

MINUTES OF NOVEMBER 16, 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 **November 16, 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	Absent
Mike Fleming	Treasurer	Present
Scott Strait	Secretary	Present
Patti Creel	Assistant Secretary Treasurer	Present

Also present:

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
Matt Weber	Fleet Management Supervisor
Jason Tharp	Battalion Chief of CRR
David Manley	Legal Counsel
RaChele Hazel	RIT
Vince Moreno	Training Captain

To receive public comment.

No public comment was made.

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

Three contingencies were presented by Chief Richter:

Canopy lights in the bay at Station 4 need to be replaced and upgraded to LED. The cost would be \$10,855.00. Commissioner Fleming made a motion to take \$10,855.00 out of the contingency fund for lighting updates at Station 4. Commissioner Creel seconded the motion. The vote passed 4-0.

The steps at Station 4 need to be sandblasted, painted, and a non-slip coating applied. The cost will be \$1,385.00. Commissioner Fleming made a motion to take \$1,385.00 out of the contingency fund for sandblasting, painting, and the protective coating of the stairs at Station 4. Commissioner Creel seconded the motion. The motion passed 4-0.

Commissioner Fleming made a motion to take \$2,194.00 out of the contingency fund for the protective coating to be applied to the windows at Station 4. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Chief Sidwell reported that the monthly tax report had been sent with his report. Discussion followed. Commissioner Fleming made a motion to accept this month's tax report in the amount of \$649,019.00. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Chief Sidwell sent the financial report prior to the meeting as Rich Majeres was out of town. Commissioner Fleming made a motion to accept the financial report. Commissioner Creel seconded the motion. The motion passed 3-0. Commissioner Strait abstained from the vote.

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

Robin Brian presented the District's invoices in the amount of \$230,432.38 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 \$230,432.38. 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 \$787,284.90 was presented to fulfill payroll obligations. Commissioner Fleming made a motion to approve the District's payroll obligations for October and November in the amount of \$787,284.90. Commissioner Creel seconded the motion, and the motion passed 4-0.

To review, discuss and take action on engagement of auditor to perform District 2022 Audit.

David Manley presented that he had gone over the final audit from Breedlove and if the Board wanted to engage them for next year that there were no issues. Discussion followed. Commissioner Fleming made a motion to use Breedlove & Co. for the 2022 audit. Commissioner Creel seconded the motion. The motion passed 4-0.

To review and take action on minutes of prior meetings.

David Manley presented prior meeting minutes for approval. Commissioner Strait made a motion to accept the minutes. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Chief McAteer presented his report:

Personnel

- No members currently out on COVID quarantine.
- Cadet class started with 20, current headcount is 9.

- Current posting for fire part time and EMS full time. About 45 applications received, 12 marked as complete. HR is reviewing the application one by one to see if the incomplete applications are qualified. Chief McAteer recommended to go to a one step application process.
- HR will post for a Logistics Aide position. This is a new position so a job description will need to be prepared.
- Officers are currently attending leadership training from Echelon Front. Former SEALs teach military leadership and apply the principles to emergency services.

Apparatus

- M-2 involved in a minor accident last night while transporting.
- Fire Chief vehicle in body shop, then goes to a radio shop for wiring issue that prevents a radio from powering up.
- Vendor is starting to market Rescue 1.
- E-2 waiting on a few parts, then goes back to reserve status.
- TW-4 waiting on primer pump and hydraulic lines.

Stations

- Station 4 renovation under way.
- Station 3 kitchen countertop was a flawed installation and will be replaced with a seamless Corian countertop.
- Administration building signage is up and lit. Building will be cleaned the last week of November.

Other items

- Staff made station visits last week (all stations and all shifts) to talk about pay and benefit enhancements, job expectations, and general current events.
- Open House went very well. The weather was perfect, well attended, activities for the kids, and the stations and apparatus looked great.
- Great job to the crews for a very busy October of PR and school visit events!

Chief McAteer also presented that he wanted employees to be able to buy back 72 hours of their unused vacation time. Discussion followed. The commissioners felt this would be beneficial.

Commissioner Strait left at 7:11 p.m.

Chief McAteer stated he would like to send out a survey regarding a name of the District. Discussion followed and the commissioners felt this would be a good idea. 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 reported that call volume is holding steady, but flu and RSV season is upon us, and that they are preparing for the increase in calls. He also reported that interviews will hopefully be happening the first week of December. No action was taken.

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

Chief Donovan reported that call volume was up from last year. He reported Rehab was doing an amazing job and their numbers were up also. CRR was reported as having had 63 events in October. No action was taken.

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

NetSuite Project – project continues to be on track for implementation with weekly implementation team meetings.

2023 Renewal Agreement – Commissioner Creel made a motion to sign the renewal agreement with Oracle Netsuite for the 2023 year in the amount of \$11,517.90. Commissioner Fleming seconded the motion. Motion passed.

iSolved GL Project – ISolved GL specialist continues to work with staff on getting all of the payroll GL's corrected so the payroll numbers will align with the budget. Anticipated to be completed by end of year.

Morton Road east property line – legal has been communicating with the owner who has agreed to allow the District onto the property to clear the fence line. Legal is working on a written authorization.

457b Deferred Compensation Plan – Albert Wostal with One America will be asked to come make a presentation to the Board.

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

RaChele Hazel gave the HR report. Exit interviews were tabled till next meeting as Commissioner Strait had to leave early. She gave a report on the status of onboarding and stated that EMS was closed and part time firefighter was still open at this time. No action was taken.

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

No action was 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 was taken

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

Commissioner Creel made a motion for the District to buy back 72 hours of employee vacation time. Commissioner Fleming seconded the motion. Motion passed 3-0.

To review, discuss and take action on the 2023 Agreement with My Sidewalk.

Chief Jason Tharp presented the renewal contract for My Sidewalk. This is an information dashboard for reporting. The renewal was \$13,000.00. Chief Tharp stated there is a program that is called Craig Plus 1300 that My Sidewalk offers which is more specialized for CRR. This option is \$4,800.00. Discussion followed. Commissioner Fleming made a motion to approve the renewal of My Sidewalk, and add the Craig Plus 1300 option. Commissioner Creel seconded the motion. Motion passed 3-0.

To review, discuss and take action on funding the 2023 TCDRS Retirement Plan.

Chief Ray Sidwell presented options for funding the TCDRS Retirement plan with two to one matching for 2023. Discussion followed. Chief Sidwell stated we had already cashed out a C.D. in the amount of \$654,245.79 to fund the matching. Chairman Henderson confirmed the C.D. had been cashed out and was for funding TCDRS in 2023. Commissioner Fleming made a motion to approve the funding and withdraw \$200,750.21 out of reserves to honor the obligation to TCDRS for the 2023 year. Commissioner Creel seconded the motion and the motion passed 3-0.

To review and take action on the ratification of a continuing Contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and, providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.

Commissioner Creel made a motion to approve ratification of a continuing Contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and, providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract. Commissioner Fleming seconded the motion. Motion passed 3-0.

To review and take action on the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes.

Commissioner Creel made a motion to approve imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes. Commissioner Fleming seconded the motion. Motion passed 3-0.

To review and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same.

Commissioner Creel made a motion to approve imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same. Commissioner Fleming seconded the motion. Motion passed 3-0.

To review and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same.

Commissioner Creel made a motion to approve the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same. Commissioner Fleming seconded the motion. Motion passed 3-0.

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.

Chief Sidwell reported that the rescue truck had been priced for \$225,000.00 and photos would be coming out next week. No action taken.

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

Item tabled.

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

The proposed exit survey will be added to the next meeting's agenda.

Meeting Adjourned for a five-minute break at 8:09 p.m. to be followed by closed sessions. The Board went into executive session at 8:15 p.m. to discuss real estate matters. The Board came out of executive session at 8:30 p.m.

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

No action was taken.

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

No action was taken.

Adjournment.

Commissioner Fleming made a motion to adjourn. Commissioner Creel seconded the motion. The adjournment occurred at 8:30 p.m. by Chairman Sam Henderson.

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

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 

SCOTT STRAIT
Secretary of the Board