

MINUTES OF FEBRUARY 19, 2019, MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

A regular meeting was duly called of Harris County Emergency Services District No. 48, which was held at the District Administration Building located at 21201 Morton Road, Katy, Texas 77449 on Tuesday, February 19, 2019.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 p.m. by **Marshall Kramer**, President, who announced that a quorum was present. Those Commissioners present were:

Marshall Kramer	Present
Sam Henderson	Present
Bret Fossum	Present
Russell Solomon	Present
Michael Fleming	Present

Also present at the meeting were Fire Chief and Emergency Management Director, Jeff Hevey, Assistant Chief of EMS, Eric Bank, Acting Assistant Chief of Operations, Brett Ellis, Division Chief of Logistics, Ray Sidwell, Battalion Chief of EMS Training, Kevin Leverage HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, and other ESD Members. Also, Rich Majeres with Ubersnosky & Majeres, PLLC, Ricardo Martinez with Martinez Architects, LLC, and Ira Coveler with the law firm of Coveler & Peeler, the District's legal counsel, were also present.

WELCOME BY CHIEF JEFF HEVEY AND SWEARING-IN CEREMONY OF NEW PERSONNEL OF THE DISTRICT.

Fire Chief, Jeffrey S. Hevey, welcomed all to tonight's Swearing-In and Promotion Ceremony.

The Pledge of Allegiance led by Fire Chief, Jeffrey S. Hevey.

The Opening Prayer led by Chaplain, Mardie Menke.

History of the Bugle led by Fire Chief, Jeffrey S. Hevey.

Swearing-In and Promotion Ceremony:

Full-Time P-1 Paramedics:

Ryan Wayne LeNorman
Baylee L. Taylor

Full-Time EMT:

Elinor Katherine Nedell

Full-Time Firefighter Lieutenant Promotion:

Cassidy Wallace

The Board briefly recessed the meeting at 7:31 p.m., to relocate to the meeting room to allow the families and other members of the department celebrate the following the ceremony.

TO RECEIVE PUBLIC COMMENT.

No public comment.

TO REVIEW, DISCUSS, AND TAKE ACTION RELATED TO THE MONTHLY SALES TAX REPORT.

The Monthly Sales Tax Report was emailed to the Commissioners by Mr. Fortner. The Board reviewed the Sales and Use Tax Administration Report. Thereupon, Mr. **Henderson** made a motion to approve the Monthly Sales Tax Report as received. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Please see the report from Ryan Fortner with Sales Revenue, Inc. for complete listings and details of all figures presented.

TO PAY DISTRICT INVOICES AND EXPENSES AND TAKE ACTION RELATED TO THE DISTRICT'S INVESTMENT FUNDS.

Ms. Tobar presented the Board with the District bills. The Board reviewed and discussed the District bills. Mr. **Henderson** made a motion to approve the District bills related to expenses incurred by the District since the prior meeting. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

TO RECEIVE A PRESENTATION FROM MR. RICARDO MARTINEZ OF MARTINEZ ARCHITECTS, LLC AND TAKE ANY NECESSARY ACTION RELATED TO HIS REPORT.

Mr. Martinez discussed the following items in his presentation:

Design Activities:

- The Design team has finalized construction documents
 - Civil, Landscaping, Architectural, Structural, MEP, and Technology.
- Documents have been issued to Harris County for permitting
- MA has submitted to the Texas Department of Licensing and Regulation.
- Temporary Facility
 - Review of contract with Law Construction
 - Release of CenterPoint for temporary power
 - Coordinate Water Tap with Harris-Fort Bend County MUD 3

Anticipated Activities:

- Martinez Architects to resubmit to Harris County Permitting Office-Civil Revisions
- Total Project Cost Estimate- \$6,300,622
- Martinez Architects to solicit project March 5th and 14th
 - Received proposal April 4th

Construction Activities:

- Coordinate with Agave onsite construction activities.
- Coordinate with Weisser Engineering to provide an updated topographical survey and re-establish property lines prior to construction.

Schedule:

- On schedule

Financials:

- No action

TO DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S NEW FIRE STATION NO. 1 PROJECT.

Mr. **Solomon** made a motion to allow Martinez Architects, LLC to solicit new Station 1 project for proposals. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

Mr. **Solomon** made a motion to approve Law Construction as the District's Contractor to construct the temporary facilities at Station 1 subject to final legal review. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

TO RECEIVE THE FINANCIAL REPORT FOR THE DISTRICT PREPARED BY THE DEPARTMENT ADMINISTRATIVE STAFF IN CONJUNCTION WITH MR. RICH MAJERES OF UBERNOSKY & MAJERES, PLLC AND TAKE ANY ACTION RELATED THERETO.

Mr. Majeres with Ubernosky & Majeres, PLLC presented the District's Financial Report. As of February 19, 2019, the District's combined Cash Balances (Current Assets) total \$14,269,363.21. The estimated remaining Property Tax Collections is \$645,670. The estimated remaining 2018 Sales Tax Collections are \$4,017,881. The estimated remaining 2018 EMS Billing Collections are \$1,955,310. The remaining 2018 Budgeted Expenses are \$15,162,813. The projected Cash Reserve for 12/31/2019 is \$5,975,411. The District's Total Debt Service Outstanding is \$18,061,973. The District's combined Note Balances (Liabilities & Equity) total \$14,104,625.81. The District has collected \$348,856.04 in Sales Tax Revenue for 2019.

Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

Please see the report from Rich Majeres with Ubernosky & Majeres, PLLC for complete listings and details of all figures presented.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Item tabled.

TO RECEIVE A REPORT FROM CHIEF JEFF HEVEY AND TAKE ANY NECESSARY ACTION RELATED TO HIS REPORT.

Chief Hevey presented his report. He stated, “We received our ISO award for achieving a level 2 IOS rating. He shared that the Department has released \$292,000 from the District’s 2019 budget since upstairs Admin Building expansion has been delayed at this time. EMS and Fire are very busy. The current Cadet class has a total of eight (8) personnel. Interviews for the Assistant Chief of Operations position will be on March 14, 2019. We do have MUDs that are financing some of the costs for the installation of signal light pre-emption.

Mr. Solomon requested for the administrative staff to order additional plaques from ISO and to have them placed in each station representing the employees and volunteers appreciated hard work.

TO RECEIVE THE EMS DIVISION REPORT FROM ASSISTANT CHIEF ERIC BANK AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Chief Bank discussed the EMS Report. EMS had a total of 655 calls for the month of January 2019. Average response time was six (6) minutes and twenty-six (26) seconds. There were three-hundred forty-eight (348) non-transport/non-emergency calls. Life Flight was used twice this month. EMS conducted the following Mutual Aid: one (1) call to Cy Fair FD, one (1) call to Fort Bend County FD, one (1) call to Waller County FD and six (6) calls to Westlake FD. Chief Bank is still in the process of working with the insurance providers to get paid for transporting patients. EMS is still waiting to receive the new ambulance from Siddons Martin that will replace Medic 7.

Chief Leverence presented a PowerPoint illustrating EMS Academy and all the great things they are achieving in the Department.

TO RECEIVE FIRE DIVISION AND ADMINISTRATIVE REPORTS AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Chief Ellis discussed the Fire Report. Suppression had a total of 254 calls for January 2019. There were 3 Mutual Aid requests. District-wide response times on all responses combined: 6 minutes 28 seconds, on average. Full-Time Suppression consists of thirty-nine (39) personnel: (3) Battalion Chiefs, (3) Captains, (6) Lieutenants, (15) Firefighter Driver-Operators, and (12) Firefighter EMTs. Part-Time Suppression consists of thirty-nine (39) personnel. Volunteer Suppression consists of forty-nine (49) personnel. Rehab consists of nineteen (19) personnel. Upcoming Suppression events: Four (4) Full-Time Firefighters, start date February 25, 2019. Full-Time Lieutenant promoted and started on January 6, 2019. Hosting Company Officer Symposium April 1-3, TFCA. Personnel Organizational Needs Assessment, Fire Programs vs. ESO, guest speaker at WAVE Conference March 21 &22 and attending Firefighter Health and Wellness Board for Texas April 25, 2019.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ADOPTION, AMENDMENT, AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES AND STANDARD OPERATING GUIDELINES.

Item tabled.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY NEEDED MAINTENANCE OR REPLACEMENTS OF THE DISTRICT'S EQUIPMENT, APPARATUS, AND FACILITIES.

Chief Hevey stated, "We still have some apparatus out of service. We have Medic 5 out of service. A lot of repairs are getting accomplished with the help of the new Full-Time Mechanic.

REVIEW AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS.

Item moved to Executive Session.

TO REVIEW, DISCUSS, AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.

Chief Sidwell was permitted from the Board of Commissioners to place the ambulance on Ambulance Trader as it has not been sold as of the date of the meeting. Chief Sidwell would like to re-post the ambulance for another month and drop the sales price from \$20,000 to \$17,500.

Mr. **Solomon** made a motion to extend the vehicle on Ambulance Trader for an additional thirty (30) days for a reduced amount of \$17,500. Mr. **Henderson** seconded the motion. The motion passed 5 to 0.

TO DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS AND APPROVE THE PROPOSED MEETING DATES FOR THE BILL PAY MEETING TO BE HELD ON WEDNESDAY, MARCH 6, 2019 AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON TUESDAY, MARCH 19, 2019 AT 7:00 P.M.

The bill pay meeting will be held on Wednesday, March 6, 2019, at 6:30 p.m. and the regular monthly meeting will be held on Tuesday, March 19, 2019, at 7:00 p.m. We will be swearing in four (4) Firefighters and promoting Chief Leverage to Battalion Chief status.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

The Board entered into Closed Session to consult with District legal counsel at 9:00 p.m.

The Board exited Closed Session at 9:49 p.m.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board entered into Closed Session to discuss on personnel matters at 9:00 p.m.

The Board exited Closed Session at 9:49 p.m.

**TO AND TAKE ACTION ON DISTRICT REAL ESTATE MATTERS AND PERSONNEL MATTERS
DISCUSSED IN CLOSED SESSION.**

No action taken.

ADJOURNMENT.

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Solomon** seconded the motion. The motion passed 5 to 0. The meeting adjourned at 9:50 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on March 19, 2019.

Russell Solomon
District Secretary