

MINUTES OF PUBLIC MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

Notice is hereby given that the Board of Commissioners of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48** will hold a meeting on **August 17, 2022** at **6:00 p.m.** at the following location **21201 Morton Road, Katy, Texas 77449.**

Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:02.

Sam Henderson	President	Present
Russell Solomon	Vice President	Present
Mike Fleming	Treasurer	Present
Scott Strait	Secretary	Present
Patti Creel	Assistant Secretary Treasurer	Present

Also, present at the meeting were:

George McAteer	District Fire Chief
Mark Donovan	Assistant Chief of Operations
Ray Sidwell	Assistant Chief of Administration
Machelle Richter	Chief of Logistics
Jackie Harvey	Office Manager
Robin Brian	Asst. Office Manager
David Manley	Legal Counsel
Robin Humphrey	HdL Sales Tax Company

To Receive Public Comment.

No public comment made.

To review, discuss and take action related to the remodel project at Station 4.

Chief Sidwell reported that Chief Richter and he had met with Ricardo Martinez and a September 12, 2022 go live date had been set for the renovations. Discussion was had about resolving the cooling and heating issues at Station 4. Chief Sidwell reported there is a walk through that is being scheduled with Star Company Daniel Capone for Chief Richter to discuss whether to pull the insulation and replace it with spray foam to solve the issue.

Two contingency allowances were presented for approval. One for a storage container for \$3,360.00, Station 4 renovations. The other was for bathroom flooring in the amount of \$1,446.20. Commissioner Solomon made a motion to accept this report and contingencies. Commissioner Creel seconded the motion. The motion passed 5-0.

To review, discuss and take action related to the monthly sales tax report.

Robin Humphrey from HdL, provided a summary of the District's Sales Tax report. Ms. Humphries also discussed the three-year projection plan. Commissioner Creel made a motion to accept HdL's report. Commissioner Solomon seconded the motion. Motion passed 5-0.

To receive the financial report for the District and take any action related thereto.

Rich Majeres with ABIP CPA Advisors, LLC was absent, and his report was emailed prior to the meeting. Commissioner Creel made a motion to accept Mr. Majeres's report. Commissioner Solomon seconded the motion. After review and discussion, the motion passed 5-0.

To pay the District's invoices and expenses and approval of any wire transfers.

Robin Brian presented the invoices for the District in the amount of \$129,691.75 for approval by the board. The Board reviewed and discussed the District's bills. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the district since the previous meeting for \$129,691.75. Commissioner Russell seconded the motion. The motion passed 5-0.

To review, discuss and take action on funding the District's payroll obligations.

The amount of \$856,943.99 was presented to fulfill payroll. This amount was higher due to multiple TIFMAS deployments. Commissioner Fleming made a motion to approve the District's payroll obligations for July and August in the amount of \$856,943.99. Commissioner Solomon seconded the motion. Motion passed 5-0.

To review, discuss and take action on the District's bank accounts.

No action taken.

To review and take action on minutes of prior meetings.

Commissioner Solomon made a motion to accept the District's minutes from prior meetings. Commissioner Creel seconded the motion. Motion passed 5-0.

To receive any reports from Fire Chief George McAteer and take any necessary action related to his report.

Chief McAteer provided an overview of significant department activities. He reported that there were no members currently out on COVID quarantine. He further informed the Board that the full time Quartermaster position was awarded to Javier Perez, one of the District's current volunteer firefighters, and that the following were promoted to Captain effective 8/14/22:

- Randy Stephens to Station 3/A
- James Schwinn to Station 3/C
- Chase Robberson to Station 3/B
- Zach LaBonte to Station 3/D

Chief McAteer reviewed the status of the District's apparatus. He informed the Board B-5 is back from TIFMAS deployment; the 2 new engines are in service and the new Ladder 3 should be in service on August 18, 2022. The search is ongoing for chassis for a new booster and ambulances. Chief McAteer presented the following plan for renumbering apparatus:

- Old Engines 2 and 6 were traded in on the new units.
- Old Engine 1 becomes Engine 2.
- Old Engine 5 becomes Engine 6.
- Old Ladder 3 becomes Ladder 4.

With regard to stations, a P.O. has been issued to US Digital for remaining station alerting equipment for Stations 3, 4, and 5. Station 4 renovation set to begin 9/12/22. Tower 4 will relocate to Station 1.

There was a joint award ceremony at Station 3 for Max, Sherry Noppe's dog, who stayed with Sherry over 2 days in the woods until they were found. Also attending was Community FD, HCSO, and a rep from Commissioner Cagle's office. Chief McAteer acknowledged the great job by crews (BAT-1, E-5, SUP-3, M-4 and then E-1, E-3, M-1 and Rehab-3) who responded to simultaneous working house fires during the lightning storm on 8/10/22. They responded with Waller-Harris ESD 200 and Katy FD around Clay and Peek. During that fire, another working fire came in on Mountain Meadows in Cimarron. Our units plus Katy FD and Community FD responded. Communications, assignments, and accountability worked well with our automatic aid partners. No action was 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 the District's calls and response times. Chief Bank discussed the difficulty in finding ambulances to purchase, and a longer maintenance plan on our current chassis was discussed. No action was taken.

To receive a Fire division report from Assistant Chief Mark Donovan and take any necessary action related to the report. Please see attached report.

Chief Donovan reported the numbers for responses were similar to last year. Chief Donovan gave a report of a multiple system response to multiple fires at the same time last week. He explained the response times have been a little higher, but this is due to apparatus already being out on another call and having to cross the district. Chief Donovan gave an update on his efforts to obtain new apparatus. No action was 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 special project committee has met and presented options regarding the dedication/naming of the administration building. Commissioner Creel made a motion for option A, in the amount of \$5,865. Commissioner Solomon seconded the motion. The motion passed 5-0. In response to a request from Commissioner Strait regarding TCDRS – a report was run showing members that have not logged in online. There are 46 non-registered members out of 163 active members. Jackie has started reaching out to the 48 members to walk them through the process of setting up their online account. He has been working with iSolved on the GL coding project and hopes to have payroll numbers aligning properly by the regular meeting in September. He informed the Board Lubbock TIFMAS deployment is in final approval for \$56,832.60. I have also submitted the TIFMAS COVID deployment which is estimated at \$19,675.17. Commissioner Strait asked for a report to be given of TIFMAS deployments since there are so many at this time. Chief Sidwell agreed.

To receive an equipment, apparatus and facilities report and take any necessary action related to the report.

Chief Sidwell gave a report of the gate being repaired at Station 1. He explained it would be about six weeks for the materials to come in and repairs would begin. Commissioner Solomon asked

for clarification on how the accident happened. Chief Donovan gave a report of the accident involving Engine 1 and the station gate. The commissioners asked about security measures being taken while the gate is out of service. Chief Sidwell stated that an email had been sent to everyone at Station 1 advising them to lock their cars and not to leave valuables in their vehicles. No action taken.

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.

No action taken.

To review, discuss and take action regarding adoption and amendment of District policies or job descriptions.

No action taken.

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.

No action taken.

To review, discuss and take action on the Porter Road Expansion lease.

Chief Sidwell gave report on the Porter road status. He reported they had not paid the agreed upon lease amount as of date and the board suggested a cutoff date of 120 days. Legal would then draft a letter and it be delivered. They have also been sent an electricity bill to them as they tied into our T pole, which was not agreed upon. Update will be given at next meeting on payment.

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, September 7, 2022 at 5:00 p.m., and the regular monthly meeting to be held on Wednesday, September 21, 2022 at 6:00 p.m.

Commissioner Strait proposed discussion of Net Suite for the September 7, 2022 agenda. The Board will conduct a Public Hearing on the proposed tax rate on August 22, 2022 at 6:00 p.m. The Bill Pay Meeting will be September 7, 2022 at 5:00.

The Board went into closed session at 7:52 to discuss legal, real estate and personnel matters. The Board came out of closed session at 9:41 p.m.

To review, discuss and take action regarding any personnel matters.

Commissioner Fleming made a motion, seconded by Commissioner Creel to approve the settlement agreement as discussed in closed session. Motion passed 5 – 0.

To review, discuss and take action regarding District real estate matters.

Commissioner Solomon made a motion, seconded by Commissioner Creel to approve the Joint Detention Facilities Agreement as presented. Motion passed 5 – 0.

Commissioner Strait made a motion, seconded by Commissioner Creel to sell the portion of the Porter Road as described in the offer received by Harris County, for the amount discussed in closed session. Motion passed 5 – 0.

Adjournment.

Commissioner Solomon made a motion to adjourn, seconded by Commissioner Fleming. There being no further business before the Board, the meeting adjourned at 9:40 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on September 21, 2022.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:



SCOTT STRAIT

Secretary of the Board