

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 May 15, 2024.

1. Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:00 p.m.

Sam Henderson	President	Present
Russell Solomon	Vice President	Absent
Mike Fleming	Treasurer	Present
Scott Strait	Secretary	Present
Patti Creel	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

General Public

2. To receive public comment.

Public comment was made.

3. To canvas the results of the District's election held on May 4, 2024 and enter such Orders and take such other action as may be necessary on the matter.

Commissioner Creel made a motion to canvas the results of the Election on May 4, 2024. Commissioner Strait seconded the motion. The motion was passed 4-0.

The election results were as follows:

Mike	- 197
Don Pannell	- 456
Scott Strait	- 486
Patti Creel	- 539
Russell Solomon	- 246
Lou Fabricant	- 142

Commissioner Creel made a motion to approve and finalize the election vote. Commissioner Strait seconded the motion. The motion was passed 4-0.

4. Employee Recognition.

This item was tabled.

20. To review, discuss, and take action regarding the renewal of District energy agreements.

Chief Sidwell introduced Bear Oakley with Acclaim Energy to present options for the renewal of the District's energy services. He presented five options, of which Reliant was the lowest. Discussion followed. Commissioner Creel motioned to engage Reliant Energy for the price of 0.08023 per kilowatt to supply us with electricity for 24 months. Commissioner Fleming seconded the motion. The motion was passed 4-0.

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

Commissioner Creel made a motion to approve the minutes for April 17, 2024 and May 1, 2024. Commissioner Strait seconded the motion. The motion was passed 4-0.

6. To receive the District Financial report and take the 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 Creel 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 requested the transfer of funds from TexPool to Stellar Bank in the amount of \$500,000.00 to cover operating expenses. Commissioner Fleming made a motion to approve the transfer of \$500,000.00 from TexPool to Stellar Bank to cover operating costs. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Chief Sidwell presented the monthly sales tax report, which has been sent out and uploaded into Teams. Per Robin Humphrey, "The Comptroller has not released confidential data for May yet. Looking at the public data, there is a large audit payment, and the current monthly payment is up about \$138k over May 2023. Commissioner Fleming made a motion to accept the sales tax report. Commissioner Creel seconded the motion. The motion was passed 4-0.

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 \$163,684.84 for approval by the board. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the District for \$163,684.84. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Chief Sidwell presented the amount of \$993,447.45 to fund the District's payroll obligation for April and May. Commissioner Fleming made a motion to fund the \$993,447.45 to meet the District's payroll obligations for April and May. Commissioner Creel seconded the motion. The motion was passed 4-0.

11. To designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2024.

Commissioner Fleming made a motion to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2024. Commissioner Creel seconded the motion. The motion was passed 4-0.

12 To review, discuss and take action regarding the naming of District Buildings.

Commissioner Flemin brought discussion on naming the Maintenance Building after Matt Weber. Discussion followed.

Commissioner Fleming made a motion to name the Maintenance Building after Matt Weber. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Personnel

- No employees currently out for COVID.
- No new employees and none left last month. Made an offer to one mechanic candidate, but he declined, citing pay and benefits. We'll re-post the vacancy.

Apparatus

- L-3 at Siddons for PM and scheduled repairs. L-3 running in L-4.
- M-6 at FMD for a/c repair. M-6 running in M-9.
- M-7 going to Planet Ford for oil leak repair.
- M-8 at FMD, has been looked at by VFIS adjuster. We are waiting on another vendor to evaluate remounting the module.
- RH3 is back in service.
- Waiting on vendor (TKI) for design and quote for a new Rehab vehicle.
- All other front-line and reserve units in service.

Stations

- A/C for the fleet mechanics area. We will present a quote recommendation this evening.
- Station 1 unleaded fuel tank – waiting for delivery.
- Concrete repair has started behind Station 3. It should be completed in 39 days.

Strategic Plan

- We met with Mike Montgomery and Randy Parr last Friday to go over the final information needed, and they'll prepare the final draft for approval and presentation. They wanted to update the final 2023 information and include YTD numbers so far in 2024.

General items

- Mostly completed EVOC driver training. There will be a couple of makeup days.
- Completed live fire training for all 4 shifts.
- Cadet graduation this Saturday at 6:00 pm.
- Gear cleaning is ongoing. The last pickup is 8/14.
- EMS Training attended a job fair at Lone Star in CyFair and spoke to some potential candidates.
- The vendor coming to look at re-mounting the module on M-8 will also provide feedback and possibly quotes to build out ambulances for the other 3 chassis. Siddons is becoming unresponsive regarding building ambulances.

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 Bank reported hospital times are still long, and construction is still going at Memorial Hermann Katy. The blood segment on NBC aired and went well. EMS is beginning the process of hiring more paramedics. 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 Donovan reported calls are consistent and we are at 22 more calls than last year. Rehab and CRR are consistently busy. Discussion followed. 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 reported that the 2024 1st Quarter Worker's Compensation audit was completed and submitted. The 2024 Financial Audit – Breedlove has started this project. TIFMAS Reimbursements – we have eight (8) deployments thus far for 2024. We currently have six (6) that have been submitted for reimbursement. I am working on completing the last two deployments before next week. The status of Fleet Technician III being filled is that we received nine (9) applications for this posting, but only one met the qualifications to be interviewed. We interviewed the candidate and elected to extend a conditional offer to him. The candidate declined the offer Tuesday morning. We will be re-posting the position again for a longer period of time. Admin met

with HR and has begun the 2024 revision of the Employee Handbook. Once we have a prepared document, it will be presented to the Board for review and approval before its release. No action was taken.

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

Chief Sidwell reported that the Fire Station No.3 slab repairs have been started by Construction Masters. There have been no changes to the scope of work. 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 station apparatus or equipment.

Chief Sidwell presented that VFIS has presented an agreed repair value of \$63,000 minus our deductible. Chief Bank has requested the unit be remounted. We are discussing options internally for the wrecked cab/chassis, from parting it out to sending it to auction. Discussion followed. No action was taken.

19. 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 regarding the engagement of Consolidated Communications for fiber services at District Stations.

Chief Sidwell reported that we have been working with Prime ITS, US Digital, and WestCom with continued signal loss with our station alerting. We are being guided to the installation of fiber services since we have fiber for station alerting at Fire Station No. 5 and significantly fewer signal losses. Prime has connected us with a telecom broker who has presented a proposal from Consolidated Communications to install fiber at Fire Station #4 with no construction costs and \$250.00 a month. Discussion followed. Commissioner Strait made a motion to move forward with Consolidated Communications pending legal approval to provide fiber services for Station 4 and Station 3 for 36 months. Commissioner Creel seconded the motion. The motion was passed 4-0.

22. To review, discuss and take action regarding District Terrorism Insurance policies through VFIS.

Chief Sidwell stated after a request from Harris Fort Bend ESD 100 regarding a policy to cover acts of an Active Assailant and Terrorism coverage, VFIS is now marketing this available coverage. The all-inclusive policy is available for \$53,368.30. I am presenting this for discussion and determination for 2024 or 2025. This coverage was not proposed in the 2024 budget. Discussion followed, and the topic will be revisited for next year. No action was taken.

23. To review, discuss and take action regarding the Porter Road property.

Chief Sidwell reported Ricardo Martinez was able to speak with the Civil Engineer for HC MUD 536 regarding the District's need for water and sanitary services at Porter Road. They have confirmed water supply capacity for both a Fire Station and Training Field. They are not optimistic about providing sanitary capacity for the project. This would require seeking these services from another provider or the installation of a septic system until we could find a MUD that could provide the capacity. Ricardo advised the next step would be for the District to submit a formal service request to serve the property. This will require an application and engineering analysis by the district. Ricardo estimates the cost between \$3,000-\$10,000. Discussion followed. Commissioner Strait made a motion to have Ricardo Martinez apply at all three MUDs to find the capacity to provide water and sanitary to Porter Road with a budget of up to \$30,000.00. Commissioner Fleming seconded the motion. The motion was passed 4-0.

24. To review, discuss and take action regarding the Fleet Maintenance Shop HVAC mechanical system installation project.

Chief Sidwell presented they had obtained three bids for the HVAC in the Fleet building. David Manley stated they needed to go back and obtain sealed bids. Item will be revisited next meeting.

25. 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.

Chief Sidwell reported that for the 2013 Ford F350 Wheeled Coach Ambulance (25600), we had received a full-price offer from the Cridersville Volunteer Fire Department of \$55,000.00 for the unit. They have agreed to wire transfer the funds if approved by the Board. They will be sending a transport company once we have received funding. We are recommending Board approval for this offer. Discussion followed. Commissioner Creel made a motion to accept \$55,000.00 for the 2013 Ford F350 Wheeled Coach Ambulance. Commissioner Fleming seconded the motion. The motion was passed 4-0.

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

Discussion about meeting dates occurred. Meetings in June are set for June 5, 2024 and June 19, 2024. No action was taken.

The Board went into Closed Session at 7:27 to address items 27 through 29.

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.

The Board came out of closed Session at 7:57

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

No action

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

No action


32. Adjournment.

There being no further business, a Motion was made by Commissioner Fleming, seconded by Commissioner Creel to adjourn the meeting. The Motion passed by a vote of 4 to 0.

Meeting was adjourned at 7:57 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on June 19, 2024.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board