

**MINUTES OF MARCH 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 March 15, 2023.

- 1. The meeting was called to order at 6:03 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	Absent
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
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
RaChele Hazel	RIT-HR
Jason Tharp	Battalion Chief of CRR/PIO

General Public

- 2. To receive public comment.**

No public comment was made.

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

Item Tabled.

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

Chief Sidwell reported the crews moved in on March 6, 2023. There are still some issues being troubleshoot with Station 4. The doors for the bay are still scheduled for April, and their control boxes have shipped. Pay Application #7 was presented for payment in the amount of \$258,585.41. A change order was presented for \$2,405.00 to stripe the parking lot. Commissioner Fleming made a motion to approve the presented change order. Commissioner Creel seconded the motion. Motion passed 3-0. Commissioner Creel made a motion to approve Pay Application #7 to Construction Masters in the amount of \$258,585.41. Commissioner Fleming seconded the motion. Motion passed 3-0.

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

Chief Sidwell reported that Rich Majeres could not send or report on the financial report due to an error with the statements upon Stellar Bank's merger. He will have the financial report ready in April. No action was taken.

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

Chief Sidwell reported that sales tax numbers were down for March. Discussion followed. It was explained that March is the lowest recovery month of sales tax every year and that we are still on track for the year. Chief Sidwell explained he had more information, but that would need to be discussed in closed session. Commissioner Fleming made a motion to accept this month's sales tax report. Commissioner Creel seconded the motion. Motion passed 3-0.

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

Robin Brian presented the District's invoices for \$185,362.17. 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 for \$185,362.17. Commissioner Creel seconded the motion, and the motion passed 3-0.

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

Chief Sidwell presented \$881,728.61 to fulfill the February and March payroll. Commissioner Fleming made a motion to pay \$881,728.61 to fulfill the district's payroll obligation. Commissioner Creel seconded the motion. Motion passed 3-0.

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

Item tabled.

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

Personnel

- Evaluating applicants for Admin. Asst. position.

Apparatus

- E-2 at shop for a/c and suspension work.
- All other heavy apparatus and Medic units in service and available.
- Buyer should be picking up the Rescue truck today.
- So far the estimates for a combination Rehab/Cascade unit are very high (\$825,000 - \$1.2 million). We'll get revised quote on Rehab-only truck.

Stations

- Will meet with Eikon Architects next week at conference in Waco to talk about conceptual design for the Station 6 property.

Strategic Plan

- Chief McAteer reported that he would like to talk to MSM Public Safety Consultants regarding development of a Strategic Plan for the District. Discussion followed, and it was decided to talk to them and report back to Commissioners.

Guidelines

- Sent out guidelines this week covering minimum staffing, take home vehicles, and purchase of retired helmets.

No action was taken.

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 EMS is still relatively busy and averaging thirty calls daily. They are about seven calls a day busier than last year. The FTO positions have been posted. He reported that the CQI position was next on the hiring list. Chief Bank will be going to Washington, D.C. at the end of the month to lobby for Blood Administration for EMS with other providers. No action was taken.

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

Chief Donovan reported that they were down thirteen runs from last year in February. There has been more activity on 99 than last year, and is keeping us busy. Rehab has been very busy, mostly with mutual aid. Chief Donovan reported that members are attending several classes, and training is ongoing. Chief Tharp spoke on CRR and that Camp Spark and Camp Blaze are planned and open. He has scheduled 4/18/23 for sizing for the participants so their gear will fit properly. Safe Sitter is going strong, and he is looking into adding a Grandparent sitter. Chief Tharp will be presenting to the Texas Fire Chief's Conference that is coming up in Colorado this year. No action was taken.

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

Chief Sidwell reported the Administrative Assistant job posting closed on Friday, March 10, 2023, and that the process to determine which candidates will be interviewed has started. He requested to add District phone and cable bills be added to the approved list of "utilities" to be paid when they arrive. The process to implement the 57b Deferred Compensation plan continues. Once the implementation team begins their work it will take around 90 days for full implementation. The outstanding employment taxes have been paid in full to the IRS. These funds were drafted by iSolved from the Payroll

Account. Payment was confirmed with the IRS Collection Agent. The iSolved Tax Specialist stated, "When COCID Sick codes are used in the system, they are programmed to follow the CARES Act specifications. These were built on a system-wide level to comply with the rules and regulations of the Act." It is not clear if this was explained at the time of implementation. Commissioner Fleming made a motion to include phone and cable bills into the utilities prepay. Commissioner Creel seconded the motion. Motion passed 3-0.

14. To receive an HR report from RIT Management.

RaChele Hazel gave the monthly HR report. She reported that the exit survey she supplied did not have a lot of data, as only five people participated. She stated she would try again in June for more responses. She asked how the Commissioners would like her to proceed with the survey for members that Commissioner Strait had requested. Chairman Henderson stated that it had not been voted on or cleared to go forward by the Commissioners and that they would speak amongst themselves on that matter. No action was taken.

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

Chief Donovan reported that hose testing had been conducted, one ladder was retired, and two hose sections needed to be replaced. At Porter, road dirt was taken and spread on various low spots from the construction that was taking place on the road. Also, washout was ordered and delivered to provide safer parking conditions for the apparatus. No action was taken.

16. 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.

Chief Sidwell reported that Station 3 and Morton complex are in queue for expansion joint repairs that are already in the budget. Just informational for Commissioners. No action was taken.

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

Item Tabled.

18. 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.

Chief Sidwell would like to auction off our old computers and Toughbooks through Renee Bates, a government auction house. Discussion followed, and Chief Sidwell assured the Commissioners that the hard drives would be wiped or removed.

Commissioner Fleming made a motion to authorize the disposal of the replaced computers and Toughbooks through auction. Commissioner Creel seconded the motion. Motion passed 3-0.

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

Discussion. No action was taken.

At 7:12 a five-minute break was called before closed session.

The Board went into Executive Session at 7:20 p.m. to discuss items 20 through 22.

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

The Board came out of executive session at 7:34 p.m.

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

No action taken.

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

No action taken.

- 25. Adjournment.**

Commissioner Fleming made a motion to adjourn. Commissioner Creel seconded the motion. There being no further business, the motion passed by a vote of 3 – 0, and the meeting adjourned at 7:35 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:



SCOTT STRAIT
Secretary of the Board