

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 October 16, 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:

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

General Public, see the attached sign-in sheet.

2. Employee Recognition.

Chief Moreno recognized Javier Perez for his contributions to the organization.

3. To receive public comment.

Public comment was made by Lou Fabricant requesting drawings for Porter Road. Chairman Strait responded Ricardo Martinez of Martinez Architects would be invited to the next meeting for a report.

4. To receive a report from Union.

Jerry Hales reported the Union is having the softball game on November 16, 2024. No action was taken.

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

David Manley presented the minutes for approval. 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 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. Discussion followed. There was an error on a budget line. Jorge fixed the line item and gave a corrected printed report later in the meeting. Commissioner Pannell made a motion to accept the District's financial report. Commissioner Fleming seconded the motion. The motion was passed 5-0.

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

No Action.

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

Discussion was had on the progress of the building committee that was formed for Station 2. No action was taken.

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 Henderson 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 \$345,060.99 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$345,060.99. 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 \$1,500,471.48 to fund the District's payroll obligation for June and July. Commissioner Creel made a motion to fund \$1,500,471.48 to meet the District's payroll obligations for September and October. 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.**

The Board scheduled a Budget Workshop to be held on October 26, 2024 for discussion about the 2025 budget.

14. **To review, discuss and take action regarding an Agreement with Memorial Hermann Medical Group regarding Occupational Medicine services.**

Chief Sidwell reported that after careful consideration and review, the decision has been made to move the District's pre-employment services to Memorial Hermann Occupational Medicine group. The Letter of Agreement (LOA) has been reviewed and sent to legal for approval. Discussion followed. Commissioner Henderson made a motion to accept the agreement with Memorial Hermann Occupational Medicine for pre-employment services for the District. Commissioner Fleming seconded the motion. The motion was passed 5-0.

15. **To review, discuss and take action regarding District Health Insurance policies for 2025.**

After review and discussion, Commissioner Henderson made a motion to continue with our current providers at a rate increase of 6% and to cover members spouse, kids, and family, at 80%. Commissioner Fleming seconded the motion. The motion was passed 5-0.

16. **To review, discuss and take action regarding Annual Maintenance and Service Agreements with Loftin related to District generators.**

Chief Sidwell reported the Generator Maintenance and Service Agreements with Loftin Equipment are up for renewal for the Morton Road complex. There are no changes to the agreements other than a price increase. The agreements have been sent to legal for review and approval. Commissioner Creel made a motion to accept the renewal agreement with Loftin Equipment Company. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Chief Moreno reported there are four TIFMAS deployments out right now. No action was taken.

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

Chief Bank reported units are busier than this time last year. Katy Memorial turn around times are still slow due to overcrowding in the ER. Five new employees were onboarded. There is a national shortage on saline due to the disaster in North Carolina. We have a ninety-day supply currently. No action was taken.

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

Chief Moreno reported call volume for Suppression is down 5% from last year. The Training Captain and Fleet Mechanic positions have been posted. The Maintenance AC units are working well. Tower 4 is still out of service as they are waiting on a part. No action was taken.

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

Chief Sidwell reported that open enrollment will be occurring in mid-November. This will include health, dental, vision, and AFLAC enrollment changes for full-time staff. Information has been sent out via email and left at all the stations about the Front-Line Mobile Health Physicals. Twenty-six employees have already signed up. The iSolved Optimization Team has been working in the background to develop the next best steps moving forward. Discussion followed. No action was taken.

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

Chairman Strait started discussion on the progress of the Strategic Plan and tasked Chief Moreno to update accomplished items and the timeline of some goals in the plan. Chief Moreno will get with Chief McAteer and get updates made. No action was taken.

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

Chief Sidwell reported the concrete and expansion joint project has been completed at Station 3 and Chief Richter has signed off with Construction Masters. The weatherproofing project by D7 was completed on October 8, 2024. Remediation work at Station 1 started October 7, 2024 and is progressing. The crews have removed all of the sheetrock that was contaminated. Currently the area has been opened up and we are now waiting for the results of the mold testing that was performed on October 14, 2024. Photos were provided to the Board. No action was taken.

- 23. 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 taken.

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

Chief Bank reported that due to the devastation in North Carolina they were asking for donations of ambulances. Chief Bank asked if the District could donate the current ambulance that is for sale. David Manley informed the Board since we had purchased with tax payer funds, the District could not donate out of the state, but could donate to Texas Helping Hands which could possibly distribute donations to other states. Discussion followed. It was decided that the District would lower the price of the ambulance and if there was no interest after a reasonable amount of time, the matter would be revisited. Commissioner Creel made a motion to drop the price of the ambulance currently for sale to \$45,000.00. Commissioner Pannell seconded the motion. The motion was passed 5-0.

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

Meetings in November are set for November 6, 2024 and November 20, 2024.

A five minute break was called at 7:40 p.m. before Closed Session. The Board went into closed session at 7:45 to address items 26 through 28.

- 26. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.**
- 27. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 28. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

The Board came out of closed session at 8:02 p.m.

- 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.

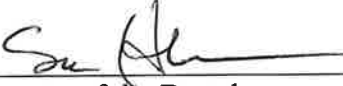
- 31. Adjournment.**

There being no further business, Commissioner Henderson made a motion to adjourn. Commissioner Fleming seconded the motion.

The meeting was adjourned at 8:03 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on December 18, 2024.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board