

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 17, 2024.

1. Call meeting to order by Chairman Sam Henderson roll call taken and a quorum established at 6:18 p.m.

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

Also present:

George McAteer	Fire Chief
Mark Donovan	Assistant Chief of Operations
Ray Sidwell	Assistant Chief of Administration
Eric Bank	Assistant Chief of EMS
Jackie Harvey	Office Manager
David Manley	Coveler & Peeler
Robin Brian	Assistant Office Manager
Jason Tharp	Battalion Chief of CRR/PIO
George Diaz	ABIP Accounting
RaChele Hazel	RIT Management Group

2. To receive public comment.

No public comment was made.

5. Employee Recognition.

Chief McAteer recognized Erick Cerrato and thanked him for his contributions to the organization.

At 6:22 p.m. the meeting moved to the EOC and resumed at 6:26 p.m.

3. Review and take action on matters relating to calling an election to be held on May 4, 2024:

Commissioner Solomon made a motion to approve an Order calling for an election under Texas Health and Safety Code Section 775.0345, approving and appointing an Agent for the Election; appointing an Early Voting Clerk and Deputy Early Voting Clerk; establishing and designating Election Precincts and Polling places; establishing and designating Early Voting Polling Places; adopting Form of Notice of District Election; and a contract with

Hart InterCivic, Inc. and KNOWiNK for election services. Commissioner Creel seconded the motion. The motion was passed 4-0.

4. **Election of District Officers.**

Commissioner Fleming made a motion to keep all Officers of the Board the same. Commissioner Solomon seconded the motion. The motion was passed 4-0.

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

Commissioner Creel made the motion to accept the December minutes as presented. Commissioner Solomon seconded the motion. The motion was passed 4-0.

7. **To receive the District Financial Report.**

George Diaz gave the Financial Report and reported that the command staff had done an exceptional job on the budget this year and that the District had received an additional 9.8% in revenue than projected. Discussion followed. Commissioner Fleming and Commissioner Solomon both expressed they were very happy with the Command Staff and their job with the budget and how far the District has come. Commissioner Fleming made a motion to accept the Financial Report for the District. Commissioner Creel seconded the motion. The motion was passed 4-0.

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 move \$8,000,00.00 from the District's Revenue account to TexClass. Commissioner Fleming seconded the motion. The motion was passed 4-0. Commissioner Fleming made a motion to authorize Chief Sidwell to change the deposit of sales tax from the Revenue account at Stellar Bank to the District's Texas Class and or TexPool accounts, and the ability to move any revenue funds in excess of \$1,500,000.00 to Texas Class or TexPool. Commissioner Solomon seconded the motion. The motion was passed 4-0.

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

Chief Sidwell presented the sales tax report from Robin Humphries. There were no significant changes to report. Commissioner Solomon made a motion to accept the sales tax report for this month. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Robin Brian presented the District's invoices for \$193,150.47 for approval by the board. Commissioner Fleming made a motion to approve paying the District's bills related to expenses incurred by the District since the previous meeting for \$193,150.47. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Chief Sidwell presented the amount of \$884,690.48 to fund the District's payroll obligation for December and January. He reported this cycle was higher due to holiday pay. Commissioner Creel made a motion to fund the \$884,690.48 to meet the District's payroll obligations. Commissioner Solomon seconded the motion. The motion was passed 4-0.

12. **To review, discuss, and act on revisions to the District budget(s).**

Commissioner Solomon made a motion to accept the revised budget that was sent out on January 10, 2024. Commissioner Fleming seconded the motion. The motion was passed 4-0.

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

Commissioner Solomon made a motion to continue with the same investment policy. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Personnel

- One employee currently out for COVID. In the last 30 days, there were 5 employee COVID cases.
- CRR interviewing candidates for the Fire and Life Safety Educator position.

Apparatus

- L-4 will go to Freightliner for oil leaks.
- E-4 out for PM.
- HUT-5 won't start.
- All front-line units in service and other reserve units in service and available.

Stations

- Other than concrete behind Sta 3, no major issues.
- A/C installation for the Quartermaster area will start next week when the weather improves.
- A/C for the fleet mechanics will require new quotes. There is a significant lead time to order and receive the A/C equipment.

Radios

- The staff plans to activate the emergency button on handheld radios. This will require a meeting with Westcom and Harris County Radio to iron out the details of exactly what happens when the button is pressed.
- The intent is to make it simple for a firefighter in trouble to press one button and have an open mike and radio priority to call a Mayday and provide information on his status and location.

Strategic Plan

- MSM sent 90% draft report

No action was taken.

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

Chief Bank reported that there were 11,400 calls for 2023 which is a 4-5% increase from 2022. Fleet Maintenance is waiting for the decals for the new ambulances. The CMS paperwork needs Chairman Henderson's signature for updating the account. Chairman Henderson signed the document. No action was taken.

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

Chief Donovan reported there were 4,047 calls during 2023. The widespread dispatching is taking hold which dispatches the closest unit despite agency. Metro Fire is preparing two proposals for the rehab truck. One is for a new truck, and the other is for a chassis rebuild. No action was taken.

17. To receive and administrative report from Assistant Chief Ray Sidwell and take any necessary action related to the report.

Chief Sidwell reported that the 2023 Benefit statements have been sent to all Full-Time and Part-Time staff. Three TIFMAS deployments are in various stages of audit with TDEM. Two deployments have been funded for a total reimbursement of \$166,629.50. W-2 statements are now available to staff. No action was taken.

18. To receive an HR report from RIT Management.

Rachele Hazel reported that the various projects that have been assigned are still pending. Bianca Espinoza was introduced as the new RIT HR Manager. Employee issues will be discussed in the Closed Session. No action was taken.

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

Chief Sidwell reported that the slab at station 3 was still out for bids through Martinez Architects. At Station 1 there are issues with the backflow preventer and inspections will be coming with Martinez Architects to resolve the issue. No action was taken.

20. **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 a replacement vehicle for the 2014 F150 that was totaled has been found for the amount of \$57,000.00. No action was taken.

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

Chief Sidwell reported that the Cadet-Volunteer Firefighter job description had been brought current. Also, the Captain EMS Quality Improvement job description is ready for the Board's approval. Commissioner Solomon made a motion to accept the job descriptions for Cadet-Volunteer Firefighter and Captain EMS Quality Improvement. Commissioner Creel seconded the motion. The motion was passed 4-0.

22. **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 requested the Board sign the Title and Salvage Documents for the 2014 F150 truck that was totaled to release the vehicle to Copart Auction to sell. Commissioner Solomon made a motion to sign and release the totaled vehicle for auction. Commissioner Creel seconded the motion. The motion was passed 4-0.

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

Meetings in February are set for February 7th and 21st. Commissioner Creel stated she would not be present on the 21st.

The Board went into closed session at 7:39 p.m.

24. **To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.**

25. **To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

26. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

The Board came out of Closed Session at 8:46 p.m.

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

No action taken.

28. To review, discuss, and take action regarding District real estate matters.

No action taken.

29. Adjournment.

Commissioner Solomon made a motion to adjourn at 8:48 p.m. Commissioner Creel seconded the motion. Motion passed 4-0.

Meeting was adjourned at 8:48 p.m.

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

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:



SCOTT STRAIT

Secretary of the Board