

**MINUTES OF APRIL 4, 2018, 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 Administrative Building located at 21201 Morton Road, Katy, Texas 77449 on Wednesday, April 4, 2018.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

The meeting was called to order at 6:30 p.m. by **Marshal Kramer**, President, who announced that a quorum was present. Those Commissioners present were:

<b>Marshall Kramer</b>	Present
<b>Sam Henderson</b>	Present
<b>Bret Fossum</b>	Present
<b>Russell Solomon</b>	Present
<b>Michael Fleming</b>	Present

Also present at the meeting were Fire Chief and Emergency Management Director, Jeff Hevey, Assistant Chief of Operations, Les Fulgham, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, and Assistant Office Manager, Jackie Tobar.

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 5, 2018:**

- a. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

**Mr. Henderson** made a motion to appoint the following persons as Election Judges:

Margaret Tillery	Election Judge
Willie Tillery	Election Clerk
Paul Gannon	Election Judge
Carol Gannon	Election Clerk

**Mr. Fleming** seconded the motion. The motion passed 5 to 0.

He also asked for approval of the following persons as election officials.

**Mr. Henderson** made a motion to appoint the following persons as the Early Voting Ballot Board Members to process the mail ballots received by the District as part of the election process:

Pat Marshall	Early Voting Ballot Board Member
Lorraine Day	Early Voting Ballot Board Member
Roxana Collins	Early Voting Ballot Board Member
Melanie Bounds	Early Voting Ballot Board Member
Bryant Gaudette	Early Voting Ballot Board Member

Susan Dansby Early Voting Ballot Board Member

**Mr. Fossum** seconded the motion. The motion passed 5 to 0.

**Mr. Henderson** made a motion that the Early Voting Ballot Board is empowered to operate on May 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> from 8:00 a.m., until 10:00 p.m., on each of the days listed as determined in the discretion of the Early Voting Clerk. **Mr. Fleming** seconded the motion. The motion passed 5 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION TO PAY DISTRICT BILLS.**

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 REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DISTRICT'S 2018 HONORS AND RECOGNITION DINNER.**

Captain Fabricant stated there are eighty-five (85) reservations for the 2018 Honors and Recognition dinner. The banquet menu will be set on Friday, March 6, 2016.

Ms. Tobar requested from the Board to include a DJ for the banquet. Ms. Tobar provided three (3) quotes:

- 1) DJ Palacio Maria in the amount of \$500.
- 2) DJ Jump for Joy in the amount of \$650.
- 3) DJ Mr. James Caston in the amount of \$500.

**Mr. Solomon** made a motion to approve the amount of \$600 for a DJ at the awards banquet dinner. **Mr. Fossum** seconded the motion. The motion passed 5 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON REQUESTS FROM THE DEPARTMENT AND ADMINISTRATIVE STAFF FOR THE PURCHASE OF EQUIPMENT, SUPPLIES, AND OTHER NECESSARY BUDGETARY ACQUISITIONS.**

Chief Sidwell presented the following report to the Board. He stated that Chief Westall went out for bids for our maintenance lawn care. Below is a list of landscaping vendors with proposal amounts:

1. Custom Scapes in the amount of \$18,325
2. Burns Landscaping in the amount of \$50,780
3. Moyo's Landscaping in the amount of \$30,680

No action was taken by the Board.

**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 had no matters to consider for Closed Session.

**ADJOURNMENT.**

The meeting adjourned at 7:26 p.m.