

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 July 17, 2024.

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

Scott Strait	President	Present
Patti Creel	Vice President	Present
Don Pannell	Treasurer	Present
Sam Henderson	Secretary	Present
Mike Fleming	Assistant Secretary-Treasurer	Present

Also present:

George McAteer	Fire Chief	Arrived at 7:32 p.m.
Vince Moreno	Assistant Chief of Operation	
Eric Bank	Assistant Chief Of EMS	
Machelle Richter	Battalion Chief of Logistics	
Jackie Harvey	Office Manager	
Robin Brian	Assistant Office Manager	
David Manley	Coveler & Peeler	
Jorge Diaz	ABIP Accounting	
Ricardo Martinez	Martinez Architects	
Bianca Espinoza	RIT	

General Public.

2. To receive public comment.

No public comment was made.

3. Employee Recognition.

Assistant Chief Vince Moreno recognized Alba Stokes and thanked her for her contributions to the organization.

4. To receive a report from Union.

Chase Robberson reported that nominations for a permanent Board were open. Tom Hurley spoke about onboarding processes for Rehab. No action was taken.

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

Commissioner Henderson made a motion to approve the minutes for June 2024. Commissioner Creel seconded the motion. The motion was passed 5-0.

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

Jorge Diaz reported the budget was on track for the year. Discussion followed on line items. Commissioner Creel made a motion to accept the District's financial report. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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.

Jackie Harvey requested the transfer of funds from Texas Class to Stellar Bank in the amount of \$500,000.00 to cover operating expenses. Commissioner Creel made a motion to approve the transfer of \$500,000.00 from Texas Class to Stellar Bank to cover operating costs. Commissioner Pannell seconded the motion. The motion was passed 5-0.

8. To review, discuss, and take action regarding the District's Investment Policy.

David Manley requested this item be moved to August's agenda. No action was taken.

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

Chairman Strait reported the sales tax report had been sent out by Chief Sidwell from Robin Humphry, at HdL. Discussion followed. Commissioner Creel made a motion to accept the sales tax report. Commissioner Pannell seconded the motion. The motion was passed 5-0.

10. 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 \$1,099,947.26 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$1,099,947.26. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Jackie Harvey presented the amount of \$976,432.76 to fund the District's payroll obligation for June and July. Commissioner Creel made a motion to fund \$976,432.76 to meet the District's payroll obligations for June and July. Commissioner Pannell seconded the motion. The motion was passed 5-0.

12. To review, discuss, and take action regarding matters related to the District's 2025 budget.

The discussion was had on the upcoming 2025 budget preparation. A workshop on August 10, 2024, was decided upon.

13. To review, discuss, and take action regarding District TCDRS matters.

Commissioner Pannell made a motion that the following actions are to be completed by the Fire Chief or his appointee by August 7, 2024:

1. a detailed and written corrective action plan, including a procedure which ensures the accuracy of the payroll going forward, identifying internal controls and comprehensive management of the payroll process
2. identify and detail how the amount in question will be addressed and allocated within the 2024 Budget.
3. A copy of ESD 48's Errors and Omissions Insurance Policy
4. Information regarding the vendor iSolved, including the signed original agreement, contact names and phone numbers, and annual fees paid by ESD 48 since the beginning of the agreement.

Commissioner Creel seconded the motion. The motion was passed 3-2. Commissioner Henderson and Commissioner Fleming voted no.

14. To review and take action on file destruction list in accordance with the District's records management procedures.

This item was tabled.

15. 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.
- EMS interviewing for 4 or 5 paramedics and EMTs.
- The posting for the mechanic vacancy is being revised for qualifications and salary.

Apparatus

- E-1 at Siddons for PM.
- M-8 should be back from re-mounting the module at the end of the month.
- M-1 at our FMD for motor/compressor work.
- Vendor (TKI) says engineering is working on a design and quote for a new Rehab vehicle.
- We will meet with another vendor (General Truck Body) for their Rehab vehicle proposal.
- All other front-line and reserve units in service.

Stations

- A/C for the fleet mechanics area – they will have a walk-through this week and still plan to start on 7/29.
- Station 1 unleaded fuel tank – was delivered today. An electrician will complete the installation.
- Station 3 concrete repair – private vehicles can drive on it, but the vendor will do another evaluation at the end of July to determine if the concrete is cured enough to support heavy apparatus.

Strategic Plan

- All required information has been submitted. The final draft is at the proofreader. The 97% version will be in the Teams folder.

Hurricane Beryl

- We up staffed 2 high water vehicles with 2 firefighters each and 2 boosters with 2 firefighters each.
- No significant building damage was noted in the district. Mostly trees and fences down. The logo sign at Station 1 was the only reported damage to ESD 48 property.
- Higher than normal call volume on Monday and Tuesday. Still a little elevated, but mostly back to normal by the end of the week.
- Power is mostly restored to all of the district. The station emergency generators worked well.

General

- TIFMAS all hazards deployment - one high water vehicle with crew of 3, currently in Houston. Utility 5 was deployed with a crew of 2. One member is staffing the TDEM Incident Management Team (IMT).

No action was taken.

16. To receive an EMS division report from Assistant Chief Eric Bank and take any necessary action related to the report.

Chief Bank reported hospitals are still overwhelmed from the storm. They are hiring this month and starting the new employees in August. No action was taken.

17. To receive a Fire division report from Assistant Chief Vince Moreno and take any necessary action related to the report.

Chief Moreno distributed the new report that had been generated and asked for feedback. Commissioners wanted the font to be more prominent but said it was what they wanted. No action was taken.

18. To receive an Administrative report from Assistant Chief Ray Sidwell and take any necessary action related to the report.

Jackie Harvey read Chief Sidwell's report:

- Stellar Bank Signature Cards – We are waiting for one Commissioner to complete the DocuSign of the signature cards and hope to have this completed on 07/17/2024.
- The monthly CRR Report has been uploaded into Teams for the board to review.
- TIFMAS Reimbursements – we currently have 10 reimbursements that are in various stages of pending submittal or submitted. YTD, we have \$135,790.93 approved for funding. We have another three deployments that are still deployed that will need to be submitted upon their return. We were notified July 16, 2024 by TDEM of the Request for Reimbursement project for Hurricane Beryl that we will be pursuing as well. The most up-to-date TIFMAS log has been uploaded to Teams.

No action was taken.

19. To review, discuss, and take action regarding matters related to the District's Strategic Plan.

Chief McAteer presented the final draft of the strategic plan for review. Discussion followed. A presentation to the Board will be scheduled. No action was taken.

20. To review, discuss, and take action regarding matters related to the construction of new stations.

Refer to Agenda item 24.

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

Chief Richter presented sign quotes for the maintenance building. The 14" non-lit sign put on the brick was decided upon. Chief Richter will obtain an updated quote. Commissioner Creel made a motion to move forward with the Matt Weber Maintenance Facility sign with the dimensions of 14", non-lit on the building for the amount of \$6,177.60. Commissioner Henderson seconded the motion. The motion was passed 5-0.

22. 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 Richter reported:

- Fire Station No. 3 Slab Repair – all of the concrete work has been completed at Station No. 3. There have been rain delays for the curing of the concrete.
- Fleet Maintenance Signage – Chief Richter will present the quotes for Fleet Maintenance.
- Fire Station No. 1 – the district patch signage on the front of the building was damaged and knocked down from its mount during Hurricane Beryl. I am working on getting estimates for a replacement and installation.

- Fire Station No. 1 – the fuel cell for the unleaded gasoline was delivered on 07/16/2024 and is in the process of being installed.

No action was taken.

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

Commissioner Henderson made a motion to adopt the CRR/PIO job description as presented. Commissioner Creel seconded the motion. The motion was passed 5-0.

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

Ricardo Martinez reported that MUD 536 does not have the capacity to supply Porter Road. They are now asking MUD 449. Discussion was had about moving forward with station design plans. It was decided Ricardo would come every other month to give a report on the progress of new station development. No action was taken.

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.

Nothing for this line item.

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 August are set for August 7, 2024, and August 21, 2024. Commissioner Pannell will not be in attendance for the August 21, 2024 Meeting. August 10, 2024 the Budget Workshop will take place. No action was taken

Commissioner Strait called a five-minute break at 7:51 p.m. before the start of Closed Session.

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 7:59 p.m.

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

A Motion was made by Commissioner Scott, seconded by Commissioner Creel, to approve a District policy not to enter into employment contracts with employees below the rank of Fire Chief. After discussion, the Motion passed by a vote of 3 to 0, with Commissioners Henderson and Fleming voting no.

A Motion was made by Commissioner Creel, seconded by Commissioner Pannell to approve retaining SGR to conduct job search for a Financial Director. After discussion, the Motion passed 5 to 0.

A Motion was made by Commissioners Creel, seconded by Commissioner Pannell to move forward with contacting company regarding employee surveys and evaluations. After discussion, the Motion passed by a vote of 5 to 0.

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

A Motion was made by Commissioner Creel, seconded by Commissioner Fleming to approve amendment to the sales contract for the Cypress Run property to extend the feasibility study. After discussion, the Motion passed 5 to 0.


32. Adjournment.

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

Meeting was adjourned at 9:21 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on August 21, 2024.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board