

**MINUTES OF THE SEPTEMBER 21, 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 September 21, 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, Assistant Chief of Fire Sean Richardson, Director of ITC & Operations Support Mike Wassell, District Counsel, Mr. Ira Coveler of Coveler & Peeler, P.C., and Mr. Ricardo Martinez of Martinez Architects were also in attendance at this meeting.

The Board next addressed matters relating to the District Commissioner election to be held on November 3, 2020. Mr. Coveler provided an update for the Board and stated that the fees required to be paid to Harris County had been provided to the County and that all proper and necessary documentation for the election had been completed. Furthermore, he explained that the Board would need to run a notice of election in the newspaper to supplement the Harris County publication and Ms. Pierce with Coveler & Peeler had been participating in regular meetings with the election's office. Mr. Coveler also informed the Board that Harris County Emergency Services District No. 9 had cancelled their election and the final cost of the District's election will not be known until after the election, but he anticipated that the cost of the election would increase.

The Board next reviewed the sales tax report prepared by Alberta Balderas of ESD Tax Management Services regarding matters related to the District's Sales Tax revenue. Mr. **TRUVER** presented the report on Ms. Balderas' behalf. Mr. **CLARK** requested that the sales tax report information that is confidential be marked as "Confidential". No action taken by the Board related to sales tax matters.

The Board next addressed item 5, regarding a review of the meeting minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **CLARK**, seconded by Mr. **BOLLUM** to approve the meeting Minutes of the special meeting held August 3, 2020 and the regular meeting held August 17, 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 for the period ended August 31, 2020. Thereupon after review, Mr. **CLARK** made a Motion, seconded by Mr. **RICE**, to accept the financial report as presented. After discussion, the Motion was approved by a vote of 5 to 0. Please see the District's treasurer's Report for a more detailed presentation of the financial condition of the District.

The Board then discussed with Chief Mulligan and other persons present for this meeting matters related to COVID 19. Chief Mulligan stated that N95 masks had been provided to the Department by the Texas Department of Emergency Management ("TDEM"). Mr. **CLARK** inquired where the masks were manufactured. Chief Mulligan stated that he did not know where

all of the masks were manufactured, but he had a case of the masks near him during the meeting and identified that these masks were manufactured in China. Mr. **CLARK** expressed his concern over the masks' origin and Chief Mulligan inquired as to why this would be a concern. Mr. **CLARK** stated he was not certain about the quality or standards used to manufacture the masks provided. No action taken by the Board related to COVID matters discussed at the meeting.

The Board next addressed District bills and commissioner submittals. After review, Mr. **RICE** made a Motion, seconded by Mr. **CLARK** 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. Please see the District's treasurer's Report for a more detailed presentation of the bills and invoices submitted for payment.

The Board next discussed capital payments that were due. Following a discussion and presentation of same, Mr. **CLARK** made a Motion to approve a wire transfer in the amount of \$585,296 for the Station 19 loan payment to Government Capital Corporation. Mr. **BOLLOM** seconded the Motion. The Motion was approved by a vote of 5 to 0.

The Board next reviewed the Station 29 renovation/reconstruction. Mr. Ricardo Martinez made a presentation to the Board regarding a general budget and conceptual design for the project. Mr. Martinez stated that the goal was to have a one-story facility with six (6) bays. He shared that he had worked with the Department members to create an efficient design given the limited space requirements of the site. Mr. Martinez shared that he was reviewing different concepts for the façade of the building but believed he could deliver the desired project within budget. He added that the current business environment provided a good opportunity for the Board to maximize the value it could expect from contractors. Mr. **COYLE** inquired if there would be space on the site for a generator large enough to power the facility. Mr. Martinez shared that there would be provisions made for a correctly sized generator for the project. After review, a Motion was made by Mr. **RICE**, seconded by Mr. **BOLLOM** to authorize Mr. Martinez to proceed with the project. The Motion was approved by a vote of 5 to 0.

The Board next reviewed the acquisition of additional land adjacent to the District's maintenance facility located at 1501 Rustic Timbers. Mr. **BOLLOM** made a Motion, seconded by Mr. **RICE** to authorize Mr. **TRUVER** to close the transaction with Clayton Ivy, Inc., and Startap, Inc., authorized a wire transfer not to exceed \$300,000 to close the transaction. The Motion was approved by a vote of 4 to 1. Mr. **CLARK** voted in opposition to the land acquisition.

The Board next addressed the future purchase of new pumper trucks to serve the District. Mike Wassell presented the future pumper purchase to the Board and there was discussion regarding this acquisition. Following the discussion, the Board had no action to take on this matter.

The Board then received reports from the Department, previously mailed out by Chief Mulligan. Chief Mulligan asked the Board if there were any questions regarding his report. After review, a Motion was made by Mr. **RICE** seconded by Mr. **COYLE** to approve the Department reports as received. The Motion was approved by a vote of 5 to 0.

Chief Mulligan next reported that Medic 49 would soon be ready for service. Mr. Coveler and Mr. Wassell discussed with the Board that at the end of 2019 that the Board had determined

that the ambulances and the related equipment would be acquired through financing pursuant to the District's long-range plan. Chief Mulligan confirmed with the Board that at the last long-range strategic planning meeting these ambulances were presented on the plan as being financed. The Board discussed the matter and Mr. Coveler informed the Board that he expected to be able to finance the ambulances at an interest rate of less than 3% per year. Following the discussion, Mr. **BOLLOM** made a Motion, seconded by Mr. **RICE** to approve the financing of ambulances. The Motion was approved by a vote of 5 to 0. The Board instructed Mr. Coveler to obtain financing for the two (2) new ambulances and related equipment.

The Board next received a report regarding from Chief Mulligan regarding the FM 1960 Road expansion project. Chief Mulligan shared that the clearing of FM 1960 is going forward and that FM 1960 expansion project in the District territory is scheduled completion for completion in June of 2024. He also shared that because it is expected that a divided median will be constructed there may be a future need to discuss the Opticom traffic preemption system in the future. No action was taken by the Board.

The Board next addressed mutual and automatic aid or interlocal agreements regarding normal and disaster operations, including revisions or amendments to the Harris County Basic Plan. Chief Mulligan reported that the District is working on an interlocal agreement with the City of Houston which will put the ESD on the City of Houston box assignment for automatic aid and the Department's ambulances are expected to make EMS responses into the Kingwood area. Chief Mulligan explained that even though the District has its own Basic Plan for responding to disaster situations, the Harris County Basic Plan is still needed to memorialize the plan of operations for a county-wide response. After review, a Motion was made by Mr. **RICE**, seconded by Mr. **CLARK** to approve the Interlocal Agreement with the City of Houston as well as the Harris County Basic Plan. The Motion was approved by a vote of 5 to 0.

The Board then addressed the ISO evaluation of the Department's Public Protection Classification (PPC). Chief Mulligan stated that the evaluation had been conducted by Emily Jantz with Insurance Services Office (ISO). Chief Mulligan reported that three (3) MUDs did not respond to the needed survey questions for the ISO evaluation. He stated that he was working with the MUD engineers to make contact with the MUD directors. No action taken.

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 action taken.

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

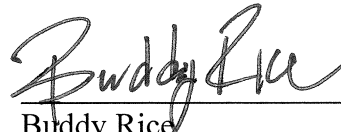
The Board then confirmed the date for the next regular meeting will be October 19, 2020, either in-person or via teleconference. All commissioners found the date accommodating to their schedules.

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

The Board entered Closed Session to consult with legal counsel at 7:56 p.m. and returned to Open Session at 8:09 p.m.

The Board took no action on District real estate matters or personnel matters discussed in closed session.

There being no further business brought before the Board, Mr. **CLARK** made a Motion, seconded by Mr. **BOLLOM** to adjourn the meeting. The meeting adjourned at 8:10 P.M.

A handwritten signature in cursive script, appearing to read "Buddy Rice", written over a horizontal line.

Buddy Rice
Secretary of the Board