

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 February 19, 2025.

1. Call meeting to order by Chairman Strait, roll call taken, and a quorum established at 6:04 p.m.

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

Also present:

George McAteer	Fire Chief
Ray Sidwell	Assistant Chief of Administration
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
Ricardo Martinez	Martinez Architects
Jason Tharp	Battalion Chief of CRR/PIO

General Public

2. Employee Recognition.

Chief McAteer recognized James Schwinn for his contributions to the organization.

3. To receive public comment.

Nothing on this item.

4. To receive a report from Union.

No report was given.

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

Commissioner Henderson made a motion to accept the minutes from November (2024), December (2024), and January (2025). Commissioner Pannell seconded the motion. The motion was passed 3-0.

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

Jorge Diaz presented the District's financial report. He reported that interest rates were down for TexPool and Texas Class accounts, but this is not a surprise and was forecasted. Discussion followed. Commissioner Pannell made a motion to accept the District's financial report for January 2025. Commissioner Henderson seconded the motion. The motion was passed 3-0.

7. To review, discuss, and take action on the transfer of District funds (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 sent out the report prior to the meeting for the Commissioner's review. Discussion was had on the report. Sales tax collection is higher than last year at this time. Commissioner Henderson made a motion to accept the District's sales tax report. Commissioner Pannell seconded the motion. The motion was passed 3-0.

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

Commissioner Henderson made a motion to approve the District's bills related to expenses incurred by the District for \$697,500.00. Commissioner Pannell seconded the motion. The motion was passed 3-0.

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

Commissioner Henderson made a motion to fund \$1,082,403.63 to meet the District's payroll obligations for January and February. Commissioner Pannell seconded the motion. The motion was passed 3-0.

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

Chief McAteer reported Personnel - Posting is out for full and part time firefighters. Finance Director position – semifinalists selected. Finalists will be interviewed on 2/27. Offices moved to accommodate the Finance Director on the 1st floor corner.

Apparatus – Three ambulance chassis will go to Wheeled Coach by the end of February for production. Medic 1 and reserve E-6 are out of service for repairs. New Rehab truck – Talked

to the salesman at Safe-D, they'll contact us soon with drawings and we'll include Rehab to ensure the design and compartment dimensions will work for them such as the addition of coolers. All other front line and reserve units in service.

Stations - No known outstanding functional issues with the fire stations. Freezing temperature protections have been completed.

Strategic Plan - Strategic Plan document has been updated and saved as FINAL DRAFT. Discussion was had on the timeline and changes to the Strategic Plan. The Board would like a printed copy to review and then bonded versions will be made and distributed to the stations once approval has been obtained.

General - Discussion was had on five-year financial projection that was presented by Chief McAteer. Board stated that they were happy with this and it was good starting point. New station design is ongoing. Architectural renderings were sent to the design committee, and he hasn't received much feedback. Chairman Strait would like the renderings posted on the website.

WestCom UAB meeting – costs not going up for 2025. They are bringing more agencies on board (Austin County departments) and increased their staffing by 1 per shift.

Chief McAteer reported the District is in the process of hiring two full-time firefighters and 6-8 part time positions.

No action was taken.

12. 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 is a lower call volume than last year, but wait times at the hospital are still extended and taxing the system. The three trucks are headed to Florida, two in May and One in June. Pediatric training has been happening this month. Hiring will begin in March. No action was taken.

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

Chief Moreno reported that Call Volume is down 21% compared to last year. They had one TIFMAS deployment. Rehab had 25 runs in January. Yearly apparatus inspections were conducted and passed. Truck 111 has been received, and the stickers are being put on it. The truck this vehicle is replacing will be used for TIFMAS deployments. No action was taken.

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

Chief Sidwell reported that the Breedlove audit of the District began on Monday the 17th. Chief Sidwell asked if the Board had any feedback on the employee handbook as Administration would like to get the revised edition distributed. The Board will get back to him at the next meeting, and Chief Sidwell will send it to them in an email as some did not receive it. The after the Fire booklet was distributed and discussion was had. No action was taken.

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

No action was taken.

- 16. To review, discuss and take action on any needed maintenance, replacement and improvements related to the operation of the District's fire stations, apparatus, or equipment.**

Ricardo Martinez presented three plans for the completion of the Administration building on the second floor. He recommended having the existing electrical and air conditioning systems tested to see if there were any additional needs. The price was estimated to be approximately \$915,000.00 which is \$225.00 per square foot with a 4-6 month completion time. Discussion was had on the needs of the department and specifics of the three plans. The quote included an additional air conditioning unit if needed. The proposal was given to the Commissioners for review and discussion. No action was taken.

- 17. To review, discuss and act regarding the renewal of the District's cyber security contract with Cowbell Cyber, Inc.**

Chief Sidwell presented the renewal of the District's cyber security insurance policy. The renewal price is \$13,623.00, which is less than last year. Discussion followed. Commissioner Pannell would like Chief Sidwell to find out why the premium was reduced. Also, he will also send a cyber checklist to him that he received at SAFE-D and would like Chief Sidwell to report back next month. Commissioner Pannell made a motion to renew the cybersecurity policy with Cowbell Cyber, Inc. for the price of \$13,623.00. Commissioner Henderson seconded the motion. The motion was passed 3-0.

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

Chief Sidwell presented three job descriptions for the Board's approval. The Lieutenant Rehab Position and Captain Rehab position were discussed. The Board would like the CPR certification requirement clarified before approval. The Finance Director job description needs clarification regarding whether this is an exempt or non-exempt position per David Manley. This will be revisited at next month's meeting. No action was taken.

19. 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 reported that he had received an offer of \$36,000.00, for the surplus ambulance currently listed at \$45,000.00. No other offers have been received. Discussion followed. Commissioner Henderson made a motion to accept the offer of \$36,000.00 for the 2013 Ford F350 with a Vin # ending in 25599. Commissioner Pannell seconded the motion. The motion was passed 3-0.

20. 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. A meeting was scheduled for February 27, 2025. Meetings in March are set for March 5, 2025, and March 19, 2025.

The Board went into closed session to address items 21 through 23 at 8:05 p.m.

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

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

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

The Board came out of closed session at 8:42 p.m.

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

Commissioner Henderson made a motion to authorize Commissioner Pannell to negotiate and settle the matter with Isolved as discussed in closed session. Commissioner Strait seconded the motion. The motion was passed 3-0.

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

Commissioner Henderson made a motion to approve the detention pond agreement as presented. Commissioner Pannell seconded the motion. The motion was passed 3-0.


26. Adjournment.

There being no further business, a Motion was made by Commissioner Henderson, seconded by Commissioner Pannell to adjourn the meeting. The Motion passed by a vote of 3 to 0.

Meeting was adjourned at 8:44 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on March 19, 2025.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board