

MINUTES OF SEPTEMBER 21, 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 **September 21, 2022**.

The meeting was called to order at 6:00 p.m. by **Sam Henderson** Board President, who announced that a quorum was present. Those Commissioners present were:

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:

Greg McAteer	District Fire Chief
Mark Donovan	Assistant Chief of Operations
Ray Sidwell	Assistant Chief of Administration
Eric Bank	Assistant Chief of EMS
Machelle Richter	Chief of Logistics
Jackie Harvey	Office Manager
Robin Brian	Asst. Office Manager
David Manley	Legal Counsel
Rich Majeres	ABIP, PC
RaChele Hazel	RIT

To receive public comment.

Lou Fabricant made a request for tax breaks for senior citizens. He updated the quorum on the formation of the banquet committee and that it is progressing with plans for next year's banquet. Texas Traditions Bank was introduced by Commissioner Strait. Bill J. Kacal gave an introduction of his staff and the history of their bank in the community.

Public Attendees:

Barbara Middlebrok
Emmett Rhodes
David Roth
Bill J. Kacal
Lou Fabricant
Effie McAteer
Matt Weber

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

Chief Sidwell and Chief Richter met with Construction Masters today. The move will go forward as planned on Friday September 23, 2022. The fire crews are moving to Station 1 and EMS will remain at Station 4 during the renovation. Chief Sidwell informed the Board that fire

alarm upgrades are needed in the bunk rooms upstairs and that the report came back on the insulation. Insulation is there, but more is needed to resolve the HVAC ventilation problems upstairs.

Change Orders were presented in the amount of \$4,456.00 for the fire alarm upgrades, and \$4,113.62 for fireproofing and insulation. The amount needed is covered by contingency money already in the budget. Commissioner Solomon made a motion to accept both change orders. Commissioner Creel seconded the motion and the motion passed 5-0.

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

Chief Sidwell reported that sales tax was up 20% from last year. Discussion followed. Commissioner Fleming made a motion to accept the sales tax report as presented. Commissioner Solomon seconded the motion, and the motion passed 5-0.

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

Rich Majeres gave the financial report. Mr. Majeres went over the budget and identified some line items that were over budget. He explained that some were expected due to inflation. Commissioner Strait requested a balance sheet report. Mr. Majeres reported with sales tax and EMS Billing, the District is in good shape for the end-of-year projections. Discussion followed. Commissioner Fleming made a motion to accept the financial report from Rich Majeres. Commissioner Creel seconded the motion, and it passed 5-0.

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

Robin Brian presented the District's invoices for \$337,372.72 for approval by the board. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the District since the previous meeting for \$337,372.72. Commissioner Creel seconded the motion, and the motion passed 5-0.

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

The amount of \$835,317.44 was presented to fulfill payroll obligations. Commissioner Fleming made a motion to approve the District's payroll obligations for August and September in the amount of \$835,317.44. Commissioner Solomon seconded the motion, and the motion passed 5-0.

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

Chief Sidwell advised that the PNC EMS billing account had been closed and the balance will be deposited into the Allegiance EMS billing account. No action was taken.

To review and take action on minutes of prior meetings.

David Manley presented prior meeting minutes. Commissioner Solomon proposed that the minutes be accepted and signed. Commissioner Creel seconded the motion, the motion passed 5-0.

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

Personnel

- No members currently out on COVID quarantine.
- Boat Rescue team – Capt. Stephens is leading the formation of a Boat Rescue team of 12 members. This team will serve as the District's subject matter experts on boat operations during floods, swift water rescues, and possible deployment to water events. Two members currently attending swift water training.
- Front office staff has been re-organized to divide up former responsibilities of the Business Manager. Chief McAteer does not intend to replace the Business Manager and recommends the position be eliminated.
- Training is currently selecting members for the next cadet class

Apparatus

- Bids have been received for a replacement booster, using the new Dodge cab/chassis.
- New E-1 wiring harness has been received. Pierce also noticed the engine has a little lean and possible bent leaf springs. They will look at E-5's leaf springs since they came off the production line at the same time. This is warranty work.
- Working on a plan to house all front line and reserve units in available bay space.
Current front-line fleet:
 - Engine 1, Engine 5, Ladder 3, Tower 4, Medic 1, Medic 2, Medic 3, Medic 4, and Medic 5
- Current reserve fleet:
 - Engine 2, Engine 3, Engine 4, Engine 6, Ladder 4, Medic 6, Medic 7, Medic 8, Medic 9, and Medic 10
- Chief McAteer recommends selling Rescue 1. Staffing it with a 4-person crew would cost about \$1 million annually for low frequency events. It is a 16-year-old truck and has not been used in over a year. Community's Heavy Rescue truck is in service and combined with the plan to purchase a Rehab truck with a cascade unit, Rescue 1 has become unnecessary. All front-line heavy apparatus have hydraulic tools. If there is a need to put an additional truck in service, there is a robust reserve fleet to pick from.

Stations

- Tower 4 will move to Station 1 this Friday, 9/23/22. Construction will start on 9/26/22 and Medic 4 will remain there during construction.

Other items

- Signage to rename the Admin building is under way. The contractor has applied for permits and the manufacturing time is estimated at 4-6 weeks. Wording on the dedication plaque needs to be finalized.
- 31 new sets of bunker gear have been received and issued to replace older gear. All full-time members have 2 sets of gear.
- 5 new air packs and 10 (45-minute bottles) ordered to match those on the front-line units and will populate in the accountability system.

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 gave his report on call volume and stated that there is still a nationwide staffing shortage. He advised that hiring would be happening before the end of the year. Chief Bank also reported that preparations were being made for Flu & Cold season. 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 reported on call volume for the previous month, and CRR activity. Chief Donovan explained that the new cascade rehab truck they are looking at will have a full-time paid driver. This will ensure the truck is constantly maintained and someone is accountable for the truck at all times. No action taken.

To receive an administrative report from Assistant Chief Ray Sidwell and take any necessary action related to the report.

Chief Sidwell reported, NetSuite has been given the approval to proceed. They are working on setting up a new implementation team. This process can take up to ten (10) business days to complete. The final 2021 Audit from Breedlove was received. Isolved has assigned a GL Specialist who is working on the GL coding project as related to the payroll GL coding in the budget. No action taken.

To receive an HR report from RIT Management to provide overview of recruiting and onboarding process.

RaChele Hazel gave the human resources report and presented a Slideshow presentation on the current recruiting process, specifically applicant management. No action taken.

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

Chief Donovan stated they had received 5 bids for the Booster/uplift modification. Metro Fire had the lowest bid at \$188,242.00. Chief Donovan recommended to move forward with Metro Fire. The Commissioners advised Chief Donovan they would like for him to prepare the paperwork with a \$10,000.00 contingency so the price would total, but not exceed \$198,242.00. Chief Donovan agreed and will have it prepared for their approval. Commissioner Solomon made a motion to move forward with the modification of the Booster/Uplift modification. Commissioner Fleming seconded the motion, and the motion passed, 5-0.

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.

Chief Sidwell reported there are issues with the property on the East side of the District's Morton Road property. The overgrowth of underbrush is pushing on the fence. Legal is working on the issue. No action taken.

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

This item was tabled.

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 reported that Prime has completed the annual IT Audit. He presented a list of IT items that are no longer of value to the District and requested approval to have the list of items sent to STS Recycling for proper destruction and disposal. Commissioner Solomon made a motion to proceed with proper destruction and disposal of listed computers. Commissioner Creel seconded the motion and the motion passed 5-0.

Chief Donovan recommended Rescue 1 be sold. Discussion proceeded on the best way to sell the apparatus. Chief Donovan talked of getting in contact with vendors to see the apparatus's value. Commissioner Creel made a motion to proceed with the process of selling Rescue 1. Commissioner Solomon seconded the motion and the motion passed 5-0.

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

Chief Sidwell reported that we have received payment from Gulf Coast (Texas Materials) in the amount of \$1,027.23 on 09/20/2022, and that the August electric and September lease payment was being issued. No action was taken.

To review, discuss and take action regarding a Memorandum of Understanding amongst Harris County First Responders regarding Active Shooter and Hostile Event incidents.

David Manley presented Memorandum of Understanding amongst Harris County First Responders for signatures. Discussion followed. Commissioner Solomon made a motion to accept and sign the Memorandum of Understanding amongst Harris County First Responders. Commissioner Henderson seconded the motion and it passed 5-0.

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, October 5, 2022 at 5:00 p.m., and the regular monthly meeting to be held on Wednesday, October 19, 2022 at 6:00 p.m.

No items were added at this time.

Meeting Adjourned for a five minute break at 8:25 to be followed by closed sessions.

The Board went into closed session at 8:34 to discuss personnel matters. The Board came out of closed session at 10:07.

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

No action taken.

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

No action taken.

Adjournment.

Commissioner Solomon made a motion to adjourn, seconded by Commissioner Fleming. There being no further business before the Board, the meeting adjourned at 10:07 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on November 16, 2022.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:



SCOTT STRAIT
Secretary of the Board