

## 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 February 21, 2024.

- 1. Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:01 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
Ray Sidwell	Assistant Chief of Administration
Eric Bank	Assistant Chief of EMS
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
Jorge Diaz	ABIP Accounting
Bianca Espinoza	RIT

General Public is in attendance.

- 2. To receive public comment.**

Public comments were made.

- 3. Review and take action on matters relating to calling an election to be held on May 4, 2024.**

No action taken.

- 4. Employee Recognition**

This item was tabled.

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

Commissioner Solomon made a motion to accept the January 3<sup>rd</sup> and January 17<sup>th</sup> minutes. Commissioner Fleming seconded the motion. The motion was passed 4-0.

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

Jorge Diaz presented the financial report. Commissioner Fleming made a motion to accept the District's financial report. Commissioner Solomon seconded the motion. The motion was passed 4-0.

7. To review, discuss, and take action on the transfer of District funds from (or to) Texas Class and TexPool to (or from) Stellar Bank.

Chief Sidwell reported that he has been working with Nicole Pierce to have the District's Ad Valorem collections deposited into the Texas Class account. The necessary information was provided to Nicole who initiated the request with Harris County. He will advise the Board once this process has been completed. No action was taken.

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

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

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

Robin Brian presented the District's invoices for \$348,098.38 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 \$348,098.38. Commissioner Solomon seconded the motion. The motion was passed 3-1. Commissioner Strait voted against the motion due to the lack of back up for the credit card expenses.

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

Chief Sidwell presented the amount of \$958,048.24 to fund the District's payroll obligation for January and February. Commissioner Fleming made a motion to fund the \$958,048.24 to meet the District's payroll obligations. Commissioner Solomon seconded the motion. The motion was passed 4-0.

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

Chief McAteer gave his report as follows:

**Personnel**

- No employees out currently for COVID. In the last 30 days, there were 3 employee COVID cases.
- CRR hired Natasha Matulis for the Fire and Life Safety Educator position.
- EMS hired Korri Buchanan for the CQI Captain position.

- CRR on-boarded 2 volunteers who are also Chaplains – Kent Wilson from Channelview and Jim Jones from Loudon County, VA. Both seem anxious to get started serving the department and community.

### Apparatus

- E-3 reserve in the shop for scheduled PM.
- L-4 reserve at shop for repair, then to Freightliner for oil leaks.
- M-3 at shop for breakdown repair. M-3 is currently in M-9.
- New 106 at EVS for upfitting.
- New M-1 back from Onsite Decals, shop will finish installing mobile radio, modem, MDT, etc.
- New M-6 delivered to Onsite Decals, when it returns the shop will complete installation of items similar to M-1.
- All front-line units in service and other reserve units in service and available.

### Stations

- Other than concrete behind Station 3, no major issues.
- A/C installation for the Quartermaster area is complete.
- A/C for the fleet mechanics area. We're getting 3 quotes for this project.

### Radios

- Harris County Radios has corrected a programming glitch and has updated the available radios.
- There will be a meeting next week to clarify the emergency button and how it will work.

### Strategic Plan

- We created a 10-year capital improvement plan along with a 10-year fleet replacement plan to be included in the strategic plan.
- I need to make some edits to the 90% draft plan and plan to have that done next week.

### 2023 Call Volume

	2023	2022
Fire	4,047	4,173
EMS	11,400	10,937
Total	15,447	15,110
Dispatches - WestCom	12,688	12,432
Avg calls/day	42.3	41.4

No action was taken.

Chief Sidwell reported Chief Tharp is now responsible for the management of the District's website. He has met with the development team and provided three options. Chief Sidwell recommended option 3 of the provided options. Discussion

**17. To review, discuss and take action regarding matters related to the District's website and webmaster.**

Chief Sidwell presented his report. Office Manager Jackie Harvey was designated to have the ability to initiate wire transfers. The 2023 Worker's Compensation has been completed by Afirm, who is an external auditing firm for 7710. It is unclear if there will be a balance due yet. Staff is working with Stellar Bank to implement ACH payments and will provide an update at the next regular meeting. TIFMAS Report – \$29,606.50 is pending from TDEM on one deployment. Two other deployments needed to be re-submitted. The total pending before audit review is \$130,361.65. 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 McAteer presented the operations report. Calls are up from last year. Discussion followed. No action was taken.

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

Chief Bank presented the Memorandum of Understanding (MOU) with Memorial Hermann Katy Hospital which had been cleared through legal. Commissioner Solomon made a motion, seconded by Commissioner Fleming to approve the MOU with Memorial Hermann Katy. The motion was passed 4-0.

**14. To review, discuss, and take action on the Memorandum of Understanding between Memorial Hermann Katy Hospital and the District in relation to community paramedicine.**

Chief Bank reported call volume is higher than last year. Discussion followed. 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 the contract with Frontline Mobile Health. Discussion followed. Commissioner Fleming made a motion to accept and move forward with Frontline Mobile Health for wellness physicals. Commissioner Solomon seconded the motion. The motion was passed. 4-0.

**12. To review, discuss, and act on the Professional Service Agreement with Front Line Mobile Health for physicals.**

followed. Commissioner Solomon made a motion to move forward with option three in the amount of \$13,050.00. Commissioner Fleming seconded the motion. The motion was passed 4-0.

18. To receive an HR report from RIT Management.

Bianca Espinoza discussed streamlining the employee survey, and she needs more information to finish the employee evaluations. Discussion followed. No action was taken.

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

No action taken.

20. 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.

Chief Sidwell reported that Martinez Architect have gone out for bids for Station 3 and will share anticipated bidders once contractors request plans. No action was taken.

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

No action taken.

22. To review, discuss, and take action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.

No action taken.

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

All meetings will proceed on the original dates of March 6<sup>th</sup> and March 20<sup>th</sup>.

*The Board went into closed session at 7:40 p.m. to discuss items 24 through 26.*

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

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

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

*The Board came out of closed session at 8:27 p.m.*

27. To review, discuss, and take action regarding District personnel matters.

No action taken.

28. To review, discuss, and take action regarding District real estate matters, including engaging real estate broker(s).

A Motion was made by Commissioner Solomon, seconded by Commissioner Fleming, to retain Misty Sandakli to pursue the purchase of property as discussed in closed session. After review and discussion, the motion passed by a vote of 4 to 0.

29. Adjournment.

A Motion was made by Commissioner Solomon, seconded by Commissioner Fleming to adjourn. The Motion passed by a vote of 4 – 0

Meeting was adjourned at 8:29 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on March 20, 2024.

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

By:



**SCOTT STRAIT**

Secretary of the Board