

**MINUTES OF SEPTEMBER 20, 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 September 20, 2023.

**1. Call meeting to order and a quorum established at 6:04 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 Arrived at 7:08 p.m. |

**Also present:**

|                |                                   |
|----------------|-----------------------------------|
| George McAteer | Fire Chief                        |
| Mark Donovan   | Assistant Chief of Operations     |
| Ray Sidwell    | Assistant Chief of Administration |
| Jackie Harvey  | Office Manager                    |
| Robin Brian    | Asst. Office Manager              |
| David Manley   | Coveler & Peeler                  |
| Jill Heinze    | Breedlove & CO., P.C.             |
| George Diaz    | ABIP Accounting                   |

**2. To receive public comment.**

No public comment was made.

**3. Employee Recognition.**

Marina Rolon was presented with this month's Employee Recognition by Chief McAteer.

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

Commissioner Strait made a motion to accept the minutes from April 28, 2023 through August 24, 2023. Commissioner Fleming seconded the motion. Motion passed 3-0.

**5. To receive a presentation from Breedlove & Co., P.C. regarding the District's 2022 Financial Audit and take any necessary action.**

Jill Heinze from Breedlove & Co. gave the report of the 2022 yearly audit. She reported there was nothing outstanding and things looked good. Commissioner Fleming made a motion to accept the 2022 audit from Breedlove Co. Commissioner Strait seconded the motion. Motion passed 3-0.

6. **To review and take action on matters relating to an election to be held on November 7, 2023:**

Item six was held until Commissioner Creel arrived. David Manley presented the contract with Harris County for the election in November for signature. Commissioner Creel made a motion to accept the contract with the Harris County Clerk and pay the deposit in the amount of \$97,168.89. Commissioner Fleming seconded the motion. The motion was passed 4 - 0. Commissioner Fleming made a motion to cancel the contract with Touchstone District Services, seconded by Commissioner Creel. Approved 4 – 0.

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

George Diaz from ABIP Accounting gave the financial report for August. He reported the District is on track for the end of the year and doing well. Discussion followed. Commissioner Fleming made a motion to accept the financial report. Commissioner Strait seconded the motion. Motion passed 3-0.

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

Chief Sidwell presented the tax report from HdL Companies. A new allocation has been found and they are continuing an audit into the recovery. The report will be forthcoming. Commissioner Fleming made a motion to accept the sales tax report. Commissioner Strait seconded the motion. The motion was passed 3-0.

**Commissioner Creel arrived at 7:08 p.m. and the Board went back to item 6 for review.**

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

Robin Brian presented the District's invoices for \$589,580.89. 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 \$589,580.89. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Chief Sidwell presented the amount of \$1,043,818.09 to fund the District's payroll obligation for August and September. Chief Sidwell explained it was higher due to multiple TIFMAS deployments. Commissioner Fleming made a motion to fund the \$1,043,818.09 to meet the District's payroll obligations. Commissioner Creel seconded the motion. Motion passed 4-0.

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

No action.

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

Chief Sidwell reported that Martinez Architects will attend the October 4, 2023 meeting to present. He will provide a rough layout of the property and how many taps will be needed. Commissioner Strait requested to see the cell antenna contract that is on the property. No action was taken.

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

**Personnel**

- 7 new EMS employees still going through credentialing and new employee training.
- New cadet class will start next month with about 15 attendees.

**Apparatus**

- E-1 is in service and has not thrown any codes yet.
- E-2 at Siddons for semi-annual maintenance.
- TWR-4 at Fleet for scheduled repairs.
- M-6 at Ford for warranty oil leak repair.
- 2 Zodiac boats at Fleet to finish upfitting.
- B-1 in service.
- New Sup-3 unit in service, will follow up with shelving in the back.
- All other units in service and available.
- 9/10 – While responding, the rear end of L-4 involved in an accident. No damage to the ladder truck. VFIS will cover the damage to the car.
- 9/15 – While responding, an apartment gate closed on L-3 causing damage to the truck, but not the gate. L-3 remains in service. When TWR-4 is back in service, L-3 will go to S&T to repair the damage.

**Stations**

- Other than concrete behind Sta 3, no major issues.

**Strategic Plan**

- Had Strategic Plan workshop. The progress report is attached.

**Topics**

- TIFMAS units were demobilized this weekend and back home.
- The 2 new ambulances we plan to purchase are gasoline engines. We'll need to add a gasoline tank and pump back to Station 3.

No action was taken.

14. **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. He reported calls were up from last year. Two new Ambulances have become available. Discussion followed. Commissioner Fleming made a motion for the purchase of two new ambulances in the amount of \$566,190.00. This amount will increase the budget line for new ambulances by \$168,052.03. Commissioner Creel seconded the motion. The motion was passed 4 - 0.

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

Chief Donovan gave his report that Rehab is continuing to be called out for Mutual Aid. CRR is busy with Safety Fest and preparing for Open House. No action was taken.

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

Chief Sidwell informed the Board that there are a total of nine (9) TIFMAS deployments pending. Four (4) have been submitted to TDEM totaling \$200,377.11. No action was taken.

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

No action.

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

Chief Donovan reported that he had found a boat trailer for the Triad boats for \$3,425.00. He would like to use the budget overage that was not used from the purchase of the Booster. Commissioner Fleming made a motion to move the contingency amount of \$3,425.00 from the Booster purchase contingency to purchase a new boat trailer. Commissioner Fleming seconded the motion. The motion was passed 4 - 0.

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

Chief Sidwell reported that per Ricardo is waiting on permits to start the slabs at Station 3, and a date has been requested for after Open House. No action was taken.

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

No action.

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.

Commissioner Fleming made a motion to sell the old boat trailer. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Ricardo Martinez will be added to the October 4, 2023. An item to discuss the new Commissioner meeting stipend will be added.

A five-minute break was called by Chairman Henderson before Closed Session at 8:08 p.m.

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 closed session at 9:12 PM. No action taken.

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

No action taken.

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

No action taken.

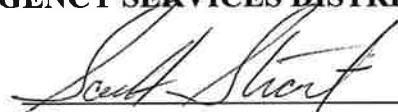
28. Adjournment.

Commissioner Fleming made a motion to adjourn the meeting, seconded by Commissioner Creel. The motion was passed. 4 to 0. The meeting was adjourned at 9:17 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on October 18, 2023.

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48**

By:



**SCOTT STRAIT**

Secretary of the Board