

**MINUTES OF APRIL 20, 2022, 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, April 20, 2022.

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

The meeting was called to order at 6:00 p.m. by **Bret Fossum**, Board President, who announced that a quorum was present. Those Commissioners present were:

<b>Bret Fossum</b>	Present
<b>Marshall Kramer</b>	Present
<b>Sam Henderson</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 Fire, Mark Donovan, 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 Harvey and Purchasing Officer, Lou Fabricant. Also present were District Counsel Ira Coveler and Employment Attorney David Manley.

**TO RECEIVE PUBLIC COMMENT.**

Captain Fabricant discussed the Homestead Tax Exemption with the Board.

**TO REVIEW, DISCUSS, AND TAKE ACTION RELATED TO THE REMODEL PROJECT AT STATION 4.**

Design Activities:

- Addenda 1 for bid was issued 4/19/2022.
- Addenda 1 captured the addition of the shower repair. Added to spec 01 21 00 – Allowances.

Anticipated Activities:

- Pre-proposal meeting on April 26, 2022, at 2:00 p.m.
- Addenda to design team meeting within the week.

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

Mrs. Robin Humphries with HdL Companies, Inc. emailed the District's Sales Tax Report.

Thereupon, Mr. **Henderson** made a motion to approve the Monthly Sales Tax Report 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.

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

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

Item tabled.

**TO PAY THE DISTRICT'S INVOICES AND EXPENSES AND APPROVAL OF ANY WIRE TRANSFERS.**

Mrs. Harvey 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 \$160,809.35. 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 March and April for \$871,856.32. 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 OPENING DISTRICT BANK ACCOUNTS WITH FROST BANK.**

Chief Sidwell stated, "We are working with Frost Bank to get another account analysis statement from Allegiance Bank."

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

Item tabled.

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

Chief McAteer discussed his report. We currently have three (3) Employees on COVID quarantine. Booster 5 is presently on a TIFMAS deployment in Edinburg. We had one (1) new EMS employee who started employment this week. Two (2) fire employees left ESD 48 for another department (one went to North Texas, and the other went back to where she started). We have identified a need to establish a guideline for conducting station training. Training should be

focused, relevant, and safe. We plan to visit all stations and shifts to talk about departmental expectations by next month.

Chief McAteer discussed Apparatus. The new engine training will be held in two (2) weeks. The new ladder truck may be here in June. The new ambulances are waiting for radios to be programmed and returned from Harris County. The Rehab 3 vehicle is back in service from the blown engine problem.

Chief McAteer discussed Stations. Station 1 alerting system installation is now complete. Phase II was completed last week with individualized dorm room alerting, doorbell alerting, reader monitors, etc. This will be the model for the other three (3) stations to be completed before the end of this year. US Digital training will be in mid-May. We will need to conduct a walk through with the Station 4 contractor to determine if the work can be phased with personnel there or if we will need to relocate personnel and apparatus during construction.

Chief McAteer discussed recent Events. We received \$3,500 from the Katy Area Chamber of Commerce at the Top Golf event. Chief Tharp received \$3,000 from Toyota for Camp Spark. There was a good write-up in *Katy Magazine* about it. This Saturday, April 23, 2022, Safety Fest will be held at Katy Mills Mall. Our Awards Banquet is Friday, April 29, 2022, at Palacio Maria.

**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 866 calls for March 2022. The average response time was six (6) minutes, forty-six (46) seconds. There were four hundred fifty (450) non-transport/non-emergency calls. Life Flight was utilized six (6) times this month. EMS conducted the following Mutual Aid: one (1) call to Community FD, two (2) calls to Katy FD, and twelve (12) calls to Westlake FD. EMS is in the process of hiring six (6) Paramedics. Chief Bank stated, "We went through fifty-three (53) employment applications and interviewed nine (9) and hired one (1) person."

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

Chief Donovan discussed his report. Suppression had 315 calls for March 2022. Since its return, the Rehab vehicle has responded to three (3) fires. Chief Donovan stated, "We have had several TIFMAS deployments and are currently number two (2) in our region for TIFMAS deployments. We are on the list for a TIFMAS apparatus to be gifted to the Department."

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

Chief Sidwell discussed his report. "The Pineapple Payments portal for credit card payments has been completed. The EMS Lockbox has been established with Allegiance Bank.



We continue to work on TIFMAS deployment reimbursements. The NetSuite project is still in progress.”

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

Chief Sidwell discussed the Rehab 3 vehicle. “We are still waiting on an answer from VFIS regarding the engine overhaul on Rehab 3.”

**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 discussed the following, “Two (2) of the three (3) Station 4 showers were found to be leaking due to a drain failure. We proceeded with the initial investigative demo to remove damaged materials. I met with the VFIS adjuster, who reported his findings. At this time, the initial claim has been denied by Glatfelters. I have permitted Chief Richter to proceed with repairs pending an appeal to Glatfelter's. The third shower will be evaluated during the renovation process. Ricardo advised we could add this repair to the scope of work via an addendum. We also need to sign a service contract with Onyx Restoration, LLC. Legal has reviewed and approved the agreement.”

Mr. **Henderson** made a motion to approve the service contract with Onyx Restoration, LLC. 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 ADOPTION AND AMENDMENT OF DISTRICT POLICIES 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.**

Chief Sidwell discussed the radio equipment the Board had approved for the auction. Chief Sidwell stated, “We received zero bids for the radio equipment listed. This leads me to believe there is no value in the items. I am asking for approval to have the radio equipment e-cycled.”

Mr. **Henderson** made a motion to allow Chief Sidwell to dispose of the radio equipment to be e-cycled. 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 AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2022.**

Mr. Coveler discussed the Granting Exemptions for 2022.

Mr. **Henderson** made a motion to maintain Exemptions as per previous years. Mr. **Solomon** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 5 to 0.

**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, MAY 4, 2022, AT 5:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, MAY 18, 2022, AT 6:00 P.M.**

The Bill Pay meeting will be held on Wednesday, May 4, 2022, at 5:00 p.m.

The Regular Monthly meeting will be held on Wednesday, May 18, 2022, 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 7:01 p.m., to consult with legal counsel. The Board adjourned from closed session at 7:29 p.m.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.**

The Board did not enter closed session regarding any real estate matters.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.**

The Board did not enter closed session regarding any personnel matters.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY PERSONNEL MATTERS.**

The Board took no action regarding any personnel matters following closed session

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

The Board took no action regarding any real estate matters following closed session

**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 7:30 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 May 18, 2022.



**Russell Solomon**  
District Secretary