

**MINUTES OF THE MARCH 18, 2019 MEETING OF
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46**

A Meeting was duly called of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46**, which was held on March 18, 2019, at the Offices of the District at the Atascocita Fire Department Headquarters Building located at 18425 Timber Forest Drive, Humble, Texas 77346.

The Meeting was called to order at 7:01 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER**, **JOHN COYLE**, and **RON CLARKE**. Commissioners **BUDDY RICE** and **STEVE PEPPER** were not in attendance at this meeting. Chief of Department Mike Mulligan, Assistant Chief-Fire Sean Richardson, Assistant Chief-EMS Sean Conley, Director of ITC & Operations Support Mike Wassell, District Administrator Mary Anne Sokol and District Counsel Ira Coveler of Coveler & Peeler, P.C., were also all in attendance at this meeting. Members of the public including Captain Rick Meehan and Deputy Chief Lamberth of the Batson VFD were also present.

Without objection, the Board next addressed agenda item 3, review of the Meeting Minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **CLARKE**, seconded by Mr. **COYLE** to approve the Minutes of the regular meetings held January 21, 2019 and February 18, 2019. After discussion, the Motion was approved by a vote of 3 to 0.

The District next reviewed a financial report prepared by **MARY ANNE SOKOL**, District Administrator. The Board reviewed the reports then held a discussion regarding the budget report. Ms. Sokol stated that income is tracking above the expected allocated amount due to the manner in which the budget anticipates income being received evenly over the years as opposed to on a different type of schedule that would attempt to anticipate the different amounts of revenue received during the year. Ms. Sokol notified the Board that she had modified budget category 3000 and noted that the previously approved Station 29 remodel of \$3 million has been removed from the operating budget and is being moved to a new capital budget being developed. Following the discussion, Mr. **COYLE** made a Motion, seconded by Mr. **CLARKE**, to accept the financial report as presented. The Motion was approved by a vote of 3 to 0.

The Board then addressed District bills and commissioner submittals. After review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARKE**, to approve payment of submittals as presented. The Motion was approved by a vote of 3 to 0.

The Board next received reports from the Department. Chief Mike Mulligan reviewed the reports for the District. After review, Mr. **COYLE** conveyed that the Department seemed to be reaching ZERO-level quite often, meaning all three (3) ambulances are out on call at one given time. Chief Mulligan confirmed that level zero occurred eight (8) times during the previous month and mutual aid was requested on eleven (11) occasions. Chief Mulligan stated that the ZERO-level report would be utilized to determine the need for a "Peak Truck" or fourth (4th) ambulance. Assistant Chief Conley voiced his belief that a ZERO-level is a bit of a gamble and may place the District at greater risk of a delay in reaching a patient.

The Board then addressed the Station 29 renovation project. Ira Coveler provided an update on the project. No action was taken.

The Board returned to agenda item 2 at 7:20 p.m.

Chief Mulligan explained that the District previously had identified some salvage extrication equipment and had provided it to the Batson VFD in Hardin County. Batson VFD previously had no working vehicles no extrication equipment. Chief Mulligan next introduced Captain Rick Meehan and Deputy Chief Brandon Lamberth both of Batson VFD.

Captain Meehan shared with the Board that the extrication equipment had already been used to rescue two (2) people in Hardin County. Captain Meehan explained that he and his department wanted to thank the District for the donation and presented the District with a Plaque of Recognition. The Board thanked Captain Meehan and Deputy Chief Lamberth for the plaque and their service.

The Board returned to the regular order of the meeting, addressing agenda item 8, long-range strategic planning committee. Mr. **TRUVER** and Chief Mulligan discussed the need and function of the committee. Following discussion about the committee, the Board discussed who should serve on the committee. It was proposed that Mr. **COYLE**, Mr. **PEPPER**, Chief Mulligan, Assistant Chief of EMS Sean Conley and Assistant Chief of Fire Sean Richardson should serve on the committee. After review, Mr. **COYLE** made a Motion, seconded by Mr. **CLARKE**, to approve the long-range strategic planning committee as proposed. The Motion was approved by a vote of 3 to 0.

The Board next discussed the selection of a new meeting date for the District monthly meeting. Mr. Coveler had previously provided dates that he was available in the month to meet. Though discussion was held, no one present wished to change the standing meeting date from the third (3rd) Monday of the month. The District staff stated that they would adjust their schedules to suit the needs of the Board. After review, a Motion was made by Mr. **CLARKE**, seconded by Mr. **COYLE**, to keep the District monthly meeting date as the third Monday of the month. The Motion was approved by a vote of 3 to 0.

The Board then addressed retaining a sales tax consultant to help the District improve collections and provide an analysis of the District's sales tax collections. After review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARKE**, to authorize Ira Coveler to speak with Alberta Balderas, the District's prior sales tax consultant, representatives of Sales Revenue, Inc. and Sales Tax Assurance, LLC about possibly becoming the sales tax consultant to the District. The Motion was approved by a vote of 3 to 0.

There were no thirty (30) day advance requests submitted by the Department.

The Board next addressed the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251. After review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARKE**, to develop a more stream-lined process and a policy for disposal or sale of smaller worthless or obsolete equipment. The Motion was approved by a vote of 3 to 0.

Mr. **COYLE** then made a Motion to sell the District's Shop Vehicle 461 as surplus for an amount not less than \$17,000. Mr. **CLARKE** seconded the Motion. The Motion was approved by a vote of 3 to 0.

The Board took no action on repairs for equipment, apparatus and facilities in service to the District.

The Board then discussed who would be in attendance for the next meeting scheduled for Monday, April 15, 2019. The date is flexible depending on Commissioner **PEPPER'S** availability.


The Board then reviewed items to be placed on the April meeting agenda. No specific items were requested.

The Board opened the floor for public comment. Chief Mulligan shared with the Board that Atascocita Fire Department was given an opportunity to make a contribution to a Texas treasure. Chief Mulligan stated that he had been recently approached by representatives from the Texas Seaport Museum in Galveston, Texas for a donation of old fire hose nozzles. This request was related to the tall ship known of as "*Elissa*". Elissa is a three-masted ship which was built in Aberdeen, Scotland as a merchant vessel. Today the Elissa is based in Galveston, Texas, and is one of the oldest ships still sailing today. The ship was launched in 1877 and is now a museum ship at the Texas Seaport Museum. The Elissa was designated a National Historic Landmark in 1990. The Chief shared that the donation of two (2) fire nozzles had been completed and the District should expect an acknowledgment letter in the future. The Board thanked the Chief for seeking unique opportunities to promote the District.

There was no additional public comment offered.

The Board entered Closed Session at 7:45 p.m., to consult with District counsel and returned to Open Session at 7:53 p.m.

There being no further business brought before the Board, Mr. **CLARKE** made a Motion, seconded by Mr. **COYLE** to adjourn the meeting. The meeting adjourned at 7:56 P.M.


Secretary of the Board