

MINUTES OF JANUARY 18, 2023, 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 **January 18, 2023**. The meeting was called to order at 6:08 p.m. by **Sam Henderson** Board President, who announced that a quorum was present. Those Commissioners present were:

- 1. Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:08 p.m.**

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:

George McAteer	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
RaChele Hazel	RIT

- 2. To receive public comment.**

No public comment.

- 3. To review and act on minutes of prior meetings.**

Item tabled.

- 4. To receive a presentation from Dustin Creager with Edward Jones regarding the District's 457b Deferred Compensation Plan and take any action related thereto.**

Dustin Creager presented his feedback from the 457b presentations that were made to the crews, and stated it was positive. Discussion followed. Commissioner Fleming questioned him on their customer service, and Mr. Creager explained their process. Commissioner Fleming made a motion to initiate the 457b with Edward Jones and First American at an annual cost of \$7,000.00 a year. Commissioner Solomon seconded the motion. The motion passed 5-0.

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

Item tabled.

- 6. To receive the District Financial Report and take any necessary action on District investments and District financial reporting matters.**

Rich Majeres was not able to attend. The financial report was distributed earlier by Chief Sidwell. Discussion followed. It was decided to look into the benefit of paying off Station 3 early and looking into Texpool's interest rates. For additional details, please see report on file with the District. Commissioner Fleming made a motion to accept the financial report. Commissioner Solomon seconded the motion. The motion passed 5-0.

- 7. To review, discuss, and act related to the monthly sales report.**

Chief Sidwell had sent out the report prior to the meeting. Chief Sidwell presented that. "The January 2023 Net payment of \$607,828 is down 9.5% from the January 2022 payment. The negative variance is due to a prior period deallocation from **Campbell Concrete**. Also contributing to the negative variance was a Comptroller Audit Deallocation for **Covestro**. On a positive note, the Current Period Collections (November 2022 activity) are up 2% over January 2022." Chief Sidwell reported to the Board that the Client Service team and the Research team will meet next week to review and discuss January 2023 client data. He will reach out with any noteworthy information regarding the district's data or these deallocations if appropriate. Commissioner Fleming made a motion to accept this month's sales tax report. Commissioner Creel seconded the motion. Motion passed 5-0.

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

Robin Brian presented the District's invoices for \$472,729.64 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 \$472,729.64. Commissioner Creel seconded the motion, and the motion passed 5-0.

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

The amount of \$843,063.72 was presented to fulfill payroll obligations for December and January. Commissioner Fleming made a motion to approve the District's payroll obligations for November and December in the amount of \$843,063.72. Commissioner Creel seconded the motion, and the motion passed 5-0.

- 10. To conduct annual review of the District's Investment Policy and take any necessary action related to the report.**

Commissioner Creel made a motion to keep the Investment Policy as is, with Commissioner Mike Fleming as the Investment Officer. Commissioner Solomon seconded the motion. Motion passed 5-0.

- 11. To review, discuss and act on revisions to the District Budget.**

No Action

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

Chief McAteer reported:

Personnel

- No members currently out on COVID quarantine. Had 3 on quarantine last week.
- EMS hired 3 full-time and 1 part-time employees.
- Suppression hired 10 part-time employees. Most of these employees started new employee orientation Monday.

Apparatus

- Meetings scheduled with vendors to design a new Rehab truck.
- E-2 at body shop to repair the apartment gate damage.
- TW-4 has a coolant issue, at Freightliner to diagnose and fix.

Stations

- Station 4 renovation ongoing.
- Station 3 kitchen countertop was a flawed installation. Will be replaced with a seamless Corian countertop by the end of January, per vendor.
- Plaque for the Admin building will be 4 – 6 weeks until completion and installation.

Discussion followed. Chief McAteer was instructed to order plaque for the Administration Building as presented. No other action taken.

13. **To receive and EMS division report from Assistant Chief Eric Bank and take any necessary action related to his report.**

Chief Bank presented that call volume was up and that they were still struggling nationwide with staffing issues. Discussion followed. No action taken.

14. **To review, discuss and act on District's Body Worn Camera (BWC) policy.**

Chief Bank presented the policy that was approved by legal. Discussion followed. Commissioner Fleming made a motion to accept the body camera policy. Commissioner Creel seconded the motion. Motion passed 5-0.

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

Chief Donovan provided summary of significant matters related to operations, and reported increased call volume. No action taken.

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

Chief Sidwell reported NetSuite go live date is February 7, 2023. He reported that they have started working with the Office Manager at Atascocita Fire Department (HCESD 46) to assist with the NetSuite project. She will be making several site visits prior to our

go live date to assure a smooth transition. The District's 2021 and 2022 Worker's Compensation audit has been submitted. The District has received notification that the merger of Allegiance Bank and Community Bank will be effective February 21, 2023. Their new name will be Stellar Bank. Efforts are underway to determine any changes or updates to the District's accounts. No action taken.

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

Rachele Hazel gave the HR report. She reported that the single application process is live, and a refresh of job ads is in progress. Exit surveys have been sent out. Discussion followed. No action taken.

18. To review, discuss and take action to authorize Chief Bank's attendance at the World Blood Transfusion in Norway.

Chief Bank stated he was invited to attend the World Blood Transfusion Conference in Norway on June 21, 2023 through June 25, 2023. Commissioner Strait made a motion to approve up to \$7,000.00 for Chief Bank to attend this conference. Commissioner Solomon seconded the motion. Motion passed 5-0.

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

Chief Donovan updated the board that several volunteers had not returned their gear after disembarkment and that this had gone to the Fire Marshall's office after attempts were made to contact them by phone, email, and certified mail. He hopes it will be resolved soon. Chief Donovan also reported that the new booster had gone to be painted yesterday and they were still on track for a March delivery. No action taken.

20. 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 taken.

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

Chief McAteer presented his "Home Storage Vehicle Guideline Policy". Discussion followed. No action taken.

22. To review, discuss and act for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.

No action taken.

23. To discuss any new items which need to be on the agenda for the subsequent District meetings and approve the proposed meeting dates.

No action was taken.

AT 8:15 P.M., A FIVE-MINUTE BREAK WAS CALLED BEFORE CLOSED SESSIONS.

The Board went into Executive Session at 8:32 p.m. to discuss items 24 through 26.

- 24. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.**
- 25. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 26. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

The Board came out of executive session at 9:42 p.m.

- 27. To review, discuss and take action regarding any District personnel matters.**

No action taken.

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

A Motion was made by Commissioner Russel, seconded by Commissioner Creel, to approve moving forward with Skyway Tower project. Motion passed 5 to 0.

- 29. Adjournment**

Commissioner Solomon made a motion to adjourn. Commissioner Flemming seconded the motion. The adjournment occurred at 10:05 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on February 15, 2023.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:



SCOTT STRAIT

Secretary of the Board