

**MINUTES OF MARCH 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, March 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	Absent
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, Division Chief of Logistics, Machel Richter, Business Manager, Walla Almasri, and Office Manager, Jackie Harvey. Also present were District Counsel Ira Coveler, RaChele Parker with RIT Management, and Rich Majeres with ABIP CPA Advisors, LLC.

TO RECEIVE PUBLIC COMMENT.

No public comment was made.

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

Design Activities:

- MA finalizing construction documents.
 - Meeting 3/16/22 at Station 4 for final walkthrough and coordination.
- LTY to coordinate with Martinez after the 3/16/22 meeting.
- Geotechnical results should be considered. (Recommended to allocate funding for the repair as an add alternate at the time of bid so that the Department does not incur a large change order (above competitive pricing). Mr. Martinez has another concern about extending the scope of work into the fifty (50) foot property line extension.)

Anticipated Activities:

- Updated drawing set per results of 3/16/22 meeting.

Contract:

- Schedule updates due to alterations.

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 4 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 March 16, 2022, the District's Cash Balance totals \$22,426,170.00. The Projected Cash Reserve as of 12/31/2022 is \$9,673,093.00. The District's Total Debt Service Outstanding is \$21,275,268.00. The District's combined Note Balances (Liabilities and Equity) total \$17,144,769.78. The District has collected \$2,029,513.41 in Sales Tax Revenue for 2022.

Thereupon, Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Kramer** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 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. 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 \$149,373.91. Mr. **Fleming** seconded the motion. Chairman Fossum next called for a vote and the motion passed by a vote of 4 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 February and March for \$829,779.75. Mr. **Fleming** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON OPENING DISTRICT BANK ACCOUNTS WITH FROST BANK.

Chief Sidwell discussed opening District Bank accounts with Frost Bank. Chief Sidwell stated, "Business Manager Almasri and I met with Mrs. Traci Arellano with Frost Bank. The meeting was very productive, and we are confident with being the process to establish a business relationship with Frost Bank. Mrs. Arellano has requested current statements and an account analysis statement, which we received from Allegiance Bank this morning."

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. **Henderson** made a motion to approve the District's December meeting Minutes. Mr. **Fleming** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 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 have had zero employees out on Covid-19 Quarantine. The District Handbook version four (4) has now available to the Members of the Department. The new hires have started employment. We have one (1) Employee who wishes to demote, and looking into why that is. The two (2) new ambulances have arrived and are in the process of having decals and equipment installed. The Uniform Committee continues to revise the uniform policy. The Rehab vehicle continues to be out of service due to a blown engine. We continue to work on installing the same alerting systems to all four (4) Stations."

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 837 calls for February 2022. The average response time was six (6) minutes, twenty-five (25) seconds. There were four hundred twenty-seven (427) non-transport/non-emergency calls. Life Flight was utilized once this month. EMS conducted the following Mutual Aid: six (6) calls to Katy FD, and seven (7) calls to Westlake FD. EMS is in the process of hiring six (6) Paramedics.

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 313 calls for February 2022. Chief Donovan stated, "We have had several TIFMAS deployments. Our team was deployed to Pleasanton, which is south of San Antonio. Our team has been extended for another 3 to 5 more days. We are currently number two in our region for TIFMAS deployments."

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

Chief Sidwell discussed his report. "We met with our new account rep from NetSuite and our implementation manager last week and are still working on the chart of accounts to be cleaned before moving forward. Once we have the chart of accounts clean, I will be moving this project to Ms. Almasri, Mrs. Harvey, and Ms. Brian to move forward. We currently have three (3) TIFMAS deployments pending for review by TDEM."

TO ADOPT A POLICY REGARDING GRANTING A VARIANCE FOR THE UTILIZATION OF NATURAL WATER RESOURCES TO SUPPLY WATER FOR FIREFIGHTING PURPOSES WITHIN THE DISTRICT TERRITORY.

Chief Donovan discussed a policy regarding granting a variance for the utilization of natural water resources to supply water for firefighting purposes within the District territory.

Mr. **Henderson** made a motion not to approve the policy regarding granting a variance for the utilization of natural water resources to supply water for firefighting purposes within the District territory. Mr. **Kramer** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

Mr. **Henderson** made a motion to authorize Chief Donovan to respond to the individuals as he sees fit regarding the water resources. Mr. **Fleming** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ENTERING INTO AN AGREEMENT WITH PINEAPPLE PAYMENTS TO PROCESS THE DISTRICT'S CREDIT CARD PAYMENTS.

Chief Sidwell discussed entering into an agreement with Pineapple Payments to process the District's credit card payments. Chief Sidwell stated, "This is part of the transition to Digitech for EMS Billing. Mrs. Harvey, Mrs. Brian, and I met with Ms. Buffy Ensing with Pineapple Payments, referred to us by Digitech. We will utilize their services when patients wish to pay their bills by credit card. There will be a \$35.00 a month service fee back to the District. We elected to have the payee pay a convenience fee of 2.75% per payment. Legal has reviewed and advised to get approval for signatures.

Mr. **Henderson** made a motion to authorize entering into an agreement with Pineapple Payments to process the District's credit card payments. Mr. **Fleming** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON THE ANTIQUITIES PERMIT APPLICATION REQUESTED BY SKYWAY TOWERS, LLC.

Mr. Coveler discussed the antiquities permit application requested by Skyway Towers, LLC.

Mr. **Henderson** made a motion to authorize Mr. Fossum to sign the antiquities permit application requested by Skyway Towers, LLC, as presented by Mr. Coveler. Mr. **Kramer** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 to 0.

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

Chief Sidwell discussed, “Station 5 – plumber was onsite starting repairs to a leaking water line when the line ruptured and flooded the watch office, mechanical room, front foyer, and hallway. Chief Richter worked hand in hand with the plumbing company to get everything replaced, repaired, inspected, and returned to normal. The vendor has agreed to have us pay the bills, and then he would lump sum pay the District back in full. All work was completed with a final walkthrough yesterday. We also discovered at Station 5 a four (4) inch water main coming into the east side of the property had ruptured during the evening two (2) weeks again and was noticed around 7:30 a.m. the following morning. Water was shut off to the complex. Obsta Plumbing arrived and was able to get the lines dug out and repaired in two (2) days. We received the water bill for the time frame of the break, which was just over \$5,000.00.”

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.

Item tabled.

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 TO TEXAS HEALTH AND SAFETY CODE §775.251.

Chief Donovan discussed sending salvaged Tepass alerting devices from air packs to CyFair Fire Department.

Mr. **Fleming** made a motion to authorize the salvage property of Tepass alerting devices to CyFair Fire Department at \$10.00 for the total bid. Mr. **Henderson** seconded the motion. Chairman **Fossum** next called for a vote and the motion passed by a vote of 4 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, APRIL 6, 2022, AT 5:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, APRIL 20, 2022, AT 6:00 P.M.

The Bill Pay meeting will be held on Wednesday, April 6, 2022, at 5:00 p.m.

The Regular Monthly meeting will be held on Wednesday, April 20, 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 8:14 p.m., to consult with legal counsel. The Board adjourned from closed session at 9:16 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 9:18 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 May 18, 2022.



Russell Solomon
District Secretary