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**MINUTES OF DECEMBER 7, 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 **December 7, 2022.**

The meeting was called to order at 5:06 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:

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	Assistant Office Manager
David Manley	Legal Counsel
RaChele Hazel	RIT

To receive public comment.

No public comment was made

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

Chief Machelle Richter presented the samples for the window tint for the Station 4 renovation. Discussion followed, and the gray sample was chosen by everyone. A list of change orders was sent out prior to the meeting in the amount of \$123,916.92. Commissioner Fleming made a motion to approve the change orders as presented and pull out \$123,916.92 from reserve and placed into the 2022 renovation budget for station 4. Commissioner Solomon seconded the motion. The motion passed 5-0.

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

No action was taken.

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

Robin Brian presented the District's invoices in the amount of \$553,858.65 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 in the amount of \$553,858.65. Commissioner Henderson seconded the motion, and the motion passed 5-0.

To review, discuss, and take action regarding the 2023 renewal of the District's Worker's Compensation plan with Benchmark Insurance Company.

Chief Sidwell presented the renewal for 2023 with Benchmark Insurance Company and recommended we renew with them. Discussion followed. Commissioner Solomon made a motion to renew the District's Workers' Compensation benefit plan with 7710 Benchmark Insurance Company for 2023. Commissioner Fleming seconded the motion. Motion passed 5-0.

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

Chief Sidwell presented the funding for the 2-to-1 match for TCDRS Retirement Plan in 2023 in the amount of \$855,000.00 . Commissioner Fleming made a motion to fund the 2023 TCDRS Retirement Plan with \$855,000. Commissioner Solomon seconded the motion, and the motion passed 5-0.

To review, discuss, and act on the proposed exit survey.

RaChele Hazel presented the proposed exit survey. Discussion followed. She stated if approved, she would send it to the 33 employees that had exited last over the next 30 days. She stated that after someone exits they would receive an exit survey to their personal email, followed by a phone call, and mailed for a third attempt. Commissioner Solomon stated he would like the first attempt to go with the disembarkment letter. Discussion followed. Commissioner Solomon made a motion to approve the exit survey to be distributed. Commissioner Creel seconded the motion. Motion passed 5-0.

The meeting adjourned at 5:59 p.m. for a five-minute break prior to the closed sessions beginning.

The Board went into executive session at 6:02 p.m. to discuss real estate matters. The Board came out of closed session at 6:23 p.m.

To review, discuss, and act regarding items discussed in Closed Session.

No action was taken

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

No action was taken

Adjournment.

Commissioner Solomon made a motion to adjourn. Commissioner Flemming seconded the motion. The adjournment occurred at 6:23 p.m.

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