

**MINUTES OF FEBRUARY 16, 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, February 16, 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:

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 Fire, Mark Donovan, Assistant Chief of EMS, Eric Bank, Assistant Chief of Administration, Ray Sidwell, Business Manager, Walla Almasri, and Assistant Office Manager, Robin Brian. Also present were District Counsel Ira Coveler and Rich Majeres with ABIP CPA Advisors, LLC.

TO RECEIVE PUBLIC COMMENT.

Commissioner Jack Cagle and Assistant Director of Community Outreach, Landon Reed, introduced themselves from Harris County Precinct 4.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 7, 2022:

TO CONSIDER AND TAKE ACTION ON SUCH OTHER ORDERS, RESOLUTIONS, AND RELATED MATTERS AS REQUIRED OR APPROPRIATE TO CALL FOR THE DISTRICT ELECTION.

District Counsel Ira Coveler stated, "I have only received applications by Commissioners. We have until this Friday, February 18, 2022, to accept applications. If there are no applications, there will be no election."

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

Design Activities:

- MA finalizing construction documents.
 - Finalizing construction documents.
 - Additional scope of work with LTY completed.
- Additional duplex outlets and televisions were added to service new exercise equipment locations and added fans and electronics (rooms 220 and 221).

Anticipated Activities:

- Issue for permitting by end of day 2/16/22.
- Martinez Architects to proceed with solicitation with board approval (issue for bidding 3/8/2022 is the current scheduling goal).
- Bidding Proposal to be sent in by March 24, 2022, at 2:00 p.m.
- Recommended Best Value for Award April 6, 2022.

Contract:

- Issue for bidding 3/8/2022.

Mr. **Henderson** made a motion to approve Martinez Architects to proceed with bid solicitations for the District on March 8, 2022. 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, 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.

Mr. Majeres with ABIP CPA Advisors, LLC presented the District's Financial Report. As of February 16, 2022, the District's Cash Balance totals \$22,842,823.00. The Projected Cash Reserve as of 12/31/2022 is \$9,111,217.00. The District's Total Debt Service Outstanding is \$21,322,044.00. The District's combined Note Balances (Liabilities and Equity) total \$671,930.17. The District has collected \$6,412,864.65 in Sales Tax Revenue for 2022.

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.

Please see the Report from Mr. Rich Majeres with ABIP CPA Advisors, LLC for complete listings and details of all figures presented.

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

Mrs. Brian 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 \$601,600.88. 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, DISCUSS, AND TAKE ACTION ON FUNDING THE DISTRICT'S PAYROLL OBLIGATIONS.

Mr. **Henderson** made a motion to approve the District's payroll obligations for January and February for \$790,496.12. 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 discussed the following, "Last year BBVA Bank sold to PNC Bank and Ms. Almasri and I have found PNC Bank very difficult to work with. I discovered last week that PNC Bank is now charging us a monthly fee totaling \$260.00 to maintain our accounts. Both Business Manager Almasri and I feel it is in the District's best interest to move these accounts over to Frost Bank".

Mr. **Henderson** made a motion to authorize the move of District funds from PNC Bank to Frost Bank. Mr. **Fleming** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 5 to 0.

TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S 2022 INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.

Mr. **Fleming** made a motion to adopt the District's 2022 Investment Policy. 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 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. Chief McAteer stated, "We have hired six (6) Full-Time Firefighters and five (5) Part-Time Firefighters. Their tentative start date is Monday, February 28, 2022. We have posted postings for EMT drivers. We currently have zero employees out on Covid leave/quarantine. We will be scheduling fire apparatus inspections for

Monday, March 7, 2022. We have started a new communication process through special bulletins. The Uniform Committee is currently updating the uniform guidelines for the District. Willow Fork Fire Department contacted us to discuss switching from a mutual aid agreement to an automatic aid agreement."

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 890 calls for January 2022. The average response time was six (6) minutes, thirty-seven (37) seconds. There were four-hundred fifty-two (452) non-transport/non-emergency calls. Life Flight was utilized once this month. EMS conducted the following Mutual Aid: one (1) call to Katy FD and nine (9) calls to Westlake FD.

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 285 calls for January 2022. Chief Donovan stated, "We deployed Booster 5 on a TIFMAS to San Angelo. The Community Risk department has been doing a great job disseminating information on site."

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

Chief Sidwell discussed his report. "Ms. Almasri is working with 7710 Worker's Compensation annual audit. Ms. Almasri and I continue to work on cleaning our Chart of Accounts, and once this is completed, we will start moving forward with the NetSuite project."

TO REVIEW, DISCUSS, AND TAKE ACTION ON REPAIRS AT STATION 1 RELATED TO THE WATER SYSTEM BACKFLOW PREVENTER.

Chief Sidwell stated that there was no action needed and to remove the line item from future agendas.

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

Item tabled.

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.

Engine 4 is currently in the Fleet Shop, waiting on parts for repairs. Rehab 3 started having engine problems while responding to a fire call Monday. The vehicle was towed to Kyrish Truck Center to be evaluated by their service department.

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

Item tabled.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DISTRICT'S ADMINISTRATION OF SUPPRESSION PAYROLL.

Chief's McAteer, Donovan, and Sidwell met with the Fire Battalion Chiefs to discuss the implementation of the hour for hour pay. Chief McAteer sent out a Bulletin advising all suppression staff that the hour for hour pay implementation will begin Sunday, February 27, 2022. Chief Sidwell and Business Manager Almasri have worked with iSolved to set up and implement the new payroll changes successfully.

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, "We request Board approval to send 2011, F350 Ambulance (1FDRF3GT2CEA08403) to auction at GovDeals. The ambulance was used for the training ambulance in Administration. A year ago, it had been decided that we would keep this truck, but we have decided it will not benefit the District to repair this truck for service use."

Mr. **Henderson** made a motion to authorize the District to auction 2011, F350 Ambulance on GovDeals. 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, MARCH 2, 2022, AT 5:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, MARCH 16, 2022, AT 6:00 P.M.

The Bill Pay meeting will be held on Wednesday, March 2, 2022, at 5:00 p.m.

The Regular Monthly meeting will be held on Wednesday, March 16, 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 7:21 p.m., to consult with legal counsel. The Board adjourned from closed session at 7:39 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 7:40 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