

## 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 September 18, 2024.

1. **Call meeting to order by Chairman Scott Strait roll call taken and a quorum established at 6:00 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
Eric Bank	Assistant Chief of EMS
Ray Sidwell	Assistant Chief of Administration
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
Jorge Diaz	ABIP Accounting
Ricardo Martinez	Martinez Architects
Bianca Espinoza	RIT
Jill Henze	Breedlove & Co.

**General Public**, see sign-in sheet.

2. **To receive public comment.**

Public comment was made.

3. **Employee Recognition.**

Chief McAteer recognized Jose Gonzalez and Nick Martin for their contributions to the organization.

4. **To receive a report from Union.**

Jerry Hales spoke about the Union's election and upcoming activities. Jerry Hales was voted Union President. Robert Corley voted Vice President. Chase Robberson voted Treasurer. Carl Mundt voted Secretary. Drew Shapiro voted Director. No action was taken.

**5. To review and act on minutes of prior minutes.**

Commissioner Henderson made a motion to approve the minutes for July 2024. Commissioner Creel seconded the motion. The motion was passed 5-0.

**6. To receive the District's 2023 Audit Report from Breedlove & Co., and to discuss and take action related to the same.**

Jill Henze gave the report for the completed audit of the District's finances for 2023. She reported "we are a well-oiled machine", and nothing was found of note. Discussion followed. Commissioner Creel made a motion to accept the 2023 audit of the District's finances by Breedlove & Co. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Jorge Diaz reported the budget was on track for the year. Commissioner Creel made a motion to accept the District's financial report. Commissioner Pannell seconded the motion. The motion was passed 5-0.

**8. To review, discuss and take action regarding the District's Wire Transfer Agreement with Stellar bank.**

Chief Sidwell presented the District's Wire Transfer agreement with Stellar Bank. Discussion followed. Commissioner Creel made a motion to approve the Wire Transfer Agreement with Stellar bank and add all Commissioner's that are authorized on the account. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Chief Sidwell requested the transfer of funds from Texas Class to Stellar Bank in the amount of \$500,000.00 to cover operating expenses. Commissioner Creel made a motion to approve the transfer of \$500,000.00 from Texas Class to Stellar Bank to cover operating costs. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Chief Sidwell distributed the sales tax report prior to the meeting from Robin Humphry, at HdL. Discussion followed. Commissioner Pannell made a motion to accept the sales tax report. Commissioner Creel seconded the motion. The motion was passed 5-0.

**11. 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 \$378,986.72 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$378,986.72. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Chief Sidwell presented the amount of \$1,139,013.20 to fund the District's payroll obligation for June and July. Commissioner Creel made a motion to fund \$1,139,013.20 to meet the District's payroll obligations for June and July. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Chief Sidwell reported the addition of GL lines to the budget for the Cypress Run property, TIFMAS, and the new Rehab truck. Discussion followed. Commissioner Strait made a motion to accept the amended 2024 budget. Commissioner Pannell seconded the motion. The motion passed 5-0.

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

**Personnel**

- 0 employees are currently out for COVID.
- 1 FF vacancy to be posted.
- The Mechanic and Training Captain vacancies have not been posted yet.

**Apparatus**

- Annual pump tests done; all trucks passed.
- M-8 remount is back, needs graphics installed.
- TWR-4 at S&S for transmission rebuild and will need body work. TWR-4 crew running in L-4.
- PTO generator installed on current Rehab truck and is operational.
- Submitted a PO for a new Rehab truck from Novamax. Once they receive the chassis, the build time will be 6 months after that.
- All other front line and reserve units in service.

**Stations**

- A/C for the fleet mechanics area – done.
- Station 3 concrete repair – done.
- Vendor will start weatherproofing Station 3 soon. Includes window seals, masonry and mortar repairs, and various identified issues.

- Station 1 moisture problem still being studied to identify a remedy.

### **Strategic Plan**

- The final draft has been approved. Tentatively scheduled Mike Montgomery to present the Strategic Plan at the 10/2/24 meeting.

### **General**

- TIFMAS crews are back from deployment.
- Due to a request from the membership, we will study the feasibility of opting out of social security. It appears that several other departments are also opting out. Discussion followed with Board.
- We need to re-organize the Porter Rd training area and move the containers further back on the property.
  - Add a portable building to serve as a classroom and ultimately as an equipment room when the portables are moved from Station 1.
  - Relocate the containers on crushed concrete base to take advantage of the asphalt surface already there for fire apparatus.
  - Run an electric line to power the classroom building.
  - Bring in temporary water and sewage bladder. Also another porta-potty and hand washing station.
  - Prime operational advantage is to maximize time with the cadets. Currently time is lost transiting from Station 1 to Porter Rd.
  - We also want to be good neighbors and move the burn building containers further back so the front of the property looks cleaner.
- Estimated cost for this is \$20,000 and the money is available in current budget. Discussion followed see item 23 for motion.

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

Chief Bank reported hospitals are still overwhelmed, and calls are averaging 36 calls a day. Memorial Hermann Katy has opened their ER expansion. No action was taken.

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

Chief Moreno presented that Rehab has had seven calls this month and fire calls are down 18%. Discussion followed. No action was taken.

### **17. To receive an Administrative report from Assistant Chief Ray Sidwell and take any necessary action related to the report.**

Chief Sidwell reported that we have been contacted by Harris County Radio Shop regarding an APX6500 (527CTT0085) that was sold to Waller County Sheriff's Office. The radio in question was initially assigned by the District to Cypress Creek Comm Center. Once the Comm

Center was dissolved, the radio should have been returned to the District. HCRS is requesting the District release the programming so it can be re-programmed to WCSO. Discussion followed. Commissioner Creel made a motion to release the radio to Waller Police Department. Commissioner Henderson seconded the motion. The motion was passed 5-0.

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

No action was taken.

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

Ricardo Martinez discussed with the Board how we needed to move forward with Phase 1 with the Cypress Run Property. Discussion followed. No action was taken.

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

No action.

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

Ricardo Martinez spoke about the mold issue at Station One, and he has obtained a quote of \$85,934.99 to investigate and repair the issue. Discussion followed. Commissioner Henderson made a motion to approve \$86,000.00 to repair the Station One mold issue. Commissioner Creel seconded the motion. The motion was passed 5-0.

**22. To review, discuss and act regarding adoption and amendment of District policies or job description.**

Chief Sidwell presented the following four job descriptions for approval:

- i. JD-01 Fire Chief and Emergency Management Director
- ii. JD-02 Assistant Fire Chief Fire Operations
- iii. JD-18 Captain Fire Operations Training
- iv. JD-37 Assistant Fleet Management Supervisor

Commissioner Creel made a motion to approve the job descriptions as presented. Commissioner Fleming seconded the motion. The motion was passed 5-0.

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

Commissioner Creel made a motion to approve \$20,000.00 to move Conex boxes and buy a temporary building for the Porter Road property. Commissioner Fleming seconded the motion. The motion was passed 5-0.

**24. 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.**

Chief Sidwell presented the status of:

- a. Ambulance Sale (25600) – we had interest from a department in Ohio, but they have not scheduled a site visit or pursued additional information.
- b. Wrecked Medic Unit (02596) – the chassis has been returned to Morton Road and is ready to be released for auction. We are currently looking at auction options to present to the Board. We are also trying to determine the salvage value so we can make a reserve recommendation to the Board.

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

The meetings for October are on the 2<sup>nd</sup> and 16<sup>th</sup>.

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

No action taken.

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

No action taken.

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

No action taken.

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

No action taken.

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

No action taken.


**31. Adjournment.**

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

Meeting was adjourned at 9:00 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on October 16, 2024.

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48**

By:  \_\_\_\_\_  
Secretary of the Board