

TO RECEIVE PUBLIC COMMENT.

Mrs. Tobar introduced Ms. Brian to the Board. She is the new Assistant Office Manager and is in training to pay District bills.

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

The Board discussed access to the Sales Tax Report for a maximum of two (2) Commissioners.

Mr. **Solomon** made a motion to approve Mr. Fossum and Mr. Henderson to gain access to the monthly Sales Tax Report. Mr. **Kramer** seconded the motion. Chairman Fossum next called for a vote and the motion passed by a vote of 5 to 0.

Robin with HdL Companies, Inc. presented the District's Sales Tax Report.

Thereupon, Mr. **Henderson** made a motion to approve the Monthly Sales Tax Report as presented. Mr. **Solomon** seconded the motion. Chairman Fossum next called for a vote and the motion passed by a vote of 5 to 0.

Please see the Report from **Robin** with HdL Companies, Inc. for a complete listings and details of all figures presented.

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

Mr. Majeres with ABIP CPA Advisors, LLC presented the District's Financial Report. As of October 20, 2021, the District's Cash Balance totals \$14,578,150.00. The Projected Cash Reserve as of 12/31/2021 is \$10,040,166.00. The District's Total Debt Service Outstanding is \$22,639,952.00. The District's combined Note Balances (Liabilities and Equity) total \$18,137,166.94. The District has collected \$5,257,595.01 in Sales Tax Revenue for 2021.

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

TO PAY THE DISTRICT'S INVOICES AND EXPENSES AND 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 \$194,788.94. 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 September and October for \$811,969.91. Mr. **Fleming** seconded the motion. Chairman Fossum next called for a vote and the motion passed by a vote of 5 to 0.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. Coveler presented Minutes for July 2021, August 2021, and September 2021 to be signed by the Board.

Mr. **Solomon** made a motion to accept and sign the Minutes as presented. Mr. **Henderson** seconded the motion. Chairman Fossum next called for a vote and the motion passed by a vote of 5 to 0.

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

Chief McAteer discussed his report. Chief McAteer stated, "We had a plane crash fire. We have one (1) employee left on TIFMAS deployment. There are no employees out sick on Covid. Community Medicine is transitioning to Chief Hebert." Chief McAteer thanked Chief Casciotti for his time served with HCESD 48 under community medicine. Chief McAteer stated that the Assistant Chief of Suppression position has been posted on TCFP and the deadline is on November 2, 2021. Chief McAteer discussed the alerting system, "Station 1 alerting system is Purvis and it is not supported by Westcom, thus the new system has arrived and we are currently

implementing installation. Station 4 currently has no alerting system and Station 3 has no backup. We are in the process of acquiring quotes for Station 5.” Chief McAteer also stated that he would like to replace some badges and collar brass for employees. Open House will be held on Sunday, October 31, 2021.

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

Chief Bank discussed his report. EMS had 860 calls for September 2021. The average response time was six (6) minutes, forty-one (41) seconds. There were four-hundred forty-five (445) non-transport/non-emergency calls. Life Flight was utilized once this month. EMS conducted the following Mutual Aid: four (4) calls to Katy FD and seven (7) calls to Westlake FD. We have hired three (3) Paramedics to begin Monday, November 8, 2021.

TO RECEIVE A FIRE DIVISION REPORT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Chief McAteer presented the Fire report.

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

Chief Sidwell discussed his report. Chief Sidwell stated, “We have been working on a few amendments to the 2022 budget and would like to present these amendments at the November 17, 2021 meeting. We have been working on putting our SOGs into a new template so they can be managed easily in the future. Currently working on our TIFAS reimbursement from the Hurricane IDA deployment. The 2021 Winter Storm project with FEMA/TDEM is in the close out process. The sub grant total was \$85,001.25. The District will see \$63,750.94 because the project was a 75/25 percent cost share. I have included the award letter as part of my report.”

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

Engine 1 currently remains at S&T Auto Body for fleet accident repairs. Rehab 3 is currently at International Dealer and should be back by Wednesday. HUT 5 is at our shop for minor repairs. Engine 2 is also at our shop for repairs and should be back in service later this week.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING SELECTING A NEW EMS BILLING SERVICE COMPANY TO SERVICE THE DISTRICT.

Chief Bank discussed the three (3) proposals regarding selecting a new EMS Billing Service company to service the District. Chief Bank recommended Digitech services due to it being 4.75% cheaper than what we currently use and for the live bill feature.

Mr. **Solomon** made a motion to enter into an agreement with Digitech for EMS billing services. Mr. **Fleming** seconded the motion. Chairman Fossum next called for a vote and the motion passed by a vote of 5 to 0.

Mr. **Solomon** made a motion to terminate EMS Medical Billing Consults. Mr. **Kramer** 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 ANY NEEDED MAINTENANCE, REPLACEMENTS AND IMPROVEMENTS RELATED TO THE OPERATION OF THE DISTRICT'S FIRE STATIONS, APPARATUS OR EQUIPMENT.

Chief Sidwell stated, "Chief Richter and I met with Martinez Architects on Friday, October 15, 2021 to discuss the model project for Station No. 4. Information is being conveyed to the crews and Ricardo should have preliminary plans to present later this week. Ricardo is working with Ira on the contract agreement."

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

Item to be removed from the agenda.

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 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, NOVEMBER 3, 2021, AT 6:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, NOVEMBER 17, 2021, AT 6:00 P.M.

The Bill Pay meeting will be held on Wednesday, November 3, 2021, at 5:00 p.m.

The Regular Monthly meeting will be held on Wednesday, November 17, 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 7:13 p.m. and returned to Open Session at 7:54 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 7:56 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 December 15, 2021.



Russell Solomon
District Secretary