

**MINUTES OF SEPTEMBER 20, 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, September 20, 2018.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 6:40 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	Absent

Also present at the meeting were Fire Chief and Emergency Management Director, Jeff Hevey, Assistant Chief of Administration, Tommy Westall, Assistant Chief of EMS, Eric Bank, Assistant Chief of Operations, Les Fulgham, Division Chief of Logistics, Ray Sidwell, HR Office Manager, Walla Mourad, Assistant Office Manager, Jackie Tobar, Rehab Captain, Lou Fabricant and Lieutenant Greg Monroe. 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.

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

Assistant Chief of EMS, Eric Bank, welcomes all to tonight's Swearing-In and Promotion Ceremony.

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

Swearing-In and Promotion Ceremony:

Community Paramedic, Joseph Casciotti
Paramedic Jacob King
Paramedic David Lozano

Following the swearing in ceremony, the Board recessed the Swearing-In and Promotion Ceremony of the meeting and started the formal HCESD No. 48 Board Meeting.

TO REVIEW AND DISCUSS THE DISTRICT'S 2019 BUDGET.

Chief Westall discussed the District's 2019 Budget.

TO RECEIVE PUBLIC COMMENT.

Captain Fabricant made a request to the Board to move public comment towards the end of the ESD meeting.

TO REVIEW AND TAKE ACTION ON MINUTES OF PRIOR MEETINGS.

Mr. Coveler announced the Minutes would be available for review on the next Bill Pay Meeting.

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. Ryan 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 4 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 September 20, 2018, the District's combined Cash Balances (Current Assets) total \$8,072,076.58. The estimated remaining Property Tax Collections is \$125,000. The estimated remaining 2018 Sales Tax Collections are \$1,002,115. The estimated remaining 2018 EMS Billing Collections are \$475,000. The remaining 2018 Budgeted Expenses are \$4,498,744. The projected Cash Reserve for 12/31/2018 is \$5,300,448. 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 \$2,686,305.18 in Sales Tax Revenue for 2018.

Mr. **Fossum** made a motion to accept the Financial Report from the District Bookkeeper as presented. Mr. **Henderson** 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 PAY DISTRICT INVOICES AND EXPENSES AND TAKE ACTION RELATED TO THE DISTRICT'S INVESTMENT FUNDS AND OTHER ACCOUNTS.

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 4 to 0.

TO REVIEW AND TAKE ACTION ON 2018 APPRAISAL VALUATIONS.

Mr. Coveler reviewed the District valuations with the Board. Mr. Coveler also reviewed the tax rate scenarios he previously provided to the Board and explained the detailed information provided by the Harris County Appraisal District tax reports regarding taxable property within the District. There was general discussion regarding these values.

TO ADOPT THE DISTRICT'S 2019 BUDGET.

Mr. **Henderson** made a motion to accept the District's 2019 Budget. Mr. **Fossum** seconded the motion. The motion passed 4 to 0.

TO ADOPT THE DISTRICT'S 2018 TAX RATE.

Mr. **Henderson** made a motion to adopt the District's 2018 ten cent (\$.10) per \$100 of appraised value tax rate. 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. Ricardo Martinez of Martinez Architects presented different floor plans for the Board to review. The building committee was recommending the "Option 1 Floor Plan" provided by Martinez Architects. Following a discussion of various matters related to the plans, the Board discussed the current Station 1 location at Cobia. Mr. Martinez stated that he believed it possible to relocate the existing Station 1 temporary station to the Western Centre Drive property. Following discussion regarding this idea, Mr. **Fossum** made a motion to authorize the Command Staff to begin the process of relocating the existing Station 1 site on Cobia to the new Station 1 site at Western Center Drive. Mr. **Henderson** seconded the motion. The motion passed 4 to 0. The District's Engineer, Hieu Hart with Jacobs Engineering, Architect, Mr. Martinez and Mr. Coveler shall work together with the District staff to coordinate the relocation of Station 1.

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

The Strategic Planning meeting will be held in a couple of weeks to see and discuss what progress was made since the last meeting.

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

The EMS Report indicates a total of 604 EMS calls for the current month. The year to date average response time was six (6) minutes and thirty-nine (39) seconds. There were three-hundred thirty-three (333) non-transport/non-emergency calls. Life Flight was not used this

month. EMS conducted the following Mutual Aid: one (1) call to Fort Bend County, four (4) calls to Katy FD, and eight (8) calls to Westlake FD.

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

No report at this time.

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

The Fire report indicates total Department calls for the month of August 2018 were 698 calls. There were 19 Mutual Aid requests. Average response times in District Structure Fires: 5:46 minutes. District-wide response times on all responses combined: 6:33 minutes, on average. Full-Time suppression consists of thirty-nine (39) personnel: (3) Battalion Chiefs, (3) Captains, (6) Lieutenants, (15) Firefighter Driver-Operator, and (12) Firefighter EMTs. Part-Time suppression consists of forty-two (39) personnel. Volunteer suppression consists of forty-nine (49) personnel. Rehab consists of twenty (19) personnel.

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

No report at this time.

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

Mr. Kramer discussed the need to increase the Departments transparency by having more information displayed to the public. Chief Hevey requested permission from the Board to be able to search for a new online vendor that could assist in publishing Department information.

Mr. **Kramer** made a motion to allow the Administrative Staff to search for a new online vendor. Mr. **Henderson** seconded the motion. The motion passed 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY EQUIPMENT, VEHICLE MAINTENANCE, AND STATION MAINTENANCE MATTERS.

The new ambulance is going through final inspection and should ship within the next five (5) business days.

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

Item tabled.

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

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, OCTOBER 3, 2108 AT 6:30 P.M., AND THE REGULAR MONTHLY MEETING TO BE HELD ON THURSDAY, OCTOBER 16, 2018 AT 7:00 P.M.

The following District meetings for the bill pay meeting will be held on Wednesday, October 3, 2108, at 6:30 p.m. and the regular monthly meeting will be held on Thursday, October 16, 2018, 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 closed session at 8:20 p.m.

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 closed session.

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

The Board did not discuss personnel matters in closed session.

ADJOURNMENT.

The Board exited closed session at 8:55 p.m. there was no action taken following closed session.

Mr. **Henderson** made a motion to adjourn the meeting. Mr. **Fossum** seconded the motion. The motion passed 4 to 0. The meeting adjourned at 8:58 p.m.

Russell Solomon
District Secretary