

**MINUTES OF JUNE 21, 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 June 21, 2023, 2023.

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

<b>Sam Henderson</b>	President	Present
<b>Russell Solomon</b>	Vice President	Absent
<b>Mike Fleming</b>	Treasurer	Present
<b>Scott Strait</b>	Secretary	Present
<b>Patti Creel</b>	Assistant Secretary-Treasurer	Present

**Quorum established.**

**Also present:**

George McAteer	Fire Chief
Mark Donovan	Assistant Chief of Operations
Ray Sidwell	Assistant Chief of Administration
Robin Brian	Assistant Office Manager
RaChele Hazel	RIT
Machelle Richter	Battalion Chief of Logistics

General Public

**2. To receive public comment.**

No public comment.

**3. Employee Recognition.**

Henry Taylor was recognized by the District and received his certificate from Chief McAteer.

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

Commissioner Creel reported that the meeting was positive. Discussion followed. No action taken.

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

George from ABIP CPA, gave the financial report. Revenue was reported as up from last year. Discussion followed. Commissioner Fleming made a motion to approve the financial report as given. Commissioner Creel seconded the motion. Motion passed 4-0.

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

Chief Sidwell gave the sales tax report. There is a 6.4% decline in sales tax due to business closures. Discussion followed on adjusting expectations for the rest of this year, and next year's budget. Commissioner Fleming made a motion to accept the sales tax report. Commissioner Creel seconded the motion. Motion passed 4 - 0.

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

Robin Brian presented the District's invoices for \$185,173.26. 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 \$185,173.26. Commissioner Creel seconded the motion, and the motion passed 4-0.

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

Chief Sidwell presented the amount of \$846,859.53 to fund the District's payroll obligation for May and June. Commissioner Creel made a motion to fund the \$846,859.53 to meet the District's payroll obligations. Commissioner Fleming seconded the motion. Motion passed 4 - 0.

**9. To review, discuss and act upon the agreement with iSolved for Payroll Services for the District.**

It was discovered that the District has never had an agreement with our payroll vendor, iSolved for payroll services. Commissioner Strait would like some other payroll company quotes. No action taken.

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

No action taken.

**11. To designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2023.**

Commissioner Creel made a motion to designate Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax calculations. Commissioner Strait seconded the motion. Motion passed 4 - 0.

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

Chief McAteer provided summary of department activities. 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 McAteer presented Chief Bank's report as he is in Norway at a Blood Conference. He reported that calls were up and wait times were still high at the hospital. 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 reported calls were down a little from last year. He reported that Rehab and CRR were busy and that Camp Spark was a success. 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 presented his report as follows:

457(b) Deferred Compensation Plan – working with iSolved on the 360-implementation project for this plan.

2022 Financial Audit – Breedlove has contacted us and requested documentation for 2022. They have not started the audit as of today, but it is forthcoming.

Chief Richter continues to deal with internet issues at both Station No. 3 and Station No. 4. Permanent solution that may require an SLA for dedicated fiber services to these two facilities.

Facilities Maintenance and Logistics Support Specialist – the position was posted on May 31, 2023, and will close on June 22, 2023.

**16. To review, discuss and act on engaging outside firm for IT support.**

Chief Sidwell presented two companies that bid for the upcoming IT support contract. Commissioner Creel made a motion to move forward with Prime with a 30-day out clause. Commissioner Fleming seconded the motion. Motion passed 4 - 0.

**17. To receive an HR report from RIT Management.**

RaChele Hazel presented the HR report. Survey questions have been sent out and are awaiting approval. Discussion followed. Chairman Henderson said to send them to Chief McAteer for final approval and he will decide when they will go out. No action was taken.

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

Chief Donovan reported that TIFMAS is issuing a new list of required equipment on every deployed truck. When it comes available, he will order the supplies needed. No action taken.

**19. To review, discuss and act on any needed maintenance, replacements and improvements related to the operation of the District's fire stations, apparatus or equipment.**

**Fire Station 3** – Ninyo & Moore report noted the following. i. **Conclusions** – “Based on our observations and laboratory testing, the subgrade soils below the pavement were not chemically treated. The water content of the subgrade soils beneath the pavement was relatively high when compared to underlying native soils, suggesting surface water infiltration through joints has weakened the soil.” **Recommendations** – “Following removal of the pavement, you will need to over-excavate appropriately 24 inches of the soft and wet subgrade but may vary across the area. The exposed subgrade should then be evaluated by proof rolling. Proof rolling should be accomplished using a pneumatic-tired roller, dump truck, or similar weighing approximately 20 tons.” The Ninyo & Moore report has been sent to Martinez Architects to have their engineer review and make recommendations on the repairs to the District.

**Fire Station No. 1 Modular Trailers** – there was a roof leak reported. Chief Richter was able to get a roofing contractor that works with Boxx Modular to come inspect it and provide an estimate for those repairs. However, he advised we needed to find someone else to do the job because he did not have time to do the work. With the assistance of Construction Masters she located another roofing vendor who advised her that the entire roof needed to be replaced for \$20,000.00. We have had another contractor with Boxx Modular come out and inspect the roof. We are waiting for their report and estimate. Chief Sidwell gave a report on the slab at Station 3. The slab is floating, and repairs are being scheduled. Crews have been told to keep off certain parts of the slab till it is repaired. No action taken.

**20. To review, discuss and act on a proposal for annual lawn services and maintenance for the District's properties.**

Chief Sidwell presented the proposal with Custom Scapes, which we have been using for several years. Commissioner Strait made a motion to accept the CustomScapes contract for the coming year. Commissioner Fleming seconded the motion. Motion passed 4 - 0.

21. **To review, discuss and act on the renewal of the Planned Service Agreement with Johnson Controls Fire Protection LP to expire June 30, 2023.**

Commissioner Creel made a motion to accept the renewal contract with Johnson Controls Fire Protection LP. Commissioner Fleming seconded the motion. Motion passed 4 - 0.

22. **To review, discuss and act regarding the adoption and amendment of District policies or job descriptions.**

No action taken.

23. **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. a. I have no items for this agenda.**

No action taken.

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

It was decided to continue with the scheduled meetings on July 5, 2023 and July 19, 2023.

**Chairman Henderson called a five-minute break before closed sessions at 8:38 p.m.**

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

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

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

**The Board came out of Closed Session at 9:06 PM**

28. **To review, discuss and act regarding any District personnel matters.**

No action.

29. **To review, discuss and act regarding District real estate matters.**

No action.

**30. Adjournment.**

Commissioner Fleming made a motion for adjournment at 9:08 PM. Commissioner Creel seconded the motion. Motion passed 4 - 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