

## 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 April 17, 2024.

1. **Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:07 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	Present

**Also present:**

George McAteer	Fire Chief
Mark Donovan	Assistant Chief of Operation
Ray Sidwell	Assistant Chief of Administration
Eric Bank	Assistant Chief of EMS
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
Jorge Diaz	ABIP Accounting
David Manley	Coveler & Peeler
Bianca Espinoza	RIT

4. **Employee Recognition.**

Chief McAteer recognized Stephen Ancira and thanked him for his contributions to the organization.

**At 6:13 p.m. the meeting was moved from the Training Rooms to the EOC and the meeting resumed at 6:20 p.m.**

2. **To receive public comment.**

No public comment was made.

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

Commissioner Solomon made a motion to approve election workers as presented. Commissioner Creel seconded the motion. The motion was passed 5-0.

**5. To review and act on the minutes of prior meetings.**  
Commissioner Solomon made a motion to accept the minutes for the dates of March 14, 20, and April 3 as presented. Commissioner Creel seconded the motion. The motion was passed 4-0-1. Commissioner Strait abstained.

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

Jorge Diaz reported the financial report. Discussion followed. Commissioner Fleming made a motion to accept the financial report. Commissioner Solomon seconded the motion. The motion was passed 5-0.

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

Chief Sidwell recommended we transfer \$500,000.00 from TexPool to meet the District's financial obligations. Discussion followed. Commissioner Solomon made a motion to approve a transfer from TexPool in the amount of \$500,000.00 to the District's account at Stellar Bank. Commissioner Creel seconded the motion. The motion was passed 5-0.

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

Chief Sidwell reported from Robin Humphry, at HdL, "I was just reviewing the data for Harris 48. I noted that your current period collections are up 20% over April 2023 and the fiscal year-to-date net payments are up 10%. There was no significant audit, prior or future period payments this month. Nellis Auction Texas located on the Grand Parkway has made a positive impact on the sales tax revenue, approximately \$25,000 per month since they began reporting in August 2023." Commissioner Fleming made a motion to accept the sales tax report. Commissioner Solomon seconded the motion. The motion was passed 5-0.

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

Robin Brian presented the District's invoices in the amount of \$236,412.95 for approval by the board. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the District for \$236,412.95. Commissioner Creel seconded the motion. The motion was passed 5-0.

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

Chief Sidwell requested \$1,025,108.74 to fund the District's payroll obligation for February and March. This cycle is higher due to TIFMAS deployments. Commissioner Solomon made a motion to fund the \$1,025,108.74 to meet the District's payroll obligations. Commissioner Creel seconded the motion. The motion was passed 5-0.

**11. To review, discuss, and take action regarding tax exemptions for 2024.**

Commissioner Solomon started the discussion and reported concerns expressed to him by a member of the community about the exemption. Discussion followed. Commissioner Strait made a motion to set the Homestead Exemption at \$0, the Over 65 Exemption at \$30,000, and the Disability Exemption at \$160,000 for 2024 with a plan to gather more facts and information for next year. Commissioner Solomon seconded the motion. The motion was passed 5-0.

**12. 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 currently out for COVID.
- 2 full-time Firefighters have submitted paperwork to join the US Air Force Reserves and request leave of absence for basic training. This is one of the few valid reasons for a LOA and will be approved.
- No new employees and none left last month.

**Apparatus**

- M-8 involved in a wreck Saturday 4/13, waiting for insurance adjuster.
- M-4 at FMD for siren repair, should be back 4/16. Currently running in M-7.
- E-5 at Siddons for PM. Currently in E-3.
- E-6 Reserve at FMD waiting on a part.
- L-4 Reserve back from Freighliner. Fluid leak from the generator corroded the main ground wire which needs to be replaced.
- RH3 waiting on parts. The rotted flooring has been replaced.
- Meeting with vendors for a new Rehab vehicle.
- All other front-line and reserve units in service.

**Stations**

- A/C for the fleet mechanics area. We are evaluating the quotes and getting clarifications.
- Station 1 unladen fuel tank – waiting for delivery.

**Radios**

- Attended a recent UAB meeting. The question was whether to continue with each department's channels or go to common Ops and TAC channels. As more WestCom customers come on board, there reaches a point at which they need to hire more dispatchers. No decision is needed immediately.

**Strategic Plan**

- There is a group meeting next week to finish up strategic plan.

**Misc.**

- Open House tentatively set for Sunday, October 27.

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

Chief Bank reported that calls are still rising and wait times at the hospitals are still extended. 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 consistent and CRR and Rehab have been busy. 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 gave his report:

a. TIFMAS Reimbursement Report: All the 2023 TIFMAS deployments were submitted, and reimbursements totaled \$438,031.24. There have been two deployments for 2024 that have been submitted. One is currently in audit.

b. The TDEM process has changed, and we are still adapting to the new changes.

c. We have changed to a per-diem reimbursement allowance for meals only. This has helped with the need for receipts for food and is based on the GSA allowable. Members are reimbursed on their next paycheck after they return from their deployment. Hotels, fuel, and supplies are still paid for with a District credit card.

d. Cowbell Cyber Security policy has been implemented. We will be receiving a small refund after the application is updated. Multi-factor authentication was implemented on Monday, April 15, 2024, by Prime ITS.

e. 2023 Worker's Compensation Audit – completed and we were assessed \$8,467.00.

f. 2024 Worker's Compensation 1<sup>st</sup> Quarter Audit – is currently in progress.

g. Fleet Technician III – this position was posted on 04/16/2024 and will close on May 1, 2024.

Bianca Espinoza reported that meetings were being scheduled to meet with Chief McAteer to discuss and finalize employee evaluations and performance reviews.

No action was taken.

**16. To review, discuss, and take action regarding the engagement of Frontline Mobile Health related to annual medical evaluations.**

Chief Sidwell presented the Frontline Mobile Health contract for approval. Commissioner Creel made a motion to engage Frontline Mobile Health for annual medical evaluations. Commissioner Solomon seconded the motion. The motion was passed 5-0.

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

Chief Sidwell reported that pictures had been taken of the two ambulances and they will be listed on the Texas Fire Truck website within the next few days. No action was taken.

18. 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.

No action was taken.

19. To review, discuss, and take action regarding approval of the Construction Master's contract for work at Station No.3.

Chief Sidwell requested Board approval of the AIA Agreement with Construction Masters (CM) & Martinez Architects and Notice to Proceed with the needed slab repairs at Station No. 3. Repairs include the floating slab, storm drain inlets, and all concrete joints sealing. Per CM they are ready to begin the project once notice to proceed is given and estimate substantial completion of the project within ninety (90) days. Commissioner Solomon made a motion to approve the agreement with Construction Masters for the Station 3 slab repairs. Commissioner Creel seconded the motion. The motion was passed 5-0.

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

No action was taken.

21. 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 was taken.

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

Discussion was had and the meetings for May are on the 1<sup>st</sup> and 15<sup>th</sup> of May. Commissioner Solomon reported he will not be here at the meeting on May 15, 2024. No action was taken.

Chairman Henderson called for a five-minute break at 8:06 p.m. before Closed Session. The Board went into closed session at 8:15 p.m. to address agenda items 23 through 24.

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 9:36 p.m.

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

No action

27. 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 Creel to approve sale of the Porter Road easement to Harris County as discussed in closed session. Motion passed 5 to 0.

A motion was made by Commissioner Solomon, seconded by Commissioner Creel to approve offer to purchase property for new station as discussed in closed session. Motion passed 5 to 0.

28. Adjournment.

There being no further business, a Motion was made by Commissioner Fleming, seconded by Commissioner Solomon to adjourn the meeting. The Motion passed by a vote of 5 to 0.

Meeting was adjourned at 9:36 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on May 15, 2024.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:



SCOTT STRAIT

Secretary of the Board