

## 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 January 15, 2025.

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

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

**Also present:**

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

**General Public, see the attached sign-in sheet.**

**2. To receive public comment.**

No public comment was received.

**3. Employee Recognition.**

Chief McAteer recognized Theresa McCague for their contributions to the organization.

**4. To receive a report from the Union.**

Jerry Hales reported that they are up to sixty members. No action was taken.

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

No action was taken.

**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. He reported the District came in under Budget for 2024 and was over on projections for collections. Commissioner Pannell pointed out some mistakes on the financial report to do with the reporting of the CD and collections. Jorge said he would check with his team and report back later in the meeting. Discussion was had on the report. No action was taken.

**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 related to the monthly sales tax report.**

Chief Sidwell distributed the Sales Tax report prior to the meeting. Discussion was had on report. Commissioner Creel made a motion to accept the sales tax report. Commissioner Henderson seconded the motion. The motion passed 5-0.

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

Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$434,165.70. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

Commissioner Henderson made a motion to fund \$1,043,915.94 to meet the District's payroll obligations for December and January. Commissioner Creel seconded the motion. The motion passed 5-0.

**11. To conduct annual review of the District's Investment Policy and take any necessary action.**

David Manley presented a resolution to make Don Pannell the Investment Officer for the District. Commissioner Henderson made a motion to make Don Pannell the Investment officer for the District. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

Chief McAteer presented his report. He reported that there was a minor fleet accident over the weekend. He reported that semifinalists for the Finance Director position have been selected. Next step is to receive questionnaires and video responses to select the finalists. Joseph Palomino, the new mechanic, started Monday. Dwain Ustynik, the new

Training Captain, will start in two weeks. Two full-time FF vacancies will post and have interviews in Jan/Feb. The 3 ambulance chassis will go to Wheeled Coach by the end of February for production. L-4 out for PM and repairs. MIH vehicle out for PM and repairs. New Rehab truck – Chassis has been delivered to Novamax. All other front line and reserve units in service. There are no known outstanding functional issues with the fire stations. Chief McAteer has updated the call volume and budget data in the Strategic Plan document. He requested a few more days to proofread and verify the data, but it's available for review. Commissioner Strait agreed to extend the deadline to February 19<sup>th</sup>. Commissioner Strait suggested Chief McAteer reach out to Mike Montgomery and get the plan in an editable form. New station design is ongoing. All involved seem to like the artist rendering of the external elevations. The Department's uniform vendor store is open again. Discussion was had on obtaining fire blankets for electric vehicles and how to offset the cost for the District. 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 Bank reported that call volume was up almost 1,000 calls from 2023 in 2024. There are still long wait times at Memorial Hermann Katy. WheelCoach is giving conflicting delivery dates for the new ambulance. Chief Bank is working with them to resolve. No action was taken.

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

Chief Moreno reported that calls were down from last year at this time. He reported they were preparing for the ice storm that is predicted for next week. They are upstaffing and all apparatus and Stations have been winterized. 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 reported the handbook has been returned. The Board gave feedback on the power point that was sent out that stated the changes. Bianca from RIT had prepared what had been changed in the Handbook, and the Board would like for her to write what it was before and some content on why it was changed. When she gets this prepared she will send it to Chief Sidwell for Distribution.

**16. To review and discuss annual conflicts of interest requirements under Local Government Code §176.003 (Conflicts Disclosure Statement Required) and §171.004 (Affidavit And Abstention From Voting Required).**

David Manley explained that there is a Conflict of Interest form that the Commissioners need to fill out if a conflict were to arise. He explained they would have to supply the filled out form to the rest of the Board and abstain from the vote on the matter that has a conflicted interest. No action was taken.

**17. To review and discuss access to personal information under the Public Information Act, including review of sections 552.024, 552.117 and 552.1175.**

David Manley explained that a form needs to be filled out by the Board and all members of the District that designates how much of their personal information can be released. Forms were provided. No action was taken.

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

No action was taken.

**19. 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 Fire Station No. 4 has a section on the south side of the Tower 4 apparatus bay apron that is sinking. Chief Richter and Richard Gates met onsite (01/09/2025) with the sub-contractor (Ashton Sawing and Drilling) who performed the major concrete work in 2022 to determine a mitigation solution. The first step would be to conduct core samples to evaluate what may be happening under the concrete slab. The price could be around \$20,000.00 for the repair. Discussion followed. No action was taken.

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

Commissioner Strait requested this item be added to the February 5<sup>th</sup> agenda for adoption of the Financial Director Job Description so the Board would have adequate time to review the policy. 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.**

Chief Sidwell had sent a list of IT equipment the district needs to have destroyed. He would like to engage STS Recycling to destroy the hard drives and they will provide document certification of the destruction. Commissioner Henderson made a motion to engage STS Recycling to dispose of the retired IT equipment for the District. Commissioner Creel seconded the motion. The motion passed 5-0.

**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 about meeting dates occurred. Meetings in February are set for February 5, 2025 and February 19, 2025. Commissioner Henderson will not be at the February 5<sup>th</sup> meeting.

*The Board went into closed session at 7:20 p.m. to discuss items 23 through 25.*

- 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 7:35 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.**

No action.

**28. 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 7:35 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on February 18, 2025.

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

By:   
Secretary of the Board