

**MINUTES OF FEBRUARY 15, 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 15, 2023.

1. The meeting was called to order at 6:07 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:

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-HR
Ira Coveler	Legal Counsel

2. **To receive public comment.**

Jerry Hales spoke about how he was grateful to the Board and Command staff for all they do for the employees.

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

The minutes were presented by David Manley. Commissioner Fleming made a motion to accept and sign the minutes presented. Commissioner Solomon seconded the motion. Motion passed 5-0.

4. **To review, discuss and act related to the remodel project at Station 4.**

Chief Richter met with contractors, and there is a walk-through scheduled for tomorrow at 8 a.m. She reported the Fire Marshall inspection was scheduled for 2/21/23, and the movers would start moving the furniture in on February 23, 2023. Pay App #6 was presented in the amount of \$189,079.35 to Construction Master's for payment.

Commissioner Fleming made a motion to pay Construction Master's pay app #6 in the amount of \$ 189,079.35. Commissioner Creel seconded the motion. Motion passed 5-0.

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

Rich Majeres presented the financial report. Discussion followed about the balance sheet and the inventory of fixed assets and depreciation. Commissioner Fleming made a motion to accept the financial report. Commissioner Solomon seconded the motion. Motion passed 5-0. Chief Sidwell presented for discussion, moving some of the EMS Billing account into a higher earning account such as Texpool/Texclass. Discussion followed. Commissioner Creel made a motion to move \$2,250,000.00 from EMS Billing account to Texpool or Texclass. Commissioner Solomon seconded the motion. Motion passed 5-0.

6. To review, discuss and act related to the monthly sales tax report.

Chief Sidwell sent out the sales tax report earlier. He stated that the new numbers have not been received by Robin Humphries at HdL yet, and we will be updated when they arrive. Discussion followed. Commissioner Fleming made a motion to accept the sales tax report. Commissioner Solomon seconded the motion. Motion passed 5-0.

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

Robin Brian presented the District's invoices for payment in the amount of \$593,289.41 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 \$593,289.41. Commissioner Solomon seconded the motion, and the motion passed 5-0.

8. To review, discuss and act on funding the District's payroll obligations.

The amount of \$841,020.03 was presented to fulfill payroll obligations for January 2023. Commissioner Fleming made a motion to approve the District's payroll obligations for November and December in the amount of \$841,020.03. Commissioner Creel seconded the motion, and the motion passed 5-0.

9. To review, discuss and act on revisions to the District budget(s).

Item was tabled.

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

Apparatus

- Waiting on vendors for conceptual designs for a new Rehab truck.
- E-1 at body shop to repair the apartment gate damage, but is very close to completion. This is the only heavy apparatus not available right now.
- E-5 back from PM and servicing.
- All frontline and reserve EMS units available.
- Two (2) Zodiac boats on order.

Stations

- Station 4 renovation ongoing.
- Station 3 kitchen countertop not replaced yet, will continue to work with the contractor until completion.

Significant Event

- Ammonia leak at the 99 cent warehouse was Saturday night (2/11) into Sunday morning. Chief Raupp did a great job organizing the initial response, calling for more resources, and maintaining safety.
- Great job to Rehab providing food, water, and restrooms in spite of the cold weather.
- Harris County did a great job of assembling the players needed – Pollution Control, Public Health, Fire Marshal's Office, EOM, HCSO, and some others.
- HFD HazMat provided air monitoring and plume mapping.
- About 9:00 am, another entry to re-assess and ensure proper valve positions. They discovered the ammonia tank was mostly empty and the problem had resolved.
- Continued air monitoring to ensure the plume was dissipating and no further danger existed.

11. 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 still up. He stated that Medic 6 has been helping with the call volume. Hospital wait times are still high. He hopes in the next sixty days to start another round of hiring. No action was taken.

12. To review, discuss and take action to approve the Beta Test Software License Agreement between the District and ZOLL Medical Corporation for use and installation of the RescueNet® VentReview Software.

Chief Bank presented that Zoll wanted to enter into a contract with us to Beta Test their new vent software. This will be at no cost to the district. Commissioner Solomon made a motion to approve the contract pending recommended changes by counsel. Commissioner Creel seconded the motion. Motion passed 5-0.

13. 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 is up, and District 3 is the busiest right now. He reported an increase in training and discussed the classes members were attending. He also reported thefts are happening across the city where equipment is being stolen from fire trucks and ambulances. He proposed looking into ignition safety switches for the apparatus. He explained that crews are now leaving the driver/operator with the apparatus when out on single-vehicle assignments or at the store to discourage theft. Discussion followed. No action was taken.

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

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

- a. NetSuite implementation has been completed. We were live as of February 7, 2023.
- b. TCDRS representative met with employees to discuss the TCDRS plan and options.
- c. Contact initiated with Treasury Management at Allegiance Bank (Stellar Bank) regarding the NACHA File Project. This project will start next week as we work to get as many vendor payments completed by ACH.
- d. Allegiance Bank is working on completing its name change to Stellar Bank.
- e. Morton property fence line clearing. Update provided by Ira Coveler.
- f. Update on 457b plan. One America has been in touch, and is moving forward. Dates are being confirmed, and more information will be given when those are cemented.

No action was taken.

15. To receive an HR report from RIT Management.

RaChele Hazel gave the January report. No action was taken.

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

No action taken.

17. 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.

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

No action taken.

- 19. To review, discuss and act for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.**

Chief Sidwell stated we have Bexar County ESD 12 coming to look at the Rescue truck on 2/23/2023. The discussion will take place in a closed session about the lowest price that we will accept. No action was taken.

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

The next meetings were confirmed for March 1, 2023 and March 15, 2023.

At 7:54 a five-minute break was called before Closed Sessions began.

The Board went into Executive Session at 8:05 p.m. to discuss items 21 through 23.

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

The Board came out of executive session at 9:56 p.m.

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

Commissioner Strait made a Motion to reinstate additional PTO to employees who were given additional PTO at the time of hire. No second was received. Motion did not pass.

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

No action taken.

- 26. Adjournment.**

Commissioner Solomon made a motion to adjourn. Commissioner Flemming seconded the motion. The adjournment occurred at 10:07 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on April 19, 2023.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:

A handwritten signature in black ink, appearing to read "Scott Strait", written over a horizontal line.

SCOTT STRAIT
Secretary of the Board