

**MINUTES OF AUGUST 16, 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 August 16, 2023.

**1. Call meeting to order by Chairman Sam Henderson roll call taken at 5:02 p.m.**

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

**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	Asst. Office Manager
David Manley	Coveler and Peeler
Rachele Hazel	RIT
George Diaz	ABIP Accounting

General Public

**2. To receive public comment.**

A member of the public told a positive experience he had when bringing his children to the station for a tour.

**3. Employee Recognition.**

Jackie Harvey presented the Employee Recognition Award for the month of July. Brandon Austin was named as one who goes above and beyond. His certificate was signed and will be given to Brandon as he was unable to attend the meeting.

**4. To review and act on the minutes of prior meetings.**

No action taken.

**5. To review, discuss, and act on matters related to potential property tax election.**

No action was taken.

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

George Diaz went over the financial report and stated the District is on a good track for the rest of the year. Discussion followed. Commissioner Fleming made a motion to accept the financial report. Commissioner Solomon seconded the motion. The motion was passed 4 - 0.

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

Commissioner Fleming made a motion to accept the sales tax report. Commissioner Solomon seconded the motion. The motion was passed 4 - 0.

**8. To pay the District's invoices and expenses, including the approval of any ACH payments.**

Robin Brian presented the District's invoices for \$298,908.01. 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 \$298,908.01. Commissioner Solomon seconded the motion, and the motion passed 4 - 0.

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

Chief Sidwell presented the amount of \$866,439.49 to fund the District's payroll obligation for July and August. Commissioner Solomon made a motion to fund the \$866,439.49 to meet the District's payroll obligations. Commissioner Fleming seconded the motion. Motion passed 4 - 0.

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

Chief Sidwell informed the board there was a change to GL 611720 – New Booster Truck. The line was originally entered as \$181,242.00 which was incorrect. After a review of the September 21, 2022, Minutes, the total amount approved for this line was \$198,242.00. This has been updated in the Budget vs. Actual. No action was taken.

**11. To receive a status report on the training/District Fire Station No.6 project and take any necessary action regarding the report.**

Chief McAteer reported he was still waiting for the architect to present his findings. No action taken.

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

**Personnel**

- Matt Weber will be retiring Friday, 8/18/23.

- Adam Sturdevant will be promoted to fill the vacancy after Matt's retirement.
- Jayson Gates started as our Facilities Maintenance and Logistics Specialist.
- Mark Granillo started as our new Fleet Technician II.

### Apparatus

- E-1 is back at Siddons-Martin for wiring diagnosis and repair. If it fails again, Siddons will have it sent back to the factory.
- TWR-4 in the shop for several scheduled maintenance items.
- New Sup-3 vehicle is almost complete. Just needs the plastic shelving in the back for supplies.
- M-1 at Ford for fuel pump. A/C compressor already replaced.
- M-5 out for air conditioner.
- 2 Zodiac boats at the dealership, having motors modified.
- New B-5 still in production, hope to have it by end of August or early September.
- All other units in service and available.

### Misc

- Had 2 TIFMAS deployments in July
  - Sent Chief Buxton as an engine boss with another department's crew and apparatus. Extended, still deployed.
  - Wildland booster to Fort Stockton. Extended, still deployed.
- Some current budget savings have been identified and would like to use to add Plymovent exhaust removal systems to Stations 3 and 5 in the current budget year instead of 2024.

Commissioner Strait made a motion to approve \$195,000 for Plymavent at Stations 3 & 5 in this year's budget. Commissioner Solomon seconded the motion. Motion passed 4 - 0.

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

Chief Bank reported calls were slightly down from last year. There are seven new hires starting Monday. Five EMT-B and two Paramedics. The state license we have with the state has been renewed. 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 that call volume was almost the same as last year. The concentration of calls has changed over the last year and he is looking into those trends. Rehab is responding to more out-of-district calls. CRR is doing well and is busy. RTIC donated two coolers to our organization. No action taken.

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

Chief Sidwell reported that the audit has started with Breedlove. No action was taken.

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

RaChele Hazel provided HR report. No action taken.

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

Chief Sidwell presented that Fleet was able to source a gently used generator that was identical to what could not be repaired on the RH3. Once the aerial apparatus has completed its maintenance, they will start to work on getting the replacement generator installed. No action taken.

**18. 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.**

Chief Sidwell presented that the Architect and Engineer had done additional inspections on the slab at Station 3 and they were waiting for their recommendations and findings. No action taken.

**19. To review, discuss, and act to approve the septic system service renewal agreement between TER Septic, Site and Utilities LLC and the District.**

Chief Sidwell presented the contract for a two-year renewal. Commissioner Strait made a motion to approve the contract for septic system service with TER Septic, Site, and Utilities LLC per legal approval. Commissioner Solomon seconded the motion. The motion passed 4 - 0.

**20. To review, discuss, and act to approve the solid waste service agreement between GFL Waste Corporation of Texas, L.P., and the District.**

Chief Sidwell presented a one-year renewal agreement with GFL Waste Corporation. Commissioner Fleming made a motion to approve the one-year renewal agreement with GFL Waste Corporation. Commissioner Solomon seconded the motion. The motion was passed 4 - 0.

**21. To review, discuss, and act to approve the Planned Maintenance and Annual Service Agreement between Loftin Equipment Company and the District in relation to the backup generators.**

Chief Sidwell presented the three-year contract for approval with a 30-day opt-out clause. Commissioner Solomon made a motion to accept the service agreement with Loftin

Equipment Company. Commissioner Fleming seconded the motion. The motion passed 4 - 0.

**22. To review, discuss, and act to approve the Managed Print Services agreements for the District.**

Chief Sidwell presented that we had obtained quotes from Staples and Stargel. His recommendation is to stay with Stargel. The agreement is for 48 months. Commissioner Fleming made a motion to approve the Manage Print Services with Stargel. Commissioner Solomon seconded the motion. The motion passed 4 - 0.

**23. To review, discuss, and act to approve a Payroll Services provider for the District.**

Chief Sidwell presented that we had obtained three bids and his recommendation is to stay with iSolved Payroll Services. Discussion followed. Commissioner Solomon made a motion to accept the payroll service contract with iSolved pending legal approval. Commissioner Fleming seconded the motion. The motion passed 4-0.

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

No action.

**25. 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.

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

Discussion and it was decided to continue with the scheduled meetings on September 6, 2023, and September 20, 2023. Commissioner Strait would like an update from Touchstone District Services next meeting.

**Chairman Henderson called a five-minute break before closed sessions at 8:15 p.m.**

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

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

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

Board came out of Closed Session at 8:40

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

No action.

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

No action.

**32. Adjournment.**

Commissioner Fleming made a motion to adjourn. Commissioner Solomon seconded the motion. Motion passed 4-0.

**Meeting adjourned at 8:40 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:   
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**SCOTT STRAIT**  
Secretary of the Board