

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

Notice is hereby given that **Harris County Emergency Services District No. 48** will hold a public meeting on **September 7, 2022, at 5:00 p.m.**, at the District Administration Building which is located at **21201 Morton Road, Katy, Texas 77449**.

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

<b>Sam Henderson</b>	President	Present
<b>Russell Solomon</b>	Vice President	Absent
<b>Mike Fleming</b>	Treasurer	Present
<b>Patti Creel</b>	Assistant Secretary-Treasurer	Absent
<b>Scott Strait</b>	Secretary	Present

Also, present at the meeting were:

Greg McAteer	District Fire Chief
Mark Donovan	Assistant Chief of Operations
Ray Sidwell	Assistant Chief of Administration/ By Phone
Eric Bank	Assistant Chief of EMS
Machelle Richter	Chief of Logistics
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Legal Counsel
RaChele Hazel	RIT
Jill Heinze	Breedlove

**To receive public comment.**

No public comment made.

**To review, discuss and act on the District 2021 Audit.**

Jill Heinze from Breedlove gave her report of the rough draft of the audit performed for the year 2021. Commissioner Fleming made a motion to accept the report as presented. Commissioner Strait seconded the motion. The motion passed 3-0.

**To review, discuss and take action regarding matters related to the renovation of Station 4.**

Chief Richter reported on the Station 4 renovation. The start date has been pushed back to September 26, 2022, due to a delay in getting parts for the exhaust system. The new expected Phase 2 start date is December 21, 2022, and the projected completion date is February 28, 2022. The move-out date for the station is September 23, 2022. No action was taken.

**To review, discuss and take action on the acquisition of apparatus, equipment, technology and supplies related to the operation of the District's fire stations, apparatus or equipment.**

Chief Donovan reported that we currently are waiting on three bids for the booster acquisition. No action was taken.

**To pay the District's invoices and expenses including the approval of any ACH payments.**

Robin Brian presented the invoices for the District in the amount of \$400,844.36. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the District since the previous meeting for \$400,844.36. Commissioner Strait seconded the motion. Motion passed 3-0.

**To receive a report on NetSuite implementation including but not limited to contract agreement and detailed account of funds disbursed and take action related to same.**

Chief Sidwell gave report on the NetSuite implementation and the status. Discussion followed. Commissioner Strait made a motion to pay the \$2,500.00 implementation fee. Commissioner Fleming seconded the motion. Motion passed 3-0.

**To review, discuss and act on the creation of a security camera SOG.**

No action taken.

**To receive a report on TIFMAS status including but not limited to all reports filed, itemized reconciliation of funds spent, received and/or outstanding, and take any action related to same.**

Chief Sidwell provided an update. No action taken.

**The Board entered into closed session to discuss personnel matters at 6:14 p.m. and came out of closed session at 7:25 p.m.**

**To review, discuss and act regarding items discussed in closed session.**

No action taken.

**To review, discuss, amend, propose and/or adopt District's budget(s).**

No action taken.

**Adjournment.**

Commissioner Fleming made a motion to adjourn, seconded by Commissioner Strait. There being no further business before the Board, the meeting adjourned at 7:25 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