

**MINUTES OF JULY 17, 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 Tuesday, July 17, 2018.

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

The meeting was called to order at 7:08 p.m. by **Marshall 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 EMS, Eric Bank, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, Public Information Officer, Simon VanDyk, Lieutenant Jason Tharp, Lieutenant, Joshua Johnson, Volunteer Firefighter, Mark Holloway, Volunteer Firefighter, Garrett Baker, and other ESD Members. Also, Rich Majeres with Ubernosky & Majeres, PLLC, Mr. Littlejohn, District's Realtor, and Ira Coveler, of the law firm of Coveler & Peeler, the District's legal counsel, was also present.

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

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

**The Pledge of Allegiance** led by Assistant Chief of Operations, Les Fulgham.

**The Opening Prayer** led by Chaplain, Mardie Menke.

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

**Swearing-In and Promotion Ceremony:**

Lieutenant of Community Risk Reduction, Jason Tharp  
Lieutenant Joshua Johnson  
Volunteer Firefighter Mark T. Holloway  
Volunteer Firefighter Garrett Baker

**Recess to HCESD No. 48 Meeting.**

**TO RECEIVE PUBLIC COMMENT.**

No public comment made.

**TO REVIEW AND TAKE ACTION ON THE DISTRICT'S 2017 AUDIT.**

The District's Auditor, Mrs. Meeya Vahshotz with Breedlove & Co., P.C., will be visiting HCESD No. 48 sometime next week to acquire additional information for the 2017 audit.

**TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.**

Commissioners were emailed a copy of the prior April, May, and June meeting Minutes for review. Mr. **Henderson** made a motion to approve prior meeting Minutes. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

**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. **Fossum** made a motion to approve the Monthly Sales Tax Report as received. Mr. **Henderson** 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 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 July 17, 2018, the District's combined Cash Balances (Current Assets) total \$9,664,006.64. The estimated remaining Property Tax Collections is \$150,000.00. The estimated remaining 2018 Sales Tax Collections are \$1,665,000.00. The estimated remaining 2018 EMS Billing Collections are \$665,000.00. The remaining 2018 Budgeted Expenses are \$7,154,773.00. The projected Cash Reserve for 12/31/2018 is \$4,989,234.00. The District's Total Debt Service Outstanding is \$18,202,867. The District's combined Note Balances (Liabilities & Equity) total \$15,033,418.73. The District has collected \$2,011,099.95 in Sales Tax Revenue for 2018.

Mr. **Henderson** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Fleming** 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, DISCUSS, AND TAKE ACTION RELATED TO THE DISTRICT'S BANK ACCOUNTS AND DISTRICT INVESTMENT FUNDS, POOLS, AND ACCOUNTS.**

Mr. **Henderson** made a motion to approve all Allegiance Bank documentation. Mr. **Solomon** seconded the motion. The motion passed 5 to 0.

**TO PAY DISTRICT INVOICES AND EXPENSES.**

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

**TO REVIEW AND TAKE ACTION ON 2018 APPRAISAL VALUATIONS AND COMMENCEMENT OF ADOPTION OF 2018 TAX RATE, INCLUDING REVIEW OF 2018 EFFECTIVE TAX RATE CALCULATIONS, AND SCHEDULING ANY NECESSARY PUBLIC HEARINGS TO ADOPT DISTRICT 2018 TAX RATE.**

Item tabled.

**TO REVIEW AND DISCUSS THE PROPOSED DISTRICT 2019 BUDGET.**

Item tabled.

**TO PROPOSE 2018 DISTRICT TAX RATE.**

Item tabled.

**TO RECEIVE A PRESENTATION FROM THE CONSTRUCTION COMMITTEE REGARDING THE SELECTION OF AN ARCHITECT FOR THE DISTRICT'S NEW FIRE STATION NO. 1 PROJECT AND TAKE ANY NECESSARY ACTION REGARDING SAME.**

The following was discussed regarding the selection of an Architect for the District's new Fire Station 1:

Mr. Kramer: "How do we want to schedule these meetings? I would like to start by the end of July so they can turn shovel in October."

Chief Sidwell: "If we could set a date and time for the three (3) architectural firms to come in for Saturday, July 28, 2018, with a 45-minute separation time span between interviews."

Mr. Kramer: "Where any of these architects resistant to the RFQ terms?"

Chief Sidwell: "No."

Chief Sidwell: "The other question is should we have Hieu Hart attend these meetings?"

Mr. Kramer: "Notify them (the Architects) in a letter and email and ask if they could give us some conceptual thoughts on the property."

Chief Sidwell: "I will email all the firms tomorrow and mail a certified letter as well."

Chief Sidwell: "BRW/BSW and Martinez will be the architectural firms we will be interviewing."

Mr. Henderson: "It would be nice to place a sign that reads future Station 6 HCESD No. 48."

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING LONG RANGE PLANNING OBJECTIVES FOR THE FUTURE.**

Thursday, August 2, 2018, at 6:30 p.m. a meeting will be held to discuss and take action regarding long range planning objectives for the future of HCESD No. 48.

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

Chief Hevey presented his report. Chief Hevey discussed the following:

Chief Hevey stated, "Chief Fulgham and Rehab are in Bellville, Texas responding to a call we received around 10:45 a.m. for an explosion. Chief Fulgham is working with the Incident Command post and is creating an Incident Action Plan. The following vehicles are currently being maintained: Engine 6 is in reserve; Engine 4 is at Siddons Martin having its annual PM completed; and Engine 2 is also at Siddons Martin for repairs. We had a successful Smoke Alarm Blitz that was held on Saturday, July 14, 2018. We received many phone calls of people thanking us for the Smoke Alarm Blitz. A Community Member sent a \$25.00 donation check that will be deposited into the District's Donations account. The neighborhood of Cimarron will be reimbursing us for each Smoke Alarm that we installed on that day. Smoke Alarms cost \$40.00 apiece. We would like to put the funds back into the Smoke Alarm Blitz fund."

The next Smoke Alarm Blitz will take place in the neighborhood of West Memorial Parkway on Saturday, September 15, 2018.

Chief Hevey continued, "We had a meeting regarding Asian Village, we took pictures and sent them over to the Fire Marshals office. We would like to use the Independent Bank loan money for the purchase of two (2) credenza to be replaced back into the EOC room and to buy five (5) Apex radios. This will set us up for the next five (5) to six (6) years. All radios are digital and encrypt able. The cost to do this would be around \$20,000.00."

Chief Sidwell: "Multiple Firefighters have come to us regarding safety concerns about the deck at Station 1. We received a quote for a roof cover that will cover the deck from Jacob White in the amount of \$15,628.00."

Mr. Fleming: "If we are going to spend that much on a cover, can we move it to Station 6 to use as an outdoor cooking spot, to keep the sun off them?"

All: "Yes."

Mr. Kramer: "The only stipulation on the use of the Independent Bank loan was meant to be used for the purchase of equipment."

Mr. Coveler: "Yes, and furniture cannot be purchased with this loan."

Chief Bank: "I would like to start the purchase of the truck for the Community EMS position. The Tahoe's price will depend on the package we choose."

Mr. Coveler: "You may create and fill out the purchase order, bring it to the next ESD meeting, and then take it to Independent bank to disburse the funds."

Simon: "*Community Impact* is interested in doing a story with us regarding Harvey and how we are preparing for the next hurricane, and what the area has done to improve response and readiness. A lot of people have been asking when Station 6 will be up and running. It would be nice to conduct a little ceremony of shoveling dirt for the community."

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

Chief Bank presented the District's EMS Report. EMS had a total of 611 EMS calls year to date. Average response time was six (6) minutes and forty (40) seconds. There were three-hundred and forty-seven (347) non-transport/non-emergency calls. Used Life Flight three (3) times. EMS conducted the following Mutual Aid: twelve (12) calls to Westlake FD, and two (2) calls to Katy FD. Chief Bank stated that he will be interviewing one (1) internal candidate for the Community Educator position. Chief Bank has also interviewed additional Paramedics to cover the ones who have left the Department; a Paramedic has resigned to go back to school, and another Paramedic is retiring to take care of his parents.

**TO RECEIVE A FIRE DIVISION REPORT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Item tabled.

**TO RECEIVE ADMINISTRATIVE REPORTS FROM THE DEPARTMENT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Item tabled.

**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 EQUIPMENT, VEHICLE MAINTENANCE, AND STATION MAINTENANCE MATTERS.**

Item tabled.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING HVAC REPAIRS BEING MADE AT STATION 3.**

Chief Sidwell discussed the HVAC repairs being made at Station 3.

Chief Sidwell stated, "DBR has come back to us with a solution for the four (4) problem rooms. They will place a VRF system and ceiling fans in all the rooms."

Mr. Coveler: "Did they say this will work?"

Chief Hevey: "Yes, they did."

**REVIEW AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS, INCLUDING ACTIONS REGARDING COMPENSATION, PROMOTION, DEMOTION, BENEFITS, SCHEDULING, RETENTION, HIRING, AND/OR TERMINATION OF EMPLOYEES.**

The item was taken up in closed session.

**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 AUGUST 1, 2108 AT 6:30 P.M. AND THE REGULAR MONTHLY MEETING TO BE HELD ON AUGUST 21, 2018 AT 7:00 P.M.**

The following are new agenda items:

- 1) Architect Meeting to be held on Saturday, July 28, 2018, at 8:00 a.m.
- 2) Bill Pay meeting to be held on Wednesday, August 1, 2018, at 6:30 p.m.
- 3) Strategic Planning meeting to be held on Thursday, August 2, 2018, at 6:30 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 MATERS 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.**

No need for closed session on this item.

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

Mr. Little John asked the Board in open session if they had any questions or concerns regarding Station 6 property. The Board had no questions or concerns. No need for closed session on this item.

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

Entered Closed Session at 9:17 p.m. Exited closed session at 10:26 p.m.

**ADJOURNMENT.**

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Fleming** seconded the motion. The motion passed 5 to 0.

The meeting adjourned at 10:30 p.m.

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**Russell Solomon**  
District Secretary