

**MINUTES OF FEBRUARY 1, 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 **February 1, 2023**.

The meeting was called to order at 5:03 p.m. by **Sam Henderson** Board President, who announced that a quorum was present. Those Commissioners present were:

|                        |                               |         |
|------------------------|-------------------------------|---------|
| <b>Sam Henderson</b>   | President                     | Present |
| <b>Russell Solomon</b> | Vice President                | Absent  |
| <b>Mike Fleming</b>    | Treasurer                     | Present |
| <b>Scott Strait</b>    | Secretary                     | Present |
| <b>Patti Creel</b>     | 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                     |

**2. To receive public comment.**

Steve Sellers spoke about needing a resolution of the easement to the detention pond on the Porter Road property.

**3. To review, discuss and act on matters related to the renovation of Station 4.**

Chief Richter reported that they were still on track for 2/16/2023 completion date. She presented Pay Application #5 for approval of payment in the amount of \$161,990.33. Commissioner Fleming made a motion to pay the fifth installment to Construction Master's in the amount of \$161,990.33. Commissioner Creel seconded the motion. Motion passed 4-0.

**4. To review, discuss and take action to approve the agreement, presented by Skyway Towers, to authorize the installation of power poles by CenterPoint necessary for Skyway Towers to then install the radio tower at the District's Porter Road property.**

Chief Sidwell reported that Skyway Towers wanted to put in a Cellular on

Wheels (COW) during construction on a platform on the east side of the property. This was denied because this area is used for training. He also presented a commencement letter for authorization. Commissioner Creel made a motion to authorize commencement of the project. Commissioner Fleming seconded the motion. After discussion, the Motion passed 4-0.

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

Chief Donovan reported that two vendors were putting in quotes and drawings for the new Rehab truck. He was hoping to have those in about two weeks from Siddons Martin and Metro Fire. No action taken.

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

Robin Brian presented the District's invoices for \$817,480.17 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 \$817,480.17. Commissioner Creel seconded the motion, and the motion passed 4-0.

- 7. To review, discuss and act on revisions to the District budget.**

Chief Sidwell reported that several amendments had been made to the budget, which have kept it in a positive position. Discussion followed. No action taken.

- 8. To review, discuss, and act on the District's new 457B Deferred Compensation Plan.**

Chief Sidwell reported that they had met with One Financial and Edward Jones to discuss the building of the 457b that will be offered to District staff. No action taken.

- 9. To review, discuss, and act on authorizing Administrative employees to pay District utility bills, including gas, electricity, and water/sewer services.**

Chief Sidwell asked the Board to authorize Administration to be able to pay the water/sewer, electricity, and gas bills as they arrive to avoid late fees. The paid bills will be added to the following meeting showing what has been paid. Commissioner Strait made a Motion to allow the Administration to pay the water/sewer, electricity, and gas bills and then add them to the next meeting. Commissioner Creel seconded the Motion. After discussion, the Motion passed 4-0.

**10. To review, discuss and take action to approve the purchase of two (2) Zodiac Milpro water rescue boats.**

Chief Donovan reported that he had received a quote for two Zodiac Milpro boats for \$65,000 to replace the boats that could not be repaired. He would like the funds taken from the Donation account. He stated this price could be lower if our trailers passed inspection and could be used with the new boats. Discussion followed. Commissioner Strait made a motion to spend up to \$65,000.00 for the two boats if the vendor was a member of an approved local government coop purchasing program. Commissioner Fleming seconded the motion. Motion passed 4-0.

The Board did not go into executive session and did not take any action on items 11 through 14.

**Adjournment.**

Commissioner Fleming made a motion to adjourn. Commissioner Creel seconded the motion. There being no further business before the Board, the Motion was passed and the meeting adjourned at 6:20 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:

  
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**SCOTT STRAIT**  
Secretary of the Board