

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 October 18, 2023.

1. Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:13 p.m.

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
Jackie Harvey	Office Manager
Robin Brian	Asst. Office Manager
David Manley	Coveler & Peeler
Jason Tharp	Battalion Chief of CRR/PIO
George Diaz	ABIP Accounting

2. To receive public comment.

Public comments were made by employees regarding pay scales.

3. Employee Recognition

Chief McAteer presented Alyssa Perez with the Employee Recognition of the Month.

At 6:18 the meeting was moved to the EOC. The meeting resumed at 6:20 p.m.

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

The corrected September minutes were presented by David Manley for approval. Commissioner Solomon made a motion to accept the minutes for September. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Chief Tharp presented flyers and posters for Open House for review. It was reported mailers went out today. Discussion followed. 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 presented the financial report for September and reported we are on track for the end of the year. Commissioner Fleming made a motion to accept the financial report for September. Commissioner Solomon seconded the motion. The motion was passed 4-0.

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

Chief Sidwell reported that there were no significant findings for the audit of October. Discussion followed. Commissioner Fleming made a motion to accept the sales tax report. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Robin Brian presented the District's invoices for \$232,050.62. 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 \$232,050.62. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Chief Sidwell presented the amount of \$884,106.09 to fund the District's payroll obligation for September and October. Commissioner Fleming made a motion to fund the \$884,106.09 to meet the District's payroll obligations. Commissioner Solomon seconded the motion. The motion passed 4-0.

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

Chief Sidwell would like to add a line GL 612700 to the budget for the Zodiac boats. The funds will come from the Donation account for their purchase. Commissioner Fleming made a motion to add GL 612700 to the budget for the purchase of the Zodiac Boats with funds from the Donation account. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

This item was tabled. This item will be removed from the agenda until further notice.

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

Personnel

- 5 of 7 newer EMS employees have completed initial training and filling riding positions. The other 2 finishing up on training.
- Interviewing for new paramedics.

Apparatus

- L-3 will go to body shop soon for minor body damage.
- M-5 at FMD for suspension parts. M-10 running as M-5.
- B-5 in our shop waiting on parts.
- All other units in service and available.

Stations

- Other than concrete behind Station 3, no major issues.
- Plymovent systems will be installed at Stations 3 and 5. Work will start in about 3 weeks.

Strategic Plan

- Had Strategic Plan workshop.

Misc Topics

Chief reported that:

- We have received 1 new F-450 chassis. We have received notification that 3 more F-450s will be delivered this week. These are the three additional we ordered recently and expected in January 2024. We are evaluating Frazier vs Siddons and Wheeled Coach on production.
- 1 of the 2 new ambulances from Siddons is in Brookshire. The other will be delivered soon. We'll get these units sent out for upfitting.
- We will be changing uniform suppliers to Gotcha Covered. 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 reported call volume is up from last year. Dr. Gill will be moving to Fort Bend County and Dr. Gardner will be stepping into his place. 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 call volume is averaging the same as last year. CRR has been busy and is preparing for the Open House this weekend. 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 that we are currently working on Medical/Dental/Vision insurance renewal and VFIS insurance renewals. The iSolved Agreement's has been reviewed and approved by legal. DocuSign agreement was sent to Commissioner Henderson for signatures. This was already approved by the Board pending legal approval. TIFMAS Reimbursement Update – I have submitted a total of five (5) deployments for reimbursement and have four (4) pending submission. Of the five submitted they are each in various stages of audit. The current requested reimbursement for 2023 is \$296,975.37. No action was taken.

16. To receive an HR report from RIT Management.

No action.

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

Chief Donovan passed out the specs for the mid-mount tower they have been planning with Siddons Martin. No action was taken.

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

No action.

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

No action.

20. 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.

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

Meetings for November will be on the first and fifteenth.

At 7:41 p.m. a five-minute break was called by Chairman Henderson before the closed session.

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

The Board met with legal counsel to discuss legal matters.

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

No action

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

The Board met to discuss a personnel issue.

The Board came out of closed session at 9:17 pm. No action taken.

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

No action.

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

No action.

27. Adjournment.

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

The meeting was adjourned at 9:17 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on November 1, 2023.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 

SCOTT STRAIT
Secretary of the Board