

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 December 18, 2024.

1. Call meeting to order by Chairman 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
Robin Humphrey	HdL
Ricardo Martinez	Martinez Architects

General Public, see the attached sign-in sheet.

2. Employee Recognition.

Chief McAteer recognized Richard Jayson Gates for his contributions to the organization.

3. To receive public comment.

No public comment received.

4. To receive a report from Union.

Jerry Hales gave the Union report. They have obtained three new members. No action was taken.

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

David Manley presented the minutes for October 2nd, 16th, 22nd, and November 22, 2024. Commissioner Henderson made a motion to approve the minutes for October 2024, and

November 22, 2024 as presented. Commissioner Creel seconded the motion. The motion passed 5-0.

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

Jorge Diaz presented the financial report. He informed the Board that interest rates have dropped for the Texas Class and TexPool account which was expected. The budget is at 81.9% spent which he says is very good for this time in the year. Commissioner Pannell reported that the Certificate of Deposit with Trustmark Bank has been paid off and they have been given wire instructions to release the funds.

Commissioner Pannell presented a table for debt reduction for the District for the next five years. Discussion was had over debt reduction.

Commissioner Henderson made a motion to accept the financial report for the District for the month of November. Commissioner Creel seconded the motion. The motion was 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.

Ricardo Martinez gave a report on the Station 2 feasibility work. The station is going to take up approximately 2.2 acres of the three-acre lot. He asked if there were plans to parcel out a part for future sale. Discussion followed. Ricardo stated he is estimating the Station 2 complex will be \$7 - \$7.3 million. Commissioner Creel made a motion for the District to purchase a 40 x 80 portable canopy in the amount of \$29,050.00. Commissioner Fleming seconded the motion. The motion passed 5-0.

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 Henderson made a motion to move \$500,000.00 from the Texas Class Operating reserve account to Stellar Bank General Fund for the District's operating cost. Commissioner Creel seconded the motion. The motion passed 5 - 0.

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

Robin Humphrey gave the sales tax report for the year 2024. The total collected was \$8,560,877.00. Discussion followed. 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 construction pay applications, and to approve any necessary wire transfers.

Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$480,823.64. Commissioner Pannell seconded the motion. The motion passed 5-0.

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

Commissioner Henderson made a motion to approve \$1,106,582.73 to meet the District's payroll obligations for November and December. Commissioner Creel 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 Sidwell presented there were no changes for the 2024 budget and the 2025 budget had been sent to the Commissioners for their feedback. Commissioner Strait presented a proposed 2025 budget. He explained this is a plan for the next year and amendments would be made where needed. Discussion followed. A motion was made by Commissioner Fleming, seconded by Commissioner Creel, to approve the revised budget as presented by Commissioner Strait, with a 2% step wage increase across the board. Motion passed by a vote of 5 – 0.

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

Chief McAteer presented his report.

Personnel

- Finance Director position has been posted.
- Interviews conducted for the Training Captain position and the mechanic position. Offers will be made.
- 2 full-time FF vacancies, will be posted and we will have interviews in Jan/Feb.

Apparatus

- E-2 reserve out for tire replacement and fuel leak.
- L-3 out for PM and repairs.
- M-8 (re-mount) licensing complete, unit is fully in-service.
- New Rehab truck – Chassis has arrived at Houston Freightliner. They hope to have it to Novamaxa by the end of December.
- All other front line and reserve units in service.

Facilities

- Station 1 remediation and build back is complete. We have not been informed of any condensation issues.
- Station 3 weatherproofing and roof membrane patching is complete.

Strategic Plan

- Strategic Plan will update call volume and budget data once 2024 is complete, then publish copies and post to website.

General

- New station design is ongoing. Latest design was emailed to the Commissioners.
- NERIS is the replacement for NFIRS, the fire incident reporting platform. 2025 will be a hybrid year, meaning that part of the year will be NFIRS and part NERIS. Our region is targeted for transition in October 2025. Our records company, ESO, does not yet have a working version of the software and there is no training available yet. This will be a significant project for 2025.
- There is an electric vehicle summit coming up in January that should provide best practices for firefighters dealing with these difficult-to-extinguish fires. We'll produce a response guideline geared towards safety and protecting exposures, with input from our personnel.

No action was taken.

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

Chief Bank reported that the hospitals are still full and wait times are still long for patient transfer due to the overcrowding at the hospital. He is signing on for a trial of Trauma Gel which is a syringe that fills an open wound. There will be a guideline and a form that has to be filled out by the crew after administration. Chief Bank spoke about new developments in blood administration that will be coming soon that will be cheaper and we will be able to store the product longer. No action was taken.

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

Chief Moreno reported a 10% increase call volume from last year. No action was taken.

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

Chief Sidwell provided personnel report. The final updated Employee Handbook was completed by Command Staff and HR. He asked the Board, "Before the final review would the Board like to review the Handbook also?" Discussion followed. The Board would like to review the Handbook before the final vote. He reported the original promissory note paperwork from Trustmark Bank has been received and filed in Administration. No action was taken.

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

Chief McAteer gave an update on the Strategic Plan. It was finished and he would like to prepare an appendage to sum up the previous year and add it to the original. Discussion followed and the Board agreed. They instructed Chief McAteer to have it ready for a vote on the January 15th meeting. No action was taken.

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

Nothing on this item

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.

Nothing on this item.

20. 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 he has been unsuccessful in reaching IAAI for the auction of the wrecked ambulance chassis. He is recommending to engage Rene Bates to list the 2019 Ford F450 (VIN 1FD0X4GT5KED02596) chassis for auction. No action taken.

21. 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 January are set for January 6, 2025 and January 15, 2025. Both meetings in January will begin at 6:00 p.m.

The Board went into closed session at 8:08 p.m. to address items 22 through 24.

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

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

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

The Board came out of closed session at 8:45 p.m.

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

A motion was made by Commissioner Pannel, seconded by Commissioner Fleming, to cancel all employment agreements per the terms of the agreements, with the intent to prepare new agreements in early 2025. Motion passed by a vote of 5 – 0.

26. To review, discuss and take action regarding District real estate matters, including engaging real estate broker(s).

No action.


27. 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 8:49 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