

**MINUTES OF THE AUGUST 19, 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 August 19, 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 3:01 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER**, **RON CLARKE** and **BUDDY RICE**. 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, District Counsel Ira Coveler of Coveler & Peeler, P.C., and Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC 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. The Board discussed the candidates with the Board and the members of the Department present. It was explained that there was an interview process and that the Board was incredibly lucky to have received applications from such highly qualified persons. Following a discussion of the candidates who expressed an interest in the Board vacancy, Mr. **TRUVER** made a Motion to appoint **JOHN BOLLUM** as the commissioner to fill the Board vacancy. Mr. **RICE** seconded the Motion. After discussion, the Motion was approved by a vote of 3 to 0.

The Board next received a presentation of the District 2018 Audit from Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC. Mr. Ellis explained the modifying journal entries he made between the 2017 and 2018 reports with Ms. Sokol. These modifications were largely due to changes related to the transition between Myrtle Cruz and the District generating its own financial reports. Mr. Ellis stated that the process works very well and the closing of the books has been reviewed with Ms. Sokol. After review, Motion was made by Mr. **RICE**, seconded by Mr. **CLARKE** to approve the District 2018 Audit as received. After discussion, the Motion was approved by a vote of 3 to 0.

The Board tabled agenda item 4, review of the July Meeting Minutes of prior meeting(s).

The District next reviewed a financial report prepared by Ms. Sokol District Administrator. Ms. Sokol made special note to confirm that the District had completed the transfer of funds in the amount of \$500,000 to Texpool and \$500,000 to TexasCLASS. She also noted that funds in the amount of \$188,692 had been received for Harvey reimbursement from FEMA. Thereupon after review, Mr. **CLARKE** made a Motion, seconded by Mr. **RICE**, to accept the financial report as presented. After discussion, the Motion was approved by a vote of 3 to 0.

The Board took no action on the District's long-term debt service obligations though, but confirmed that Mr. **CLARKE** would review the schedule.

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

The Board then reviewed possible revisions needed to the District's 2019 Budgets though none were found to be necessary.

The Board took no action on the proposed District's 2020 budget as the formulation of same is in progress.

The Board then addressed the appraisal values of the District. Mr. Coveler presented information regarding the certified tax rolls and the tax rate scenarios for the District.

The Board next proposed the 2019 tax rate. After review, a Motion was made by Mr. **RICE**, seconded by Mr. **CLARKE** to propose \$0.1000/\$100 for the 2019 District tax rate. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then discussed the need for public hearings to adopt the District 2019 tax rate. After review, a Motion was made by Mr. **RICE**, seconded by Mr. **CLARKE** to schedule the first Public Hearing on September 4, 2019 and the second Public Hearing on September 10, 2019. The adoption of the tax rate would be addressed at the District's monthly meeting scheduled for September 16, 2019. After discussion, the Motion was approved by a vote of 3 to 0.

The Board next received reports from the Department. No reports were presented as this meeting was originally scheduled for September 19, 2019 and was rescheduled prior to the reports being finalized. Assistant Chief Sean Richardson informed the Board that the Department had received a grant from Fire House Subs in the amount of \$12,000. Assistant Chief Sean Richardson requested that the Board utilize the requested funds to upgrade the boat motors, which are underpowered for their intended use. After review, a Motion was made by Mr. **CLARKE** seconded by Mr. **RICE**, to approve the use of grant funds for the upgrade of the District boat motors. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then discussed the long-range strategic planning committee. No update was given as a meeting had not previously been held as Mr. **COYLE** was unable to attend. An update will be provided at the September District meeting.

The Board then addressed the Station 29 renovation project. Mike Wassell stated that Lightning Protection was in the progress of conducting the Geotech analysis. Mr. Coveler relayed that the attorneys are in talks regarding the land issues with the Atascocita Homeowners Association. Mr. Coveler also informed the Board that he was in discussions with the title company regarding the possibility of obtaining a title certificate. No action taken.

The Board next addressed District purchases pursuant to the District budget. No purchase requests were presented.

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. **CLARKE**, seconded by Mr. **TRUVER** to approve the development of a policy to allow the Department to dispose of surplus property with a value of less than \$500 and that same could be submitted for

auction without further approved from the Board. The Board stated that such items could be placed with an approved third-party auction company. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed repairs for equipment, apparatus and facilities in service to the District. None presented for consideration.

The Board then confirmed the date for the next regular meeting for September 16, 2019.

The Board then reviewed items to be placed on the September meeting agenda. An item pertaining to L-19 and the adoption of the District 2019 tax rate will 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. **RICE** to adjourn the meeting. The meeting adjourned at 3:45 P.M.


Secretary of the Board