

MINUTES OF JUNE 15, 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, June 15, 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:

Bret Fossum	Present
Marshall Kramer	Absent
Sam Henderson	Present
Russell Solomon	Present
Michael Fleming	Present

Also present at the meeting were Assistant Chief of Fire, Mark Donovan, Assistant Chief of EMS, Eric Bank, Assistant Chief of Administration, Ray Sidwell, Division Chief of Logistics, Mabelle Richter, Business Manager, Walla Almasri, Office Manager, Jackie Harvey, and other ESD Members. Also present were District Attorney David Manley, RaChele Parker with RIT Management, and Commissioner Ryan Havran with Harris County ESD No. 47.

TO RECEIVE PUBLIC COMMENT.

Commissioner Ryan Havran with Harris County ESD No. 47 came by to congratulate Commissioner Marshall Kramer on his retirement and to thank him for his years of service to the community.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE NAME OF THE DISTRICT ADMINISTRATION BUILDING.

Commissioner Fleming discussed renaming the Administration Building in honor of Commissioner Kramer's years of service to the community and the fire service.

Thereupon, Mr. **Fleming** made a motion to rename the Administration Building in honor of Marshall Kramer. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

Mr. **Fleming** made a motion to have the following people on the committee of renaming the Administration Building in honor of Marshall Kramer, Commissioner Henderson, Chief Donovan, and Chief Sidwell. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

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

Chief Richter discussed the remodeling project at Station 4. Chief Richter presented four (4) drawings from Martinez Architects and selected specific color palates and countertops.

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

Ms. Robin Humphries with HdL Companies, Inc. emailed the District's Sales Tax Report. Mr. **Henderson** motioned to approve the Monthly Sales Tax Report as presented and requested for Ms. Humphries to attend the next meeting to discuss inflation per the District's 2023 Budget. Mr. **Fleming** seconded the motion. The motion passed 4 to 0. Please see the Report from Ms. **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 sent the District's Financial Report. Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Solomon** seconded the motion. The motion passed 4 to 0. Please see the Report from Mr. Rich Majeres with ABIP CPA Advisors, LLC for a detailed report of the District's financial condition.

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

Ms. Harvey presented the Board with the District bills. Mr. **Henderson** made a motion to approve payment of the District bills related to expenses incurred by the District since the previous meeting for \$460,530.50. Mr. **Solomon** seconded the motion. The motion passed 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 May and June for \$819,455.37. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON THE DISTRICT'S BANK ACCOUNTS.

Item tabled.

TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2022.

Mr. **Henderson** made a motion to authorize the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2022. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

All District Minutes are up to date from prior meetings. Mr. **Solomon** made a motion to approve the District's Minutes from the prior meetings. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

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

As Acting Fire Chief in place of Chief McAteer's absence, Chief Donovan discussed the following: The District hosted its first camp at ESD 48 called *Camp Spark*, where female students between the ages of 14 and 18 participated in encouraging young women to consider a career in Fire and EMS service. The District also conducted the Car Seat Technician Class. A monthly car seat event was held at Station 5. Chief Donovan recognized Battalion Chief Pfitzner for his efforts to assist a single mother and her kids at the event. District Employees Marina Rolon and Jay Barerra participated in a recruitment day at Lone Star College. EMS week was celebrated by providing breakfast at the Stations. The new Ladder 3 vehicle has finally arrived after some supply chain issues. No action taken.

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

Chief Bank provided a summary of EMS's response times and activities. He informed the Board that the initial EMS Ultrasound Training will be held Friday, June 17, 2022. According to Chief Bank, the District continues to experience supply chain issues making everything challenging. No action taken.

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. Chief Donovan informed the Board that Community Fire Department would like to donate supplies to the District's Rehab Team as a token of their appreciation for all they do in assistance. He stated Scott's will no longer serve as the District's vendor for air packs, and that it will be necessary to investigate phasing into transitioning with a new vendor. With the 4th of July holiday coming up, the District has decided to up staff personnel due to potential busy night calls that may emerge. No action taken.

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

Chief Sidwell informed the Board the NetSuite project has been placed on hold. He informed the Board discussions regarding a complete overhaul of the chart of accounts is ongoing. Currently, the District has seven (7) deployments in various stages for reimbursement with TDEM. He informed the Board interviews will be scheduled for the week of June 20, 2022. The anticipated Quarter Master position start date will be Monday, July 18, 2022. No action.

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.

Item tabled.

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

Item tabled.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MILITARY LEAVE COMPENSATION FOR ACTIVE MILITARY EMPLOYEES.

Chief Sidwell discussed military leave compensation for active military employees. After discussion, Mr. **Solomon** made a motion to approve fifteen (15) workdays per calendar year for Paid Military Leave for District employees in the Military effective immediately. Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

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 REVIEW, DISCUSS, AND ACT ON MUTUAL AID AGREEMENTS.

Mr. **Solomon** made a motion to approve an Automatic Aid Agreement with Fort Bend ESD 2 (Willowfork FD). Mr. **Fleming** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON THE PORTER ROAD EXPANSION LEASE.

Chief Sidwell informed the Board he and Captain Moreno met with Texas Materials Group, Inc. DBA Gulf Coast on Thursday, June 2, 2022, to discuss the project. It was determined they are not the subcontractor for Porter Road, but they are doing the Clay Road expansion. He presented a proposed lease agreement for \$500.00/month with a 10 ½ month estimated period for completion of the project. Mr. **Solomon** made a motion to proceed with the lease agreement regarding the Porter Road expansion project. Mr. **Henderson** seconded the motion. The motion passed 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, JULY 6, 2022, AT 5:00 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON WEDNESDAY, JULY 20, 2022, AT 6:00 P.M.

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

The Regular Monthly meeting will be held on Wednesday, July 20, 2022, at 6:00 p.m.

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

The Board entered Executive Session at 7:24 p.m. to discuss legal matters. The Board came out of Executive Session at 8:00.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE APPOINTMENT OF COMMISSIONERS TO FILL VACANCIES.

Mr. **Fossum** informed the Board that he was resigning as a Commissioner and that Mr. **Kramer** had moved out of the District, leaving the Board with two vacancies to fill. A motion was made Mr. **Solomon**, seconded by Mr. **Henderson**, to appoint Pattie Creel and Scott Strait as new commissioners to finish the terms of Mr. Fossum and Mr. Kramer. After review and discussion, the motion passed 3 – 0. Mr. Manley then administered the oath of office to Mr. Strait and Mrs. Creel.

TO NOMINATE AND ELECT BOARD OFFICERS.

Mr. **Solomon** made a motion, seconded by Mr. **Fleming** to nominate the following officers of the Board:


President:	Sam Henderson
Vice President:	Russell Solomon
Secretary:	Scott Strait
Treasurer	Mike Fleming
Asst Sec/Treas:	Pattie Creel

After review and discussion, the motion passed 5 – 0.

ADJOURNMENT.

There being no further business before the Board, Mr. **Solomon**, made a motion, seconded by Mr. **Fleming** to adjourn. The motion passed 5 – 0 and the Board adjourned at 8:35 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on July 20, 2022.



Scott Strait
District Secretary