

MINUTES OF DECEMBER 21, 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 21, 2022**.

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	Present
Mike Fleming	Treasurer	Present
Scott Strait	Secretary	Present
Patti Creel	Assistant Secretary Treasurer	Present

Also present:

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 Human Resources
Rich Majeres	ABIP Accounting

2. To receive public comment.

No public comment.

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

Chief Richter presented a new change order for signatures and approval. Control boxes, doors and floors were added to the revised change order. Discussion followed. Commissioner Fleming made a motion to approve the new change order in the amount of \$142,075.94 and void the last change order that was approved December 7, 2022. Commissioner Solomon seconded the motion. Motion passed 5-0.

4. To review, discuss and take action related to the monthly sales tax report.

According to the report, "The only item of note this month was an audit deallocation for a Landscape Supply Company for the period January 2018 – January 2021 totaling \$29,720. The Comptroller does not disclose audit information to taxing jurisdictions. All audits are considered confidential between the Comptroller and the Taxpayer."

Commissioner Fleming made a motion to accept the tax report for this month. Commissioner Creel seconded the motion. Motion passed 5-0.

5. To receive the financial report for the District and take any action related thereto.

Rich Majeres gave the financial report that was sent out earlier in the week. Discussion followed. A balance sheet was sent out also per Commissioner Strait's request. Commissioner Fleming made a motion to accept the financial report for this month. Commissioner Solomon seconded the motion. Motion passed 5-0.

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

Robin Brian presented the District's invoices for \$494,862.95 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 \$494,862.95. Commissioner Creel seconded the motion, and the motion passed 5-0.

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

The amount of \$888,898.83 was presented to fulfill payroll obligations. Commissioner Fleming made a motion to approve the District's payroll obligations for November and December in the amount of \$888,898.83. Commissioner Creel seconded the motion, and the motion passed 5-0.

8. To review, discuss, and act on District deferred compensation benefits plan.

Albert Wostel and Timothy Carmean from Northwestern Mutual Wealth Management Company gave a presentation on a 457B plan for the district. Discussion followed. Commissioner Fleming requested that a presentation be made to the membership by Zoom. Chief Sidwell stated he would arrange the meetings. Commissioner Fleming made a motion to move forward with investigating the Northwestern Mutual 457B plan and have it presented to the membership. Commissioner Creel seconded the motion. Motion passed 5-0.

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

Chief Sidwell proposed a rollover line for the 2023 budget. This would include Purchase Orders that were made in 2022, but had not been fulfilled due to supply chain issues. This also would include the rollover uniform budget that had not been fulfilled due to the portal being down for the last part of 2022. The amount would be \$665,854.42. Discussion followed. Commissioner Creel made a motion to roll over \$666,000 from the 2022 budget to the 2023 budget. Commissioner Fleming seconded the motion. Motion passed 5-0.

10. To review and act on minutes of prior meetings.

David Manley presented the minutes for signatures. Commissioner Creel made a motion to approve the minutes. Commissioner Solomon seconded the motion. Motion passed 5-0.

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

Chief Donovan sent out Chief McAteer's report prior to the meeting as Chief McAteer was not present due to illness. The following summarizes the significant activities:

Personnel

- Hiring part time people for Suppression.
- Interviewing and hiring full time for EMS.
- Command staff visited with all stations and shifts to talk about new benefits, the District's expectations from personnel, and fielded questions. Overall they were very positive meetings.

Apparatus

- Annual aerial testing is complete.
- Tower 4 is back in service.
- Engine 1's crew is running in E-4. E-1 still waiting on insurance adjuster to go to the body shop.
- L-3, TWR-4, and E-5 in service in regular apparatus.

Stations

- Stations 1, 3, and 5 have new US Digital alerting systems installed and functional. Station 4's alerting system is being installed during the renovation. This project was one of our major priorities for 2022 and is on the verge of completion.
- He submitted proposed Administration building plaque for approval.

General

- Plans for freezing temperatures in the coming days are underway. Engine parked outside behind Station 1 has been drained, exposed faucets are protected, the landscaping company is draining the sprinkler systems and protecting the backflow preventer valves, and extra rolls of plastic are being distributed to the stations for burst pipe calls.

No action taken.

12. To receive an EMS division report from Assistant Chief Eric Bank and take any necessary action related to the report.

Chief Bank reported they were preparing for the cold weather, and they had four conditional offer letters out for EMS positions. No action taken.

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

Chief Donovan reported there was a higher number of responses in November in ESD 1 territory. He reported Rehab had been active and doing well. CRR was reported as being very busy and visible in November, and had been working hard with the toy drive this month. Discussion followed. "After the Fire" was brought up by Commissioner Creel and Chief Donovan stated he would follow up with Chief Tharp on progress. No action taken.

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

Chief Sidwell reported that NetSuite implementation is on track but there is still a significant amount of work to be completed and training. He reported that legal has not received any response for the owner of the adjacent property on Morton Road. Skyway Towers has received their permits to proceed with the Cell Tower at Porter Road. He reported that he will be meeting the construction manager with Americom on-site Wednesday, December 28, 2022, to discuss the project and access to the site. He notified the Board that \$855,000 had been drafted yesterday for the funding of TCDRS. No action was taken.

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

RaChele Hazel gave her report that at this time job postings for EMS are closed and Suppression is still open for part-time. She reported they were implementing the single application process on 1/6/23. Exit interviews are scheduled to start in January with two mobile options being considered. Discussion followed on recruiting and maybe "jazzing up" the website and CRR information. No action taken.

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

Chief Sidwell reported that the rescue truck was still listed for sale at \$249,000. Discussion followed. It was decided not to revisit lowering the price until after the first of the year. 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.**

Commissioner Strait wants a quote for how much it would cost to make the lights uniform on the front of the Administration building. Chief Sidwell and Chief Donovan stated this was in the works. No action taken.

- 18. 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 Donovan presented the FarrWest contract for the calibration and maintenance of the District's twenty-four units in the amount of \$8,327.96. Discussion followed. Commissioner Fleming made a motion to accept and sign the FarrWest contract for the calibration and maintenance of the District's twenty-four units in the amount of \$8,327.96. Commissioner Solomon seconded the motion. The motion passed 4-0. Commissioner Fleming had stepped from the room during the vote and returned after the vote.

- 19. To review, discuss and take action regarding VFIS Employee Assistant Program for 2023.**

Chief Sidwell presented VFIS Employee Assistance Program to replace the District's current vendor. They provide identical services for less cost. Discussion followed, and it was decided that the VFIS start date should overlap the existing ESI period to make sure anyone using it is covered. Commissioner Solomon made a motion to start VFIS with an overlap with ESI. Commissioner Fleming seconded the motion. Motion passed 5-0.

- 20. To review, discuss and take action on renewal of VFIS Accident and Sickness Policy for 2023.**

Chief Sidwell presented the VFIS Accident and Sickness policy for renewal in the amount of \$83,753.00. He stated there were no changes in coverage. Discussion followed. Commissioner Solomon made a motion to renew the VFIS Accident and Sickness policy for 2023 in the amount of \$83,753.00. Commissioner Creel seconded the motion. Motion passed 5-0.

- 21. To review, discuss and take action on renewal of AT&T contract.**

Chief Sidwell presented a bundle renewal contract with AT&T for approval. He informed the Board that he has been working with AT&T after Station 3 came up for renewal and that he had requested a renewal that bundles all of the District's current services into one agreement and expiration date. The proposed renewal will not include Western Centre since AT&T does not have fiber lines in that area. The proposed agreement is for 36-months and was reviewed by legal. The new agreement is estimated to save the District \$142,196.84 over the term of the agreement. Commissioner Solomon made a motion to renew with AT&T for the next three-year term. Commissioner Creel seconded the motion. Discussion followed. Motion passed 5-0.

- 22. To review, discuss and take action to approve 2023 Agreement with Total Lion Care for annual PPE cleaning and inspections.**

Chief Sidwell presented the twelve-month renewal for the cleaning and inspections of PPE cleaning and inspections from Total Lion Care for the price of \$5,902.66 a month. Commissioner Solomon made a motion to renew the agreement for 2023 in the amount of \$5,902.66 a month. Commissioner Creel seconded the motion. Motion passed 5-0.

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

Commissioner Strait stated he wanted a rewriting of the policy written for use of vehicles that do not respond to emergencies. He said he was made aware that the IRS could tax us for use of these vehicles. Discussion followed.

- 24. 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

- 25. To discuss any new items which need to be on the agenda for the subsequent District meetings and approve the proposed meeting dates for the bill pay meeting to be held on Wednesday, January 4, 2023 at 5:00 p.m., and the regular monthly meeting to be held on Wednesday, January 18, 2023 at 6:00 p.m.**

Following up on the member's reaction to the 457B plan was asked to be added to the January 18, 2023 agenda.

The Board next addressed Agenda items 26 through 28. Meeting Adjourned for a five-minute break at 8:52 p.m. to be followed by executive session. The Board went into executive session at 10:12 p.m. to discuss real estate matters. The Board came out of executive session at 10:12 p.m.

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

Commissioner Solomon made a motion, seconded by Commissioner Creel to correct the vacation accrual rates to align with current District policies. Discussion followed. Motion passed 5-0.

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

No action was taken.

31. Adjournment.

Commissioner Solomon made a motion to adjourn. Commissioner Fleming seconded the motion. The adjournment occurred at 10:13 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