

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 March 20, 2024.

1. **Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:01 p.m.**

Sam Henderson	President	Present
Russell Solomon	Vice President	Present
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
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
Jorge Diaz	ABIP Accounting
David Manley	Coveler & Peeler

General Public

4. **Employee Recognition.**

Chief McAteer recognized Marcelo Rosario and thanked him for his contributions to the organization.

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 was taken.

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

Commissioner Solomon made a motion to accept the minutes for the month of February as presented. Commissioner Fleming 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 gave the financial report. Discussion followed. Commissioner Fleming made a motion to accept the financial report pending verification of Station 3 loan payments. Commissioner Creel 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.**

No action was taken.

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

Chief Sidwell sent out earlier today Robin Humphrey's report from HdL and Commissioner Henderson presented it. March was reported as down, but it was down at the same time last year. Discussion followed. 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, expenses, and approval of any wire transfers.**

Robin Brian presented the District's invoices for March 6, 2024 in the amount of \$379,528.73 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District since the previous meeting for \$379,528.73. Commissioner Solomon seconded the motion. Motion passed 5-0.

Robin Brian presented the District's invoices for March 20, 2024 in the amount of \$167,703.88 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District since the previous meeting for \$167,703.88. Commissioner Fleming seconded the motion. Motion passed 4-1. Commissioner Strait voted no due to credit cards.

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

Commissioner Henderson presented Chief Sidwell's report and presented the amount of \$1,041,461.22 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 \$1,041,461.22 to meet the District's payroll obligations. Commissioner Fleming seconded the motion. The motion was passed 5-0.

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

Chief McAteer presented his report:

Personnel

- No employees currently out for COVID-19. In the last 30 days, there were 2 or 3 employee COVID cases.
- No new employees and none left last month.

Apparatus

- E-3 reserve at our shop for scheduled PM.
- L-4 reserve at Freightliner for oil leaks.
- L-3 at Freightliner for transmission fault warranty work.
- M-3 at Planet Ford for breakdown repair. M-3 is currently in M-9.
- New 106 at EVS for upfitting.
- New M-1 and new M-6 in service.
- Meeting with vendors for a new Rehab vehicle.
- All front-line units in service and other reserve units in service and available.
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Stations

- Construction Masters submitted a bid for Station 3 concrete repair in the amount of \$159,600. Martinez and Chiefs Sidwell and Richter recommend approval.
- Receiving quotes for repair of the A/C for the fleet mechanics area.
- Station 1 unleaded fuel tank has been ordered.

Radios

- There was a meeting to discuss the emergency button on the radios and satisfied Harris County that once initiated, WestCom can take the emergency down when concluded so it does not continue to tie up the system. There will be training meetings with crews on the use of the emergency button during a mayday.

Strategic Plan

- Chief reported that he expects to have edits to the 90% plan completed by the next meeting.

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

16. **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 McAteer presented to the board the bids for the cement work at Station 3 from Martinez Architects. Chief Richter recommended using Construction Master's. Discussion followed. Commissioner Solomon made a motion to move forward with the Construction Master's bid of \$159,600.00 to repair the concrete slabs at Station 3. Commissioner Fleming seconded the motion. The motion was passed 5-0.

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

Chief Donovan read Chief Bank's report and reported that calls are still up from last year. No action was taken.

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

Chief Donovan reported that CRR was busy, and calls were up from last year. No action was taken.

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

Chairman Henderson read Chief Sidwell's report that two TIFMAS reimbursements from 2023 were received. Two reimbursements for 2024 are in the process of being submitted. No action was taken.

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

Chief Donovan reported that they had been looking at a new vendor for the Rehab truck they are looking to order. He reported they had put out for bids, but nothing had come back in a reasonable amount. Discussion followed. No action was taken.

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

Jackie Harvey presented the job description for the Fleet Technician III that Chief Sidwell had sent out earlier. She stated they were going to post this next week. Discussion followed. Commissioner Strait wanted the certifications needed and years of experience changed. Commissioner Solomon made a motion to approve the job description pending modifications discussed. Commissioner Creel seconded the motion. The motion was passed 5-0.

18. **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 McAteer asked that this item be tabled until the next meeting to give Chief Tharp a chance to make a proposal for one of the old ambulances to be used as a CRR ambulance. No action was taken.

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

Meetings next month will be on April 3rd and 17th.

The Board addressed Items 20 through 22 and went into closed session at 8:32 p.m.

20. **To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.**
21. **To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
22. **To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

The Board came out of closed session at 8:43 p.m.

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

No action taken

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

Commissioner Fleming made a motion, seconded by Commissioner Solomon to approve selling the Easement discussed for \$25,000. After review and discussion, the Motion passed by a vote of 5 to 0.

25. **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 8:43 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on April 17, 2024.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:



SCOTT STRAIT
Secretary of the Board