

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 05, 2025.

1. Call meeting to order by Commissioner Creel, roll call taken, and a quorum established at 5:00 p.m.

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

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

2. To receive public comment.

No public comment was made.

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

Robin Brian presented the District's invoices in the amount of \$456,959.81 for approval by the board. Commissioner Pannell asked for the Martinez Architects invoices to be removed due to further investigation into pricing and the agreement. Discussion was had and the Commissioners agreed. Chief Sidwell was tasked with getting a more detailed bill from Marinez Architects for the Board's consideration. Commissioner Pannell made a motion to approve the District's bills related to expenses incurred by the District for \$413,803.56. Commissioner Fleming seconded the motion. The motion was passed 4-0.

4. To review, discuss, and act on the transfer of District funds from Texas Class and TexPool to Stellar Bank.

Chief Sidwell reported no transfers were needed at this time. No action was taken.

- 5. To receive the District financial report and take any necessary action on District investments and District financial reporting matters.**

This item was tabled.

- 6. To review, discuss and take action regarding granting exemptions for 2025.**

Commissioner Fleming made a motion, seconded by Commissioners Pannell to keep the exemptions the same for 2025 as follows:

Homestead Exemption Rate at 0.00%
Over 65 at \$30,000.00
Disabilities: at \$160,000.

The motion was passed 4-0.

- 7. To review, discuss, and take action regarding the of apparatus.**

Chief McAteer reported that the drawings for the Rehab truck should be in any day for their review and confirmation per his conversation with the salesman at Safe-D. No action was taken.

- 8. To review, discuss, and take action regarding a Merchant Processing Services agreement with First Data Merchant Services, LLC.**

Robin Brian presented the agreement with First Data Merchant Services to take payments for affidavit fulfillment through the District's website. Discussion followed and the agreement was approved by legal. Commissioner Henderson made a motion to accept the agreement with First Data Merchant Services to receive payment for affidavit fulfillment through the District's website. Commissioner Pannell seconded the motion. The motion was passed 4-0.

- 9. 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.

- 10. To review, discuss and act regarding the District's Strategic Plan.**

Commissioners will review the plan and revisit during the March 19, 2025 meeting. No action was taken.

- 11. To review, discuss and act regarding matters related to construction (current or proposed).**

Chief Sidwell reported that Martinez Architects was asking for an update on the signing of the agreement he presented to the Board for Porter Rd. and Station 2. Ricardo Martinez had sent

an update on the various projects that he has been doing for the District that Chief Sidwell uploaded into Teams. Commissioner Creel asked for a PDF version to be sent out to the Commissioners. Discussion was had on the timeline and bidding processes for the new stations. Commissioner Creel asked Chief McAteer to send the Agreement to all the Commissioners for review. No action was taken.

12. To review, discuss and act regarding the District's budget (s).

No action taken.

13. To review, discuss and act on personnel matters.

The Financial Director position has been filled, and they will start on March 10, 2025. No action was taken.

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

The job descriptions for Rehab Lieutenant and Rehab Captain were presented. Commissioner Henderson made a motion to accept the job descriptions for Rehab Lieutenant and Rehab Captain. Commissioner Pannell seconded the motion. The motion was passed 4-0.

The Board went into closed session to address items 15 through 17 at 5:54 p.m.

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

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

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

The Board came out of closed session 6:44 p.m.

18. To review, discuss and take action regarding items discussed in closed session.

No action.

19. Adjournment.

There being no further business, a Motion was made by Commissioner Henderson, seconded by Commissioner Flemming to adjourn the meeting. The Motion passed by a vote of 4 to 0.

Meeting was adjourned at 6:46 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