

MINUTES OF MAY 23, 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 Thursday, May 23, 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, Assistant Chief of Administration, Tommy Westall, Assistant Chief of Operations, Brett Ellis, Division Chief of Logistics, Ray Sidwell, Public Information Officer, Simon Vandyk, Public Education Coordinator, Jason Tharp, Community Paramedic, Joe Casciotti, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, and other ESD Members. Also, Rich Majeres with Ubernosky & 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, Jeff Hevey, welcomes all to tonight's Swearing-In and Promotion Ceremony.

The Pledge of Allegiance led by Fire Chief, Jeff Hevey.

The Opening Prayer led by Chaplain, Mardie Menke.

Swearing-In and Promotion Ceremony:

Continuous Quality Improvement Coordinator:
John Linares

Full-Time P-1 Paramedics:
Ryan Menzenberger
Thomas Payne
Jessica Vampola

Meeting briefly held in recess to move into the District's regular meeting room.

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 a complete listing and detail of the information and graphs 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 REVIEW, DISCUSS, AND TAKE ACTION ON THE SELECTION OF A CONTRACTOR FOR THE CONSTRUCTION OF THE FIRE STATION NO. 1 PROJECT BASED UPON SEALED PROPOSALS PREVIOUSLY RECEIVED.

Committee interviewed three (3) firms: Christensen Building Group, Teal Construction, and Bass Construction. The Committee recommends proceeding with Christensen Building Group. Christensen allows login to see the schedule and communication with Martinez Architects.

Mr. **Solomon** made a motion to approve the Christensen Building Group as the contractor for the construction of the Fire Station No. 1 project. Mr. **Fossum** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING FINANCING THE COST OF CONSTRUCTION FOR THE DISTRICT'S NEW FIRE STATION NO. 1 FACILITY.

Mr. Coveler discussed financing the cost of construction for the District's new Fire Station No. 1 facility. Mr. Coveler recommended that the board finance this project using a pledge of sales taxes to serve as security for the loan. The Board asked that Mr. Coveler seek loans with 15 year and 20 year terms.

Mr. **Fossum** made a motion to authorize Mr. Coveler to seek loans with a 15 year or 20 year term. Mr. **Henderson** seconded the motion. The motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DISTRICT'S TEMPORARY FACILITY LOCATED AT THE STATION NO. 1 SITE, INCLUDING MATTERS RELATED TO LAW CONSTRUCTION AND BOXX MODULAR.

Chief Sidwell discussed the total change proposal with Law Construction and Consulting.

Mr. **Henderson** made a motion to approve the change proposal with Law Construction and Consulting for the amount of \$9,788. Mr. **Solomon** 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 AND TAKE ANY ACTION RELATED THERETO.

Mr. Majeres with Ubernosky & Majeres, PLLC presented the District's Financial Report. As of May 23, 2019, the District's combined Cash Balances (Current Assets) total \$12,340,872. The estimated remaining Property Tax Collections are \$285,287. The estimated remaining 2019 Sales Tax Collections are (adjusted to 90.07%; \$2,800,000 remaining) \$2,521,960. The estimated remaining 2019 EMS Billing Collections are \$1,438,855. The estimated remaining ESD 1 Agreement is \$125,000. The remaining 2019 Budgeted Expenses are \$10,824,711. The projected Cash Reserve for 12/31/2019 is \$6,152,273. The estimated remaining FEMA reimbursements are \$296,956. The District's Total Debt Service Outstanding is \$18,015,197. The District's combined Note Balances (Liabilities & Equity) total \$14,062,984.59. The District has collected \$1,430,049.31 in Sales Tax Revenue for 2019.

Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Fossum** 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 discussed his report. Lieutenant Vandyk and Lieutenant Tharp presented a video created by Waller-Harris ESD 200, Katy Aquatics and the HCESD No. 48 Community Risk Reduction team discussing drowning during the summer season.

Chief Westall discussed Budget proposal that would be presented by the Committees when requesting needs. Commissioner Solomon stated the importance of making sure we spent funds on personnel, benefits, health and safety, and longevity.

Dr. Tonya Glen will be visiting HCESD No. 48 to discuss improving your family resilience and increase your situational (mental health) awareness. Dr. Tania Glenn will be

present to teach you or a spouse how to help have a great career and life as a Service Provider with HCESD No. 48. The Board inquired about the class, specifically wanting to know the target audience for the course. The course is intended for any adult family member of a volunteer or employee with the District. The class will be held on Friday, May 31, at 6:30 p.m., and Saturday, June 1, at 10:00 a.m., in the Administration classroom.

Lieutenant Tharp presented the 2019 Katy Area Safety Fest Report (“KASF”). He stated that 3,000 civilians were estimated to have attended Safety Fest. The total cost for the 2019 KASF, not inclusive of labor costs was \$94,551.91. Total cost per Department before labor was Harris County ESD No. 48 \$60,063.37, Community FD \$13,339.95, West Lake FD \$7,818.29, Willowfork FD \$6,178, City of Katy FD \$2,352.30, and an In-Kind Donation Services \$7,000. However ESD 48 also had sponsorships and other contributions from vendors which further reduced its out of pocket expense. The final reimbursements to the District were not available at the time of this meeting.

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 293 calls for April 2019. There were (3) Mutual Aid request Katy FD, 1 Katy FD, 8 Cy Fair FD, 3 Westlake FD, 3 Willowfork FD. All responses average response time: 6:28. Full-Time Suppression consists of 39 personnel: 3 Battalion Chiefs, 3 Captains, 6 Lieutenants, 15 Firefighter Driver-Operators, and 12 Firefighter EMTs. Part-Time Suppression consists of 39 personnel: 3 Captains, 10 Lieutenants, and 26 Firefighter/Driver-Operators. Volunteer Suppression consists of forty-nine 49 personnel. Rehab consists of nineteen 19 personnel.

Upcoming Suppression events: ESO was held on May 1, 2019, it has been a smooth transition. Battalion Chief process internal assessment was held on May 17, 2019, interviews were held on May 21, 2019 (five (5) internal candidates, using outside assessors to grade). Anticipated Captains process to be determined. New gear specs were chosen by Committee (Red Zone-Lion). Academy is moving from one (1) to seven (7) month instead of two (2) four and a half (4.5) months.

Training Division: Cadet Class graduated May 18, 2019. Purchased Blue Card Mobile Sim Lab for Fire Ground Training. Conducted quarterly live burns for Full-Time personnel April 17-19.

Chief Westall discussed the Administrative Report. Chief Westall discussed the water cooler proposal from Ultimate Water of Texas. The monthly water expense for five (5) coolers totals \$325 a month for 36 months.

Mr. **Henderson** made a motion to change the water system and approve a three (3) year contract with Ultimate Water of Texas. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

Chief Westall discussed the copier machines for Station 5: Xerox copier contract proposal and Stargel Office Solutions proposal. Additional research would be needed before making a final decision.

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 616 calls for April 2019. Average response time was 6 minutes, 16 seconds. There were 368 non-transport/non-emergency calls. Life Flight was used two (2) times this month. EMS conducted the following Mutual Aid: one (1) call to Community FD; two (2) calls to Fort Bend County FD, four (4) calls to Katy FD, and three (3) calls to Westlake FD.

Chief Bank sent all radios and antennas to the factory to be stickered. EMS Appreciation Week is being held this week. EMS is working on different packages for *Stop the Bleed*. EMS armor has become a necessity. Community Paramedic Joe Casciotti discussed HCESD No. 48 Partnering with Methodist Hospital.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ADOPTION AND AMENDMENT OF DISTRICT POLICIES 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 discussed the District's apparatus: Injector harness is being replaced on Ladder 3. Wench Solenoid needs to be replaced on Booster 3. Booster 5 is back in service (steering arm did not need replacement). Engine 1 is out of service due to an oil leak. Visited Appleton to take a look at the New Engine (changes that were made to the specs): placed an 84-inch CAB, all Handheld will be backlit, cross lays will be stacked.

TO REVIEW, DISCUSS, AND TAKE ACTION TO ENGAGE THE SERVICES OF DELL AND GETAC TO OBTAIN UPGRADES AND/OR REPLACEMENTS FOR WINDOWS 10.

Item tabled.

TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING CONTRACT PERTAINING TO PERSONAL PROTECTIVE EQUIPMENT CLEANING AND INSPECTION.

Chief Sidwell proposed HCESD No. 48 move towards a new annual gear inspection and repair of Bunker Gear vendor, Total Lion Care. Lion Care is a twelve (12) month agreement with a thirty (30) day cancelation (\$4,738.38/month).

Mr. **Fossum** made a motion to approve Total Lion Care to inspect and repair HCESD No. 48 protective gear equipment. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

REVIEW AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS.

Mr. Coveler discussed the Casiano lawsuit. He stated that if the court goes with the normal proceedings, the Casiano lawsuit should be dismissed within thirty (30) days.

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.

Item tabled.

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, JUNE 5, 2019 AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON TUESDAY, JUNE 18, 2019 AT 7:00 P.M.

The bill pay meeting to be held on Wednesday, June 5, 2019, at 6:30 p.m., and the regular monthly meeting to be held on Tuesday, June 18, 2019, at 7:00 p.m.

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 Executive Session at 10:00 p.m., to consult with legal counsel.

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

The Board did not discuss real estate matters in Executive Session.

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

The Board entered into Executive Session at 10:00 p.m., to discuss personnel matters and returned to Open Session at 10:39 p.m.

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

Following a brief discussion in open session about Chief Jeff Hevey and the excellent work he is doing for the District and the efforts he has made to protect the citizens of the District as well as his accomplishment of obtaining an ISO class 2 for the District territory. Chief Hevey stated that he did not achieve this alone, but that he appreciated the support of the Board in his efforts to serve the District community.

Mr. **Fleming** made a motion to extend Jeff Hevey's contract as discussed in closed session. Mr. **Fossum** seconded the Motion. The Motion passed 5 to 0. Mr. Coveler was instructed to prepare a revised contract for Jeff Hevey's review.

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 10:43 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on June 18, 2019.

Russell Solomon
District Secretary