

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 November 20, 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
Vince Moreno	Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
Jorge Diaz	ABIP Accounting

General Public, see the attached sign-in sheet.

2. Employee Recognition.

Chief McAteer recognized Elena Payne for her contributions to the organization.

3. To receive public comment.

None was made.

4. To receive a report from Union.

Jerry Hales reported that the football and softball games were a success. He reported on a meeting with a State Representative he called with Command Staff to receive tax revenue from the I-10 corridor. He also asked the Board for a recording of closed sessions, for a copy of the Strategic Plan for their edit, and a copy of the budget for their input. Discussion followed. The Open Meetings rules were explained by David Manley and Chairman Strait answered his requests. No action was taken.

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

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 reported the budget was on track for the year. Discussion followed. Jorge reported he was unable to make the classification changes to the Texas Pool and Texas Class accounts that the Board requested due to permissions. Commissioner Pannell made a motion to close out the Supplemental Station 5 Loan in the amount of \$236,089.77. This will release the CD that is being held by Trustmark Bank as collateral. This motion was seconded by Commissioner Creel. The motion passed 5-0.

Commissioner Pannell made a motion for the CD funds in the amount of \$480,241.58 to be deposited into Texas Class. Commissioner Creel seconded the motion. The motion passed 5-0.

Chairman Strait made a motion to accept the District's financial report. Commissioner Pannell seconded the motion. The motion passed 5-0.

7. To review, discuss and take action regarding matters related to District construction projects, including but not limited to the Porter Road property.

Chief McAteer reported that he has a meeting with Ricardo Martinez tomorrow regarding progress on Station 6. Chairman Strait expressed he wants plans of placements of the buildings by the next meeting. No action was taken.

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

Commissioner Creel made a motion to approve the transfer of \$950,000.00 from Texas Class to Stellar Bank to cover operating costs. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

Chief McAteer presented the sales tax report. Commissioner Henderson made a motion to accept the sales tax report. Commissioner Fleming seconded the motion. The motion passed 5-0.

10. To pay the District's invoices and expenses including the approval of any ACH payments.

Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District in the amount of \$1,408,300.92. Commissioner Pannell seconded the motion. The motion passed 5-0.

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

Commissioner Creel made a motion to approve \$1,119,456.46 to meet the District's payroll obligations for October and November. Commissioner Fleming seconded the motion. The motion passed 5-0.

12. To review, discuss and take action regarding amendments to the District's 2024 and 2025 budgets.

Chief McAteer reported that there would be a budget report at the next meeting. No action was taken.

The Board addressed items 13 through 16 together.

13. To review and take action on the ratification of a continuing Contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.

14. To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes.

15. To discuss and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same.

16. To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same.

Commissioner Henderson made a motion to approve continuing the Contract with Linebarger Goggan Blair Sampson for the collection of delinquent District ad valorem property taxes and for the imposition of additional 20% penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes, and the imposition of additional 20% penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same, and the imposition of additional 20% penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

Personnel

- 1 FT FF changed to PT. Will post to hire 2 FFs to fill vacancies.

- The Mechanic and Training Captain vacancies have been posted. Will schedule interviews on 12/13 for Captain. 1 applicant for Mechanic, will likely schedule that interview for the same week.

Apparatus

- E-2 reserve out for an electronic issue.
- M-8 graphics done, at Station 4 awaiting licensing.
- TWR-4 transmission complete, needs body work. TWR-4 crew running in L-4.
- New Rehab truck – Novamax does not have a new chassis yet. They hope to have it by the end of December.
- Current Rehab truck in the shop for exhaust repair.
- All other front line and reserve units in service.

Stations

- Station 1 remediation and build back is complete. Now it's wait and see if the condensation issue is fixed.
- Station 3 weatherproofing ongoing. Next step is roof membrane patching.

Strategic Plan

- Updated some items in the Strategic Plan. Added a few staff vehicle replacements to the 10 year capital plan that were overlooked in the original draft. Chief suggested that rather than updating the base document, we do an annual supplement to the Strategic Plan with the budget and/or actual revenue and expenses realized. Discussion was had on appendages to the Strategic Plan to reflect the previous year. Board wants the plan finalized for ratification by the January 15, 2025 meeting, and bound for distribution to the members by February 19, 2025.

General

- No one is deployed for TIFMAS currently.
- 3 members (Capt Schwinn, Lt Capiro, E/O Soto) staffed HFD E-40 during the LODD funeral for Marcelo Garcia so on-duty HFD members could attend the funeral.
- ESD 48 flag football team won the tournament among area fire departments.
- ESD 48 softball did not repeat as champions but played very well.
- Very busy October for CRR and apparatus visits.
- Local 5498 and the Command Staff met with Rep. Schofield to discuss limited purpose annexations and how it affects local fire department's ability to fund stations, apparatus and personnel. One question is...if the area successfully de-annexed from Houston, would that dissolve the LPA between the city and the MUD? Legislature cannot interfere with a contract, but Rep. Schofield will do some research. He had an idea for some give and take negotiations with the city.
- Training field – the classroom is almost complete for cadet instruction. The containers will be moved as soon as the correct forklift is available. Chief McAteer presented a range of raises for members during the year of 2025. He asked the Board to consider between a 2-4% increase. Discussion followed and the Board expressed they feel this topic should be presented earlier in the year. No action was taken.

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

Chief Bank reported call volume has increased from this time last year, and there are still long delays in ER at Memorial Hermann Katy. Blood administration is now being accepted by Medicare for payment with a ALS 2 classification. Harris County Public Health is now donating Narcan to be left with qualifying patients. Chief Bank is working with them to develop this program in our area. Both hospitals in our area are starting expansion projects in 2025. No action was taken.

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

Chief Moreno reported call volume remains steady. Rehab was busy last month. The District participated in the Active Shooter Drill with Katy. No action was taken.

- 20. To receive an administrative report from Assistant Chief Ray Sidwell and take any necessary action related to the report.**

Chief Sidwell provided personnel report. RIT has met with Command Staff about Handbook revisions. The Board would like to review the revisions before ratification of the Handbook. There are six TIFMAS reimbursements in various stages of audit with the State. No action was taken.

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

Discussed during Chief McAteer's report. Line item 17.

- 22. To receive equipment, apparatus and facilities reports and take any necessary action related to the reports.**

No action taken.

- 23. 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 taken.

- 24. 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 taken.

25. To review and act to approve Covered Applications and Prohibited Technology Policy based upon model policy developed by the Texas Department of Information Resources.

David Manley reviewed the State ban on specified software and hardware, including Tik Tok, for all State Government entities. Commissioner Creel made a motion to adopt the State of Texas's policy on the use of Tik Tok and other specified hardware and software on government equipment. Commissioner Fleming seconded the motion. The motion passed 5-0.

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 December are set for December 4, 2024 and December 18, 2024.

The Board went into closed session at 7:40 p.m. to discuss 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 9:10 p.m.

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 Henderson, seconded by Commissioner Fleming to adjourn the meeting. The Motion passed by a vote of 5 to 0.

Meeting was adjourned at 9:11 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