

**MINUTES OF APRIL 19, 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 April 19, 2023.

1. Call meeting to order by Chairman Sam Henderson roll call taken at 6:07 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

Quorum established.

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
David Manley	Legal Counsel
Justin Pfitzner	Battalion Chief
Jason Tharp	Battalion Chief of CRR
Jay Barrera	Battalion Chief of EMS Training
Vince Moreno	Training Captain

General Public

2. To Receive Public Comments.

Officer Manager Jackie Harvey introduced our new Administrative Assistant Andi Guerra.

3. Employee Recognition.

Chief McAteer presented Mary Payne and Chief Machel Richter for Employee Recognition.

4. To review and act on Minutes of prior meetings.

Commissioner Creel made a motion to accept the February, March, and April 5th minutes. Commissioner Solomon seconded the motion. Motion passed 5 - 0.

5. To, review, discuss, and act related to the remodeling project at Station 4.

Chief Sidwell submitted Pay App# 8 for Construction Masters in the amount of \$61,453.79. Commissioner Fleming made a motion to pay Pay App# 8 for Construction Masters in the amount of \$61,453.79. Commissioner Creel seconded the motion. Motion Passed 5 - 0.

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

Chief Sidwell explained that our accountant Rich Majeres resigned this week. ABIP our accounting firm is reassigning us to another accountant. We are looking at other bookkeepers to see our options. No action taken.

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

Chief Sidwell presented the part of the report he had as some of it was still not available. He reported we are down 2.7% in sales tax this term. No reason is known why currently. He reported that you can see that all EDS's had a lower term. Commissioner Fleming made a motion to accept the sales tax report. Commissioner Solomon 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 \$351,498.80. for approval by the board. A question about the Blue Cross Blue Shield of Texas Refund checks and why they were being refunded was raised. Chief Bank had approved them for processing, but upon gathering more information he feels we should hold these until we are clear on why they are requesting refunds. Discussion followed and Chief Bank is going to find out why we are receiving these requests. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the District since the previous meeting for \$348,571.51. Commissioner Creel seconded the motion. Motion passed 4 - 1. Commissioner Strait voted no.

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

Chief Sidwell presented \$828,658.17 to fulfill the March and April payroll. Commissioner Fleming made a motion to pay \$828,658.17 to fulfill the district's payroll obligation. Commissioner Creel seconded the motion. Motion passed 5 - 0.

10. To review, discuss and act on revisions to the District Budget.

Item Tabled.

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

Personnel

- Hired Andy Guerra for Admin. Asst. position.
- Hired 2 full-time firefighters to fill vacancies – Alyssa Perez and Jose Gonzalez.
- Plan to have a promotional process to fill the Lieutenant vacancy.

Apparatus

- M-9 at Ford dealer for transmission work.
- L-3 at Siddons for warranty work.
- E-1 at Siddons for engine codes and possible wiring harness work.
- All other heavy apparatus and Medic units in service and available.

Stations

- Looking for a vendor to fabricate a stainless steel counter and sink for Station 3.

Strategic Plan

The contract with MSM is signed, and we're establishing a kickoff meeting and next steps going forward.

Guidelines

Sent out Bulletin this week covering the rollout of the Deferred Comp (457-B) plan.

Proposed vacation policy

Personnel on a 24-hour shift schedule

Years of Service Completed	Hours Accrued/Pay Period	Hours Accrued/Year	Max. Hours Allowed to Carry Over	Max. Hours Allowed to Accumulate	Max. Hours Allowed to Use/Year
0 to 5 years	5.54	144 (6 shifts)	144	288	288
6 to 10 years	8.31	216 (9 shifts)	216	432	432
11 to 15 years	11.08	288 (12 shifts)	288	576	576
16+ years	13.85	360 (15 shifts)	360	720	720

Admin. Personnel on a 40 hour/week schedule

Years of Service Completed	Hours Accrued/Pay Period	Hours Accrued/Year	Max. Hours Allowed to Carry Over	Max. Hours Allowed to Accumulate	Max. Hours Allowed to Use/Year
0 to 5 years	3.69	96 (12 days)	96	192	192
6 to 10 years	5.23	136 (17 days)	136	272	272

11 to 15 years	6.77	176 (22 days)	176	352	352
16+ years	8.31	216 (27 days)	216	432	432

- Accruals are from our current employee handbook. There is no increase at this time in vacation time accrued.
- Intent is that employees may accumulate up to 2 years of vacation time.
- Unused vacation time will be paid out at straight time upon separation.
- Employees cannot use more vacation time than they have accumulated.
- Employees will continue to be able to sell back up to 72 hours of unused vacation time per year in December.
- 2023 will be a transition year, meaning that the vacation is currently front-loaded. Starting in 2024, vacation time will be accrued per pay period according to the table.
- As an employee completes a benchmark year, their accrual will change on the next pay period.
 - Example – 24-hour shift employee completes 5 years of service on 6/1/24. On the next pay period, he/she will be in the 6th year and start accruing 8.31 hours of vacation per paycheck.
- To see potential impact...
 - EMS BC on shift, maximum payout – $720 * 42.74 = \$30,772$
 - Fire BC on shift, maximum payout – $720 * 45.78 = \$32,962$
 - Admin BC on days, maximum payout – $432 * 48.08 = \$20,771$

Discussion followed Chief McAteer’s report on the vacation change. 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 that we are giving more mutual aid than we are receiving. Memorial Hermann Katy will be starting the renovation of the ER next week. 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 call volume was up from last year at this time of year. He reported that The Katy Chamber of Commerce will be sending the check from the Top Golf fund raiser after the event is processed. Chief Tharp reported that he was looking into summer interns for videography through Miller Career Center. Discussion followed. No action taken.

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

The new Administrative Assistant Andi Guerra was hired and started April 10, 2023.

Counterfeit IT Equipment – Prime notified us regarding four (4) potentially counterfeit Cisco Switches that were purchased between 2015 and 2020. We have been impacted by this and the situation is being investigated further. Discussion followed. Two switches

have been replaced and two are being investigated. Prime has assured us that the replacement will be at no cost to us. Commissioner Strait wants a demand letter sent to the Vendor who sold us the switches.

457(b) Project – Enrolled is projected to start in May 2023 as the project is progressing with OneAmerica.

15. To receive an HR report from RIT Management.

Rachele Hazel gave the HR report. Discussion followed. Commissioner Strait wants an employee survey done. Discussion followed. It was decided the questions still needed work and they would move forward after the questions were decided upon.

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

Chief Donovan reported that Metro Fire is reporting a delay in the steering box for the new Booster. Hopefully, it will be here in May. Triad boats should be delivered in May. Station 3 countertops are finished and look good. The new recliners are delivered and the lockers at Station 3 have been secured. He has spoken with Siddons Martin about a new tower, and they are reporting a 36-month delivery timetable. Chief Donovan would like to form a committee about the new Tower acquisition. Commissioner Fleming made a motion to approve the forming of a new Apparatus Committee. Commissioner Solomon seconded the motion. Motion passed 5 - 0.

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 775.251.

Chief Sidwell reported that the 2012 ambulance had sold for \$11,700.00. Funds are wired and expected Friday pickup. Chief Sidwell is placing computers up for auction. The recommendation is for the computer's hard drives to be destroyed by STS Recycling Services. Discussion Followed. Commissioner Solomon made a motion to engage STS Recycling Services to dispose of the hard drives. Commissioner Fleming seconded the motion. Motion passed 5 - 0.

20. To review and take action on granting exemptions for 2023.

Commissioner Creel made a motion to leave the granting exemption at the current rates for 2023. Commissioner Solomon seconded the motion. Motion passed 5-0.

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

The meetings were confirmed for May 3 and May 17.

22. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

No action taken.

23. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

No action taken.

24. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

No action taken.

25. To review, discuss and take action regarding any District personnel matters.

No action taken.

26. To review, discuss and take action regarding District real estate matters.

No action taken.

27. Adjournment.

Commissioner Solomon made a motion for adjournment at 8:58 PM. Commissioner Fleming seconded the motion. Motion passed 5 - 0.

The foregoing minutes were passed and approved by the District Board of Commissioners on September 20, 2023.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:



SCOTT STRAIT

Secretary of the Board