

**MINUTES OF THE JUNE 15, 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 June 15, 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, Assistant Chief of EMS Sean Conley, District Administrator Mary Anne Sokol, Director of ITC & Operations Support Mike Wassell and District Counsel, Mr. Ira Coveler of Coveler & Peeler, P.C., were also in attendance at this meeting.

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

The Board next addressed matters relating to calling an election to be held on November 3, 2020. Mr. Coveler explained that his office was still awaiting more information from Harris County, but that at the next meeting the District would be calling for the election and designating Harris County to coordinate the election. He further shared that there was not a lot of information available at this time, but that his firm had registered the District through the Harris County portal for an election to be conducted.

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 was taken.

The Board addressed item 4, review of the Meeting Minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARK** to approve the meeting Minutes of the regular meeting held May 18, 2020. After discussion, the Motion was approved by a vote of 5 to 0.

The District next reviewed a financial report prepared by Ms. Sokol, District Administrator. Ms. Sokol relayed that the District balance at the end of May was \$10,215,083.16. Ms. Sokol shared with the Board that income received by the District was at about 70% of the total budgeted amount for the year. She added that based upon the expected future sales tax revenue (under current forecasts) as well as anticipated insurance billing revenue, the District should end 2020 close to its forecasted budget number. She added that the Department had performed well at controlling costs given the uncertain nature of the 2020 expense and revenue streams. Thereupon after review, Mr. **COYLE** made a Motion, seconded by Mr. **CLARK**, to accept the financial report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then discussed with Chief Mulligan and other persons present for this meeting matters related to COVID 19. No action was necessary at this time.

The Board next addressed District bills and commissioner submittals. Added to the bills previously submitted were some expense reimbursements requested and submitted by

commissioner **TRUVER**. After review, Mr. **BOLLOM** made a Motion, seconded by Mr. **COYLE** 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. Chief Mulligan and Mike Wassell reported that Phase 1 of the construction would be commencing soon. Additionally, they informed the Board that Humble ISD had requested that the City of Humble annex their property near the 1501 Rustic Timbers property. This was done so the City of Humble could provide water and sewer service to the new school property. This news is a changed circumstance from what the District had been anticipating to occur. The District had expected a MUD to extend the service lines to the schools, but that will not happen now and instead the City of Humble shall provide water to the schools to be constructed. It is not yet known how this will impact the District's development of the 1501 Rustic Timbers property. Finally, Chief Mulligan shared that he had signed letter of agreement with the Harris County Fire Marshal's Office regarding the delayed installation of the fire sprinkler suppression system at the 1501 Rustic Timbers property.

The Board next reviewed the Station 29 renovation/reconstruction. Chief Mulligan stated that it was time to form a building committee to work on this project. After discussion, the Board agreed that Mr. **BOLLOM** and Mr. **COYLE** should initially serve on the building committee subject to their availability. Mr. Coveler reported that he was working with Mr. Eric Tonsul, counsel for the Atascocita Forest Community Association regarding deed issues related to the reconstruction and renovations to be performed at Station 29. Chief Mulligan discussed that the development of plans for a new station would be aided by the previous work performed related to the collaboration between PGAL and the Department in the development of the remodel task list for Station 29.

The Board then received reports from the Department. Mr. **COYLE** stated that "red zones" (indicating more responses with longer response times) seems to be more widely distributed. Assistant Chief Sean Conley relayed that the Department was experiencing longer response times in some areas due to delays caused by (1) additional COVID-19 screening and (2) the time it takes to don additional PPE, which is reflected in the heat map provided. Chief Mulligan also reported on a minor fleet accident in the Walden area wherein a gate had been damaged. The Chief had agreed to resolve the matter with Walden for a \$1,000.

The Board next received a report from the Strategic Planning Committee. The last committee meeting was attended by Chief Mulligan, Sean Conley, Sean Richardson, Mary Anne Sokol, Mike Wassell, Commissioner Coyle and Commissioner Clark. The committee met on and discussed matters related to (1) Station 29, (2) starting operations for a fourth (4<sup>th</sup>) medic truck (to have increased EMS coverage within the District territory) and (3) the schedule for acquiring two (2) new pumpers to replace the District's 2006 Pierce Pumper and 2013 E-One Pumper. The committee also recommended that the District retain the 2013 E-One pumper to serve as additional apparatus in the District's reserve fleet. It is necessary to retain this vehicle to maintain the District's reserve ratios now that the District is staffing four (4) apparatus. After review and discussion a Motion was made by Mr. **COYLE** seconded by Mr. **BOLLOM** to purchase (2) new pumpers to place in services to the District by the end of 2021. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next discussed and reviewed the Department's EMS annual budget including. Following the discussion, the Board authorized that the Payroll and Benefits Budget be increased for 2020 by \$350,000 which represents six (6) months of payroll related to placing the fourth (4<sup>th</sup>) medic truck into service for the District. Ms. Sokol noted with the Board that this would result in an annual payroll expense increase for 2021 of \$700,000. After review, a Motion was made by Mr. **CLARK** seconded by Mr. **RICE** to approve the amendment to the 2020 EMS budget as presented. After discussion, the Motion was approved by a vote of 5 to 0.

After review, a Motion was made by Mr. **COYLE** 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 addressed an EMS affiliation agreement with the Montgomery County Hospital District. Mr. Coveler inquired of the Board if they wanted to be advised of these agreements wherein there was little to no financial cost to the District. Mr. Coveler stated that such agreements were to memorialize the agreement between the District and various entities related to EMS training. District counsel shared that it was within Chief Mulligan's authority to approve such agreements unless the Board required more information. The Board stated that they did not need for such agreements to be part of the agenda unless they required the District to expend funds as a result of the agreement made. There was no action taken on this matter.

The Board then addressed the upcoming ISO evaluation of the Department's Public Protection Classification (PPC). Chief Mulligan stated that the current evaluation is scheduled to commence on July 21, 2020.

The Board took no action on (30) day advance requests as none were submitted by the Department though future purchase of a forklift was noted.

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

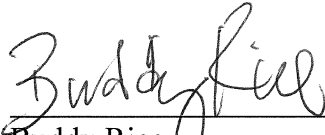
The Board then confirmed the date for the next regular meeting will be July 20, 2020, either in-person or via teleconference. All commissioners found the date accommodating to their schedules.

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

The Board entered Closed Session at 7:37 p.m., to consult with legal counsel and returned to Open Session at 7:48 p.m.

The Board took no action following closed session.

There being no further business brought before the Board, Mr. **RICE** made a Motion, seconded by Mr. **CLARK** to adjourn the meeting. The meeting adjourned at 7:49 P.M.

  
Buddy Rice  
Secretary of the Board