

**MINUTES OF THE MAY 18, 2020 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 May 18, 2020, 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, BUDDY RICE** and **JOHN BOLLUM**. Chief of Department Mike Mulligan, District Administrator Mary Anne Sokol, Assistant Chief Sean Richardson, Director of ITC & Operations Support Mike Wassell, District Counsel, Mr. Ira Coveler of Coveler & Peeler, P.C., District Auditor, Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC, and District Architect, Ricardo Martinez of Martinez Architects were also in attendance at this meeting. Jetta Richardson was also in attendance.

The Board opened the floor for public comment. Jetta Richardson, on behalf of her family and herself, thanked the Commissioners for the hazard payment of \$1,000 as it was very much appreciated.

The Board next addressed the 2019 District Audit. Mr. Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC, the District's auditor, presented the report. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **RICE** to approve the 2019 District Audit as presented. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then reviewed the sales tax report prepared by Alberta Balderas of ESD Tax Management Services regarding matters related to the District's Sales Tax revenue. No action taken.

The Board addressed item 4, review of the Meeting Minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **CLARKE**, seconded by Mr. **RICE** to approve the meeting Minutes of the regular meetings held April 20, 2020. After discussion, the Motion was approved by a vote of 4 to 0 and Mr. Coyle abstained from the vote. Mr. Coyle was not able to participate in this portion of the meeting for technical reasons and is shown as abstaining from the vote solely for that purpose.

The District next reviewed a financial report prepared by Ms. Sokol, District Administrator. Ms. Sokol stated that the report presented at the June meeting will show the year-to-date total percentages as opposed to month-to-date totals. She relayed that the District's Budget looks good though she is uncertain of what impact the current pandemic may have on same. Ms. Sokol also provided an update on the District's inter-account transfer fund transfers. Mr. **BOLLUM** expressed his appreciation for Ms. Sokol's follow up with a District vendor. Thereupon after review, Mr. **RICE** made a Motion, seconded by Mr. **BOLLUM**, to accept the financial report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Coveler presented and the Board addressed the District's 2020 Investment Policy. After review, Mr. **RICE** made a Motion, seconded by Mr. **BOLLUM** to approve the 2020 Investment Policy. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next considered the appointment of the District's Investment Officer. After review, Mr. **RICE** made a Motion, seconded by Mr. **BOLLOM** to appoint **RONALD CLARKE** as the Investment Officer.

The Board then discussed matters related to COVID 19. No action taken.

The Board next addressed District bills and commissioner submittals. After review, Mr. **BOLLOM** made a Motion, seconded by Mr. **CLARKE** to ratify the payment of prior bills and approve payment of submittals as presented. The Motion was approved by a vote of 5 to 0.

The Board then reviewed the renovation of the District's maintenance facility. Mike Wassell reported the following activity: (1) The wood floor is in the process of being removed and was sold at auction for \$1,200, but is being removed at the cost of the Buyer (the Community Basketball Club) which saves the District more than \$10,000 in removal labor and disposal costs; (2) the south wall of the new maintenance facility is being demolished; (3) the engineer is reviewing the detention pond sizing and relocation of same; (4) a reverse osmosis system will need to be installed for the station; and (5) the initial comments back from Harris County review have been positive.

Mr. Ricardo Martinez also addressed the Board and explained that the Fire Marshal's Office is requiring the building to have a sprinkler system installed. There is disagreement between Mr. Martinez's office and the FMO regarding the requirements to install a sprinkler system for the use of the facility. The Board discussed that the cost of adding sprinklers was outside the scope originally approved and would have to be done at an additional cost and at a later date. Humble ISD has plans to build an elementary school to the north of the property, and the cost to install sprinklers after the MUD has built out the water main would be substantially cheaper than what would be required currently to provide the sprinkler system which would include (1) a storage tank for water, (2) a pump and (3) generator required for a well system. The FMO has proposed to allow the District to delay the installation of sprinklers for three (3) years to allow the water main construction to be completed. The board agreed that the building should have a sprinkler system installed, but took no action at this meeting.

The Board next reviewed the Station 29 renovation/reconstruction. Mr. Coveler provided an update and stated that a telephone meeting was upcoming with Chief Mulligan, but no action was necessary at this time.

The Board then received reports from the Department. Chief Mulligan stated that reports had previously been sent out and made special note that First Watch was being utilized to provide the information in the reports. Chief Mulligan went on to explain that every unit is given a response number, however not all calls result in actual transport. Additionally, multiple patients at a particular call may also result in more transportation. Mr. **COYLE** noted that the provided is labeled as "incidents" rather than "response". Mike Wassell stated he would change the graph accordingly.

Mr. **RICE** inquired about the response time to the Kings River area which indicated a typical response time of between 12 and 13 minutes. After review, a Motion was made by

Mr. **RICE** seconded by Mr. **BOLLOM**, to receive and accept the Department reports as presented. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next reviewed the requirements of Government Code §2054.5191 [HB 3834 (2019)] and District compliance with cybersecurity training. Mike Wassell reported that the information had been distributed and personnel were complying with the State. The Department completion was at 45% and all Board members had completed their training.

The Board then addressed the upcoming ISO evaluation of the Department's Public Protection Classification (PPC). The evaluation has been rescheduled for July 21, 2020. A questionnaire has been distributed to all of the surrounding water districts related to the ISO evaluation. Chief Mulligan stated that ISO will check the hydrant flows inside of the District.

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. No items to report.

The Board then addressed repairs for equipment, apparatus and facilities in service to the District. Due to the closing of dealership, the District has been providing its own service to keep apparatus in-service.

The Board then confirmed the date for the next regular meeting will be June 15, 2020, either in-person or via teleconference. All commissioners found the date accommodating to their schedules.

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

The Board entered Closed Session at 7:38 p.m., to consult with legal counsel and returned to Open Session at 8:00 p.m.

The Board took no action on item 23 as no Closed Session transpired.

There being no further business brought before the Board, Mr. **CLARKE** made a Motion, seconded by Mr. **BOLLOM** to adjourn the meeting. The meeting adjourned at 8:01 P.M.

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Buddy Rice  
Secretary of the Board