

**MINUTES OF THE JULY 15, 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 July 15, 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 7:00 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER, JOHN COYLE, RON CLARKE** and **BUDDY RICE**. Chief of Department Mike Mulligan, Assistant Chief-EMS Sean Conley, Director of ITC & Operations Support Mike Wassell, District Administrator Mary Anne Sokol, District Counsel Ira Coveler of Coveler & Peeler, P.C. were also all in attendance at this meeting.

The Board first addressed the appointment of a new District commissioner to fill the Board vacancy due to Steve Pepper's resignation from the Board. Mr. Coveler discussed the process to be followed when appointing a new commissioner to the Board. A special meeting regarding this matter will be held on July 29, 2019 at 7:00 p.m.

The Board then addressed agenda item 3, review of the Meeting Minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARKE** to approve the Minutes of the regular meeting held May 20, 2019. The Board was not able to quorum for June so there are no June meeting minutes. After discussion, the Motion was approved by a vote of 4 to 0.

The District next reviewed a financial report prepared by Mary Ann Sokol, District Administrator. Ms. Sokol stated that the finances were looking good. The Board expressed that they were pleased with the report and information provided, but they did have some requested modifications if technically possible. Mr. **RICE** requested the net values be included on the report. Mr. **CLARKE** requested the heading be visible on the top margin of each page of the report. Ms. Sokol reported that the sales tax revenue appeared stable and on target for the budget year. She also noted that the EMS revenue was down. Chief Mulligan was shared that he believed the EMS billing would increase during the second half of the year as deductibles are collected the first half of the year. Mr. **CLARKE** asked about billing rates for EMS services wanting to know who set the billing rates. Chief Mulligan stated the District designated the rates, but does not determine what amounts will be paid by the payors. Mr. **CLARKE** then expressed the need for the District to raise the rates currently being charged for EMS services.

Mr. **RICE** asked Ms. Sokol how far out of budget the District stood. Ms. Sokol explained that the District was not out of budget and that the District's expenses were within the budgeted limits. Chief Mulligan assured the Board that the Department was always looking for methods to reduce expenses. Thereupon after review, Mr. **COYLE** made a Motion, seconded by Mr. **CLARKE**, to accept the financial report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed District bills and commissioner submittals. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **COYLE** to ratify the payment of prior bills from

the month of June and approved payment of submittals as presented during this meeting. The Motion was approved by a vote of 4 to 0. Mr. Coveler explained that he had discussed during the month of June the June invoices. He informed the Board that he instructed Chief Mulligan and Ms. Sokol that the June budgeted expenses could be paid during the month of June without the meeting and subsequently be approved at this meeting. The Board did not reject any of the June invoices and approved all of them at this meeting.

Mr. **CLARKE** then made a Motion to approve payment in the amount of \$900 to Mr. **TRUVER** for his commissioner submittals for the months of January – June of 2019. Mr. **COYLE** seconded the Motion. The Motion was approved by a vote of 4 to 0.

The Board next addressed the accounting services proposal submitted by Ubernosky & Majeres, PLLC. After review, a Motion was made by Mr. **CLARKE**, seconded by Mr. **COYLE**, to receive the proposal for accounting services. The Motion was approved by a vote of 4 to 0.

The Board then addressed the appraisal values of the District. Mr. Coveler reminded the Board about process for setting the District's 2019 tax rate. He also requested that the Board authorize Coveler & Peeler to make the necessary Effective Tax Rate calculations and publish the Effective Tax Rate calculations once the 2019 certified appraisal rolls were available from the Harris County Appraisal District. After review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARKE** to authorize counsel to prepare and publish the Effective Tax Rate. After discussion, the Motion was approved by a vote of 4 to 0

The Board then reviewed the District's 2019 Investment Policy. After review, a Motion was made by Mr. **CLARKE**, seconded by Mr. **COYLE**, to approve the adoption of the District's 2019 Investment Policy naming RONALD CLARKE as the Investment Officer. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next received reports from the Department. Chief Mike Mulligan presented the June and July reports for the District inviting any questions the commissioners may have. The Board had no inquiries. After review, a Motion was made by Mr. **CLARKE** seconded by Mr. **COYLE**, to receive and accept the Department reports as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the Station 29 renovation project. Mike Wassell discussed and presented an update stating a second means of egress for third, or top, floor of the building. After review, a Motion was made by Mr. **COYLE**, seconded by Mr. **RICE**, to approve service proposals for a Geotech analysis, Lightning Protection system and design of the exterior staircase. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next discussed the agreement with Payspan, Inc., to process credit card payments from EMS patients. Chief Mulligan explained that Payspan, Inc., is an electronic pay system for the collection of service fees. Mr. **TRUVER** requested Chief Mulligan track the impact of implementing an electronic pay system. After review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARKE**, to engage the services of Payspan, Inc. to process credit card payments as discussed. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then discussed the long-range strategic planning committee. No update was given.

The Board took no action on (30) day advance requests as none were 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 approve the sale or best offer for the Magnavox television. After discussion, the Motion was approved by a vote of 4 to 0.

The Board previously addressed repairs for equipment, apparatus and facilities in service to the District with agenda item 5, District bills and financial matters.

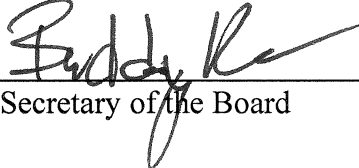
The Board then discussed the date for the next meeting originally scheduled for Monday, August 19, 2019, though the Board opted to hold the August meeting on Thursday, the 22nd.

The Board then reviewed items to be placed on the August meeting agenda. Mr. **CLARKE** requested an item pertaining to long term debt obligations be included on the agenda.

The Board opened the floor for public comment though none was offered.

The Board did not exercise the option of Closed Session.

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 7:58 P.M.


Secretary of the Board