

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

A meeting was duly called of Harris County Emergency Services District No. 48, held at the District Administration Building located at 21201 Morton Road, Katy, Texas 77449, on June 19, 2024.

1. Call meeting to order by Chairman Scott Strait roll call taken and a quorum established at 6:01 p.m.

Scott Strait	President	Present
Patti Creel	Vice President	Present
Don Pannell	Treasurer	Present
Sam Henderson	Secretary	Present
Mike Fleming	Assistant Secretary-Treasurer	Present

Also present:

George McAteer	Fire Chief
Vince Moreno	Assistant Chief of Operation
Jay Barrera	Battalion Chief of EMS Training
Machelle Richter	Battalion Chief of Logistics
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
Jorge Diaz	ABIP Accounting

General Public – Please see the attached sign-in sheet.

2. To receive public comment.

Public comment was given by Jerry Hales on the status of a Union by Hcesd48 members.

3. Employee Recognition.

Chief McAteer recognized Natasha Matulis and thanked her for her contributions to the organization.

4. To review and act on the minutes of prior meetings.

A motion was made by Commissioner Straight, seconded by Commissioner Creel, to approve the May 15, 2024 meeting minutes. The motion passed 5-0.

5. To receive the District Financial Report and take necessary action on District investments and District financial reporting matters.

Jorge Diaz reported the financial report. Commissioner Creel made a motion to accept the financial report. Commissioner Pannell seconded the motion. The motion was passed 5-0.

6. To review, discuss, and take action on the transfer of District funds from (or to) Texas Class and TexPool to (or from) Stellar Bank.

Jackie Harvey requested the transfer of funds from Texas Class to Stellar Bank in the amount of \$1,000,000.00 to cover operating expenses. Commissioner Creel made a motion to approve the transfer of \$1,000,000.00 from Texas Class to Stellar Bank to cover operating costs. Commissioner Pannell seconded the motion. The motion was passed 5-0.

7. To review, discuss, and act on matters related to the monthly sales tax report.

Commissioner Strait reported the sales tax report had been sent out by Chief Sidwell from Robin Humphry, at HdL. Discussion followed. Chairman Strait stated he felt we were on track for the year. Commissioner Creel made a motion to accept the sales tax report. Commissioner Pannell seconded the motion. The motion was passed 5-0.

8. To pay the District's invoices and expenses and approval of any wire transfers.

Robin Brian presented the District's invoices in the amount of \$376,184.46 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$376,184.46. Commissioner Pannell seconded the motion. The motion was passed 5-0.

9. To review, discuss, and act on funding the District's payroll obligations.

Jackie Harvey presented the amount of \$997,066.84 to fund the District's payroll obligation for April and May. Commissioner Henderson made a motion to fund the \$997,066.84 to meet the District's payroll obligations for May and June. Commissioner Creel seconded the motion. The motion was passed 5-0.

10. To review, discuss, and take action regarding matters related to the District's 2025 budget.

Chairman Strait expressed his desire for the budget to be finished by the end of July and for a Teams folder to be set up to see its progress as it develops. Discussion followed. No action was taken.

11. To review and take action on file destruction list in accordance with the District's records management procedures.

David Manley reported that Coveler & Peeler wanted authorization to destroy election records from 2016 and 2018 in accordance with Texas State record retention laws. Commissioner Creel made a motion to authorize Coveler & Peeler to destroy election records from 2016 & 2018 in accordance with District's Retention Plan. Commissioner Henderson seconded the motion. The motion was passed 5-0.

The meeting was adjourned at 6:39 p.m. for dinner. The meeting reconvened at 6:52 p.m.

12. To receive any reports from Fire Chief George McAteer and take any necessary action related to his report.

Personnel

- Chief Moreno has been promoted to fill the vacancy from Chief Donovan's departure. Lt. Isaiah Sanchez will fill the Training Captain role part-time until the position is posted and filled permanently.
- The mechanic vacancy has been re-posted.

Apparatus

- E-2 at Siddons for PM.
- M-8 at the shop having a module remounted onto a new chassis following the wreck.
- Waiting on vendor (TKI) for design and quote for a new Rehab vehicle.
- All other front-line and reserve units in service.

Stations

- A/C for the fleet mechanics area. The job has been awarded to Star, and they estimate that the work will begin on 7/29.
- Station 1's unleaded fuel tank is waiting for delivery, possibly this week. Then, an electrician will complete the installation.
- The project is not finished, but the concrete repair has been completed behind Station 3. The vendor requires a longer cure time due to concrete moisture. After the drive and area behind the station have cured to allow vehicle traffic, the vendor will complete the storm drain repairs at the front of the station.

Strategic Plan

- All required information has been submitted to Mike Montgomery's group. They're working on the final draft. Discussion followed. The Board requested Mike Montgomery to come and give a presentation of the Strategic Plan with a date for the presentation set by the July 17th meeting.

General items

- Camp Spark was very well received by the campers as an introduction and familiarization to the fire and EMS service.
- Gear cleaning is ongoing. The last pickup is 8/14.
- New ambulances – Current order for 3 new ambulances on hold until outstanding issues can be explored.
- E-6 left today for a TIFMAS deployment to the San Antonio area.

13. To receive an EMS division report from Assistant Chief Eric Bank and take any necessary action related to the report.

Battalion Chief Jay Barrera gave the EMS report. Calls are still up, and turnaround times at the hospitals are still extended. No action was taken.

14. To receive a Fire division report from Assistant Chief Vince Moreno and take any necessary action related to the report.

Chief Moreno reported that the call volume is up from last year. Discussion followed. No action was taken.

15. To receive an administrative report from Assistant Chief Ray Sidwell and take any necessary action related to the report.

Jackie Harvey presented Chief Sidwell's report. Stellar Bank issued the new bank cards for the Commissioners, but corrections need to be made to their roles. Discussion followed on getting them signed. Jackie will keep them updated. TIFMAS report is that we have had one deployment funded and another one has been approved. No action was taken.

16. To review, discuss, and take action regarding matters related to the District's Strategic Plan.

This topic was discussed in the Fire Chief's report. No action was taken.

17. To review, discuss, and take action regarding matters related to the construction of new stations.

Discussion was had on starting the process for new stations two and six. Chairman Strait wants a list of pro's and cons of our current stations and a development committees formed. Discussion continued. David Manley asked set up for Ricardo Martinez to come to our July 17th meeting and present to the Board progress and what is needed to move forward. No action was taken.

18. To receive an equipment, apparatus, and facilities report and take any necessary action related to the report.

Chief McAteer reported that the sale of the 2013 Ford F350 Wheeled Coach Ambulance (25600) has been completed, and funds have been received. The second ambulance is still for sale. No action was taken.

19. To review, discuss, and take action on any needed maintenance, replacements, and improvements related to the operation of the District's fire stations, apparatus, or equipment.

No action was taken.

20. To review, discuss, and take action regarding a proposal to renew the District's PSTrax licensing agreement.

Chief Richter presented the PS Trax renewal contract for the District's Inventory Management software. Discussion followed. Commissioner Henderson made a motion to accept the renewal of the District's Inventory Management System with PSTrax. Commissioner Creel seconded the motion. The motion was passed 5-0.

21. To review, discuss, and act regarding the adoption and amendment of District policies or job descriptions.

No action.

22. To review, discuss, and take action regarding the Porter Road property.

This item was discussed under item 17.

23. To review, discuss, and take action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.

No action.

24. To discuss any new items which need to be on the agenda for the subsequent District meetings and approve the proposed meeting dates.

Discussion about meeting dates occurred. Meetings in July are set for July 3, 2024, and July 17, 2024. Commissioner Strait will not be in attendance for the July 3, 2024 meeting. No action was taken.

The Board went into closed session to address items 25 through 28 at 7:42 p.m.

25. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

26. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

27. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

The Board came out of closed session at 9:13

28. To review, discuss, and take action regarding any District personnel matters.

No action

29. To review, discuss, and take action regarding District real estate matters, including engaging real estate broker(s).

No action

30. Adjournment

There being no further business, a Motion was made by Commissioner Henderson, seconded by Commissioner Fleming to adjourn the meeting. The Motion passed by a vote of 5 to 0.

Meeting was adjourned at 9:14 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on July 17, 2024.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board