

**MINUTES OF AUGUST 23, 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 Thursday, August 23, 2018.

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

The meeting was called to order at 7:04 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>	Absent
<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 Administration, Tommy Westall, Assistant Chief of Operations, Les Fulgham, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, Battalion Chief, Brett Ellis, Lieutenant Jacob Daily, Lieutenant Clinton Henderson. Also, Rich Majeres with Ubernosky & Majeres, PLLC, Ricardo Martinez with Martinez Architects, and Ira Coveler, of the law firm of Coveler & Peeler, the District's legal counsel, were also present.

**TO RECEIVE PUBLIC COMMENT.**

No public comment made.

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

Item tabled.

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

Item tabled.

**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 August 23, 2018, the District's combined Cash Balances (Current Assets) total \$9,078,233. The estimated remaining Property Tax Collections is \$125,000. The estimated remaining 2018 Sales Tax Collections are \$1,343,153. The estimated remaining 2018 EMS Billing Collections are \$612,599. The remaining 2018 Budgeted Expenses are \$5,958,306. The projected Cash Reserve for 12/31/2018 is \$5,325,679. The District's Total Debt Service Outstanding is

\$18,436,747. The District's combined Note Balances (Liabilities & Equity) total \$15,250,338.87. The District has collected as of the date of this meeting \$2,332,599.02 in Sales Tax Revenue for 2018.

Mr. **Fossum** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Solomon** seconded the motion. The motion passed 4 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.**

Chief Westall: "We have started writing checks from Allegiance Bank. We still need to keep Compass Bank for EMS Billing due to the fact that it's needed for reporting purposes once a quarter."

Mr. Fossum: "What is the transition time?"

Chief Westall: "Six (6) months."

Mr. Coveler informed Administration that a check was required from HCESD No. 48 from each individual account for the purposes of redirecting where account funds get deposited by various outside agencies to the District. Mr. Coveler made specific mention of the Harris County Tax Office set forth this requirement.

**TO PAY DISTRICT INVOICES AND EXPENSES.**

Ms. Tobar presented the Board with the District bills. The Board reviewed and discussed the District bills. Mr. **Solomon** 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 4 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.**

Mr. Coveler presented the 2018 tax rate scenarios for Harris County ESD No. 48. He informed the Board that the District's effective tax rate (which was calculated to be \$0.100510) was greater than the maximum tax rate that the District can set (\$.10), which means that there will be no need to hold tax hearings regardless of the rate selected. He also shared that "due to Hurricane Harvey, property values were reduced for those persons affected. However, even with the decrease in appraisal values for existing properties, due to new construction within the District, the overall revenue impact for the District is positive. Based upon the tax rate scenarios calculations, the District should see a revenue increase of more than \$450,000."

**TO REVIEW, DISCUSS, AND PROPOSE THE DISTRICT'S 2019 BUDGET.**

Item tabled.

**TO PROPOSE THE DISTRICT'S 2018 TAX RATE.**

Mr. **Fossum** made a motion to propose the District's 2018 tax rate at ten \$.10 cents per \$100 dollars of assessed value. Mr. **Solomon** seconded the motion. The motion passed 4 to 0.

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

Mr. Martinez with Martinez Architects discussed the District's new Fire Station No. 1. "The building committee did meet on August 6, 2018. We are working on schematic layouts and waiting for more information to be sent from the building committee. We have received the physical address for the property. On a monthly basis, I would be putting together a report packet and send it to everyone via email in a pdf format."

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

Chief Hevey discussed long range planning objectives for the future. The next Strategic Planning meeting will be held on October 4, 2018, at 6:30 p.m. The meeting will focus primarily on the next five (5) years. No action taken.

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

Chief Hevey presented his report. The Northwest Chief's meeting was held last night, Wednesday, August 22, 2018. An SOG will be posted regarding the appropriate flags allowed on Department vehicles. There are no personnel issues at the moment. In regard to mental health, Battalion Chief Ellis sent out a self-assessment tool to the Fire Department. EMS continues to walk into psychological and domestic issues every day; we are having Covert Armor come in to discuss ballistic vests in order to protect our Members. No action taken.

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

Chief Hevey presented the District's EMS Report in absences of Chief Bank. EMS has had a total of 645 EMS calls year to date. Average response time was six (6) minutes and thirty-three (33) seconds. There were three-hundred fifty-six (356) non-transport/non-emergency calls. The Department called for Life Flight two (2) times. EMS conducted the following Mutual Aid: eight (8) calls to Westlake FD and two (2) calls to Katy FD. The Community Paramedic will be starting on Tuesday, September 4, 2018. No action taken.

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

Chief Fulgham presented his report. “We received one-hundred percent participation of ISO surveys being turned in by the MUDs. Thermal imaging cameras in the field are to be NFPA compliant. There are two (2) models to choose from that were evaluated by crews. The apparatus and equipment committee is working on the specs of what they envision now and in the future.” No action taken.

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

Chief Westall presented his report. It is time to change the value amounts on the apparatus through VFIS. If we over insure our vehicles VFIS has a seventy-five percent cut off value, and this would not be worth repairing a twenty-year-old truck. He stated that he is in the process of revising the numbers to VFIS. No action taken.

**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.**

Chief Sidwell discussed the old 109 vehicle for sale due to age and replacement of the old 109 vehicle. No action taken.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY NECESSARY REPAIRS OF EQUIPMENT, APPARATUS, AND FACILITIES IN SERVICE TO THE DISTRICT.**

Chief Sidwell discussed any necessary repairs of equipment, apparatus, and facilities in the District. Chief Sidwell said, “We received an invoice from Salas O’Brien for the total cost of \$6,958.50 with an invoice adjustment of \$3,958.50, with a remaining balance owed of \$3,000 for services rendered above and beyond the original scope of work. No action taken.

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

Chief Hevey discussed District personnel matters, including actions regarding compensation, promotion, demotion, benefits, scheduling, retention, hiring and/or termination of employees. There are currently no personnel issues at this time. Chief is in the process of interviewing Part-Time Captains and Firefighters. No action taken.

**TO REVIEW, DISCUSS, AND TAKE ACTION FOR THE SALE OR DISPOSAL OF OBSOLETE SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.251.**

Mr. **Solomon** made a motion for Chief Sidwell to make arrangements for the disposal of excess hose. Mr. **Fossum** seconded the motion. The motion passed 4 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, SEPTEMBER 5, 2108 AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON THURSDAY, SEPTEMBER 20, 2018 AT 7:00 P.M.**

There will be a Swearing-In Ceremony held on Thursday, September 20, 2018, for the three (3) EMS Paramedics and one (1) Community Paramedic and possibly three (3) Part-time Firefighters.

**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.**

There was no need for closed session.

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

There was no need for closed session.

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

There was no need for closed session.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION RELATED TO REAL ESTATE OR PERSONNEL MATTERS.**

No action taken.

**ADJOURNMENT.**

Mr. Henderson made a motion to adjourn the meeting. Mr. Fossum seconded the motion. The motion passed 4 to 0. The meeting adjourned at 9:03 p.m.

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**Russell Solomon**  
District Secretary