

MINUTES OF OCTOBER 19, 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 October 19, 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:

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|------------------------|-------------------------------|---------|
| Sam Henderson | President | Present |
| Russell Solomon | Vice President | Absent |
| 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 |
| Eric Bank | Assistant Chief of EMS |
| Machelle Richter | Chief of Logistics |
| Jackie Harvey | Office Manager |
| David Manley | Legal Counsel |
| Robin Brian | Assistant Office Manager |
| RaChele Hazel | RIT |
| Matt Weber | Fleet Management Supervisor |

To receive public comment.

Mark Croudy made a public comment inquiring about the status of the fan being fixed at Station 3 in the bay. Chief McAteer answered and explained the motor is on backorder.

Public Attendees:

Mark Croudy

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

Chief Richter provided an update on the project. She reported that work continues on concrete slab behind bay. The middle point of area dug up had a very high center point, which gave the appearance the weight of the apparatus was creating a cantilever situation possibly contributing to the slab failure. In addition, expansion joints need to be replaced, which is likely contributing to slab failure. She reported that Nino & Moore were onsite on October 17, 2022 completing in-ground testing of dig site, their report still pending.

Additional ongoing work includes looking for a different model range as the original had a lead delivery time of June. Also, need to reattach doors downstairs at the main entrance. CMT provided Contingency Allowance for hardware and labor to rehang.

New window finding to review.

CMT had a glazing contractor onsite after finding water damage at many windowsills; they confirmed the following (see ROF and photos).

- L The system installed is a storefront system, composed of non-residential non-loadbearing windows generally used on the ground floor, and usually only for a single story.
2. It has/had an old sill pan system installed however the caulking installed does not allow it to work properly. It should collect bulk water and direct it away from the window frame via a sloped channel, but the caulking prevents it from draining moisture away and water is collecting at the interior window seals.
3. Several windows are installed inside out.
4. All metal joints and glazing appear to have been wet sealed (caulked) and this is all preventing water management away from the building.

Commissioner Fleming made a motion to accept and move forward with the bid for the window replacements in the amount of \$86,080.00. Commissioner Creel seconded the motion. The motion passed 4-0.

Commissioner Fleming made a motion to accept and move forward with the \$950.00 bid to rehang the doors at Station 4. Commissioner Creel seconded the motion. The motion passed 4-0.

Commissioner Fleming made a motion to accept and pay the second installment to Construction Master's for \$12,722.68. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Commissioner Henderson reported that the report had been sent out to everyone. Commissioner Fleming made a motion to accept the Monthly Sales tax report from HdL Companies. Commissioner Creel seconded the motion. Motion passed 4-0.

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

The financial report was not given due to a family emergency. Chairman Solomon informed the Commissioners that a C.D. had matured and was cashed out for \$654,000.00. This was deposited and is being used for TCDRS contribution increases next year. No action taken

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

Robin Brian presented the District's invoices for \$298,565.84 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 \$298,565.84. Commissioner Creel seconded the motion, and the motion passed 4-0.

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

The amount of \$764,346.68 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 \$764,346.68. Commissioner Creel seconded the motion, and the motion passed 4-0.

To review and take action on minutes of prior meetings.

No action taken.

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

Chief George McAteer gave the following report.

Personnel

- No members currently are out on COVID quarantine.
- Cadet class started with 20, current head count is 13. 1 member went to the hospital with heat exhaustion, but released without restrictions. We encourage hydration.
- Applications to fire and EMS certification classes are down all over.
- Re-certification with TCFP complete.
- Sent 3 members to a TIFMAS conference.

Apparatus

- Completed the pre-construction meeting with Metro Fire for the new Booster.
- New E-1 is in service. The wiring harness and leaf springs are fixed.
- Still gathering info on expected value of Rescue 1.
- Had a failure of an inflatable boat during boat training. It was made with glued seams versus welded seams and cannot be repaired. Another inflatable boat in storage is in similar condition and cannot be repaired.

Stations

- Station 4 renovation under way. TWR 4 running out of Station 1. Medic 4 will also run out of Station 1, due to construction noise and dust at Station 4. When staffing permits, Medic 6 will be ready to go at Station 4.
- Rear vehicle gate repaired at Station 1.

Other items

- Open House on Sunday 10/30/22 at Stations 1, 3, and 5 from 11:00 – 14:00.

To receive an EMS division report from Assistant Chief Eric Bank and take any necessary action related to the report.

Chief Eric Bank reported they are moving Medic 4 to Station 1 due to the construction at Station four. Chief Bank also reported on the continued staffing shortage nationwide. Discussion followed. No action was taken.

To review and act on Amendment to Billing Service Agreement with Digitech Computer, LLC.

Chief Bank reported that this amendment allows us to apply for the Uncompensated Fund in Texas to allow the District to apply to the fund for compensation for uninsured patients. Commissioner Fleming made a motion to accept the amendment to the billing service agreement with Digitech, LLC. Commissioner Creel seconded the motion. Motion passed 4-0.

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. Discussion followed. No action taken.

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

Chief Sidwell was out of town and sent his report prior to the meeting. According to the report, NetSuite has assigned a new implementation team. Staff is currently working on data entry to complete the data migrations. BCBS has agreed to a 7% increase. Staff is meeting with Core Benefits next week to discuss additional options. Discussion followed. 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 providing an update on recruiting and hiring, and any current personnel issues. Discussion followed. No action taken.

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

Nothing to report. 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.

Nothing to report. No action taken.

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

Nothing to report. 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.

Commissioner Creel brought up the subject of the fuel tank at Station 4 and how to move one to Station 1. Discussion followed. Chief Donovan explained the Zodiac inflatable parts were no longer usable due to the seams coming apart. He explained this could not be repaired. He recommended that they both be disposed of after the usable parts were salvaged. Commissioner Fleming made a motion to dispose of the two inflatable Zodiac boats after the parts were salvaged. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Nothing to report. No action taken.

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, November 2, 2022 at 5:00 p.m., and the regular monthly meeting to be held on Wednesday, November 16, 2022 at 6:00 p.m.

No items added at this time.

Meeting Adjourned for five-minute break at 7:10 p.m. to be followed by closed sessions.

The Board went into closed session at 7:17 p.m. to discuss real estate matters. The Board came out of closed session at 7:23 p.m.

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 Fleming made a motion to adjourn, seconded by Commissioner Creel. There being no further business before the Board, the meeting adjourned at 7:52 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