

**MINUTES OF MAY 17, 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 May 17, 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	Present
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
Machelle Richter	Chief of Logistics
Jackie Harvey	Office Manager
RaChele Hazel	RIT-HR
David Manley	Legal Counsel

General Public

- 2. To receive public comment.**

No public comment was made.

- 3. Employee Recognition**

Garrett Baker was recognized as the employee of the month.

- 4. To receive a presentation from Touchstone District Services and take any necessary related action.**

Simon VanDyke with Touchstone District Services presented to the board and provided information regarding his company's election services. Commissioner Solomon made a motion, seconded by Commissioner Fleming to retain Touchstone to assist with a potential election in November 2023. Motion passed 4 to 0. Commissioner Solomon made a motion, seconded by Commissioner Fleming, to appoint Commissioner Creel and Commissioner Solomon to a committee to explore potential property tax increase. Motion passed 4 to 0.

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

Commissioner Fleming made a motion, seconded by Commissioner Solomon to approve final pay application in the amount of \$54,377.54. The Motion passed 4 to 0.

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

Commissioner Fleming made a motion, seconded by Commissioner Creel to accept the financial reports as presented. For more information, please see reports on file with the District. Motion passed 4 – 0.

7. To review, discuss and act on the proposal for accounting and bookkeeper services.

Commissioner Fleming made a motion, seconded by Commissioner Solomon, to approve the agreements with ABIP and McLennan & Associates, to provide the District bookkeeping services. Motion passed 4 to 0.

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

Robin from HdL reported that sales tax numbers were down and that they are looking into the reasons. Discussion followed. Commissioner Fleming made a motion to accept this month's sales tax report. Commissioner Solomon seconded the motion. Motion passed 4 to 0.

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

District invoices in the amount of \$163,364.27 were presented for approval. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the District since the previous meeting for \$163,364.27. Commissioner Russell seconded the motion, and the motion passed 4 to 0.

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

Chief Sidwell presented \$854,119.80 to fulfill the payroll obligations. Commissioner Creel made a motion to pay \$854,119.80 to fulfill the district's payroll obligation. Commissioner Fleming seconded the motion. Motion passed 4 to 0.

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

No Action.

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

Chief McAteer presented the following overview of department activities.

Personnel

- Plan to have a promotional process to fill Lieutenant and Engineer/Operator vacancy late May and early June.
- Informational meetings held for all employees about the 457(b) plan and instructions were sent out how to sign up.

Apparatus

- E-1 at Siddons for engine codes and possible wiring harness work.
- TWR-4 at Freightliner for water pump leak.
- Sup-3 vehicle out for engine codes.
- M-4 out for a/c work, M-5 has the same problem but remains in service.
- M-6 has an oil leak that will have to go to Ford for repair.
- Will continue to look for acceptable replacement for Rehab 3, which is at the body shop for repairs.
- Ordered 4 ambulance chassis in 10/22, dealer cannot provide estimate of when or if the order will be filled.
- Siddons may have one standard ambulance chassis available. Will get it if available.

Stations

- Stainless steel counter and sink for Station 3 in progress.
- Diesel tank (former unleaded tank at Sta 3) now in service at Station 1. All stations have diesel, Station 5 has unleaded also.

Strategic Plan

- Had kick off meeting, now we're completing requested informational forms via Dropbox.

No action was taken.

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

Chief Bank provided a summary of EMS activities. No action was taken.

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

Chief Donovan provided a summary of activities regarding suppression and training. No action was taken.

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

Chief Sidwell reported the 457(b) Deferred Compensation Plan implementation meetings concluded last week. Currently waiting on iSolved to complete the 360-degree communication feed so iSolved and OneAmerica can communicate plan data back and forth. iSolved estimates the build time is approximately 6-8 weeks.

Chief Sidwell reported that the District's high information technology services agreement contract will expire on 07/01/2023. RFQ's have been prepared and posted in the Houston Chronicle and Katy Times. All proposals are due Tuesday, June 13, 2023, at 3 pm. Interviews will be conducted on Thursday, June 15, 2023, and Friday, June 16, 2023. A recommendation will be presented to the Board for approval on Wednesday, June 21, 2023. Prime has completed the Microsoft 365 migration with all users. No Action taken.

16. To receive an HR report from RIT Management.

RaChele Hazel gave the monthly HR report. No action was taken.

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

No action was taken.

18. To review, discuss and act to approve the Aladtec Scheduling License Agreement.

Commissioner Solomon made a motion, seconded by Commissioner Creel, to approve the agreement with Aladtec. Motion passed 4 to 0.

19. 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 was taken.

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

Commissioner Fleming made a motion, seconded by Commissioner Solomon, to approve the vacation policy as presented, with option 3 for implementation. Motion passed 4 to 0.

21. 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.

- 22. 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 8:30 a five-minute break was called before closed session.

The Board went into Executive Session at 8:35 p.m. to discuss items 23 through 25.

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

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

- 25. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

The Board came out of executive session at 8:56 p.m.

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

Commissioner Solomon made a motion, seconded by Commissioner Creel, to revise the current take home vehicle policy and extend the boundary to sixty (60) miles. Motion passed 4 to 0.

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

No action taken.

- 28. Adjournment.**

Commissioner Solomon made a motion to adjourn. Commissioner Fleming seconded the motion. There being no further business, the motion passed by a vote of 4 – 0, and the meeting adjourned at 8:58 p.m.

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