

**MINUTES OF THE DECEMBER 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 December 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, RON CLARKE, BUDDY RICE, and JOHN BOLLUM**. **JOHN COYLE** was not present for the meeting. Chief of Department Mike Mulligan, Assistant Chief of EMS Sean Conley, Assistant Chief of Fire Sean Richardson, Director of ITC & Operations Support Mike Wassell, Director of Human Resources and Finance Mary Anne Sokol, 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 opened the floor to receive public comment. Keith Sagray of Atascocita Fire Fighters Association, Local 5316 shared the following in terms of the recently formed union for the paid Department members. Mr. Sagray stated that he was aware that typically a firefighter union is formed as a result of something needing to change. He stated that this was not the case here.

Mr. Sagray shared that his goal is to have a collective voice to do more for the Department and the community. He added that the union was formed because there are tangible benefits to be realized and that the union will allow members to develop positive relationships with one another and the outside community. Mr. Sagray stated that the union was not looking for collective bargaining or to expand available holidays and was looking to have total transparency with the Department and the District Board.

Mr. Sagray shared that if there were any questions, the Board was free to ask them of him tonight or via email.

Mr. **TRUVER** questioned how to get more people in the Department to attend the monthly meetings to see what is going on with the Board. Mr. **TRUVER** welcomed suggestions and stated that he wants to “hear from you guys”.

Mr. Sagray relayed, “We will have things to present, but not demand. We will be happy to send any such items through the Chief.”

Mr. **RICE** expressed his concern that the union “currently has good intentions, but we don’t know what to expect in twenty (20) years.”

Mr. Sagray replied that the local union has “built controls into the union so it doesn’t get hijacked.”

Mr. **BOLLUM** next spoke and stated: “I’m the newest Commissioner. I do believe if that is what the intent is, to have more member participation at the meeting, that this is the first time of seeing membership at the meeting.” He then thanked Mr. Sagray and the other members “for attending the meeting tonight”.

Chief Mulligan next read and presented a letter from Harris County MUD No. 153 (located within the District) to the Board. The letter acknowledged “that any organization that work to

obtain the “best possible” performance requires a commitment within the organization and the (MUD 153 Board of Directors) can appreciate that effort”. These comments were shared in light of the District’s recent Insurance Services Office (ISO) rating of 1/1Y. MUD 153 added that the looked forward to working with the District and would continue to work with the District to supply fire water to the “best” of their ability. Please see the entire letter which is appended to these minutes.

The Board next received the confidential sales tax report prepared by Alberta Balderas of ESD Tax Management Services regarding matters related to the District’s Sales Tax revenue. Following discussion and the review of the report, a Motion was made by Mr. **RICE**, seconded by Mr. **CLARKE** to accept the sales tax report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next addressed item 4, regarding a review of the meeting minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **RICE**, seconded by Mr. **BOLLOM** to approve the meeting Minutes of the regular meeting held October 19, 2020 and the special and regular meetings held November 16, 2020. After discussion, the Motion was approved by a vote of 4 to 0.

The District next received a financial report from Mary Anne Sokol, District Administrator for the period ended November 30, 2020. Ms. Sokol reported that 92.4% of the budgeted expenses had been utilized and that during the year the District did not need to utilize the reserved funds on deposit with TexPool to meet the District’s financial needs. She also added that the District expenditures were within budget for the year as a whole and only a few categories had deviated from the expected budgeted amount. The District’s current operating balance was \$7,262,378.

Mr. **CLARKE** expressed the possible need to explore increasing the number of months the District will hold in reserve. He suggested that the Board might want to consider establishing a seven (7) month reserve and stated that “perhaps we should amend the budget and target a higher reserve.” Mr. **RICE** stated that it was too soon to look at such an adjustment and requested that modifications to the District’s reserve be tabled for review until the first quarter of 2021.

Thereupon after review, Mr. **RICE** made a Motion, seconded by Mr. **BOLLOM**, to accept the financial report as presented. After discussion, the Motion was approved by a vote of 4 to 0. Please see the District’s treasurer’s Report for a more detailed presentation of the financial condition of the District.

The Board next addressed District bills and commissioner submittals. After review, Mr. **BOLLOM** made a Motion, seconded by Mr. **CLARKE** to ratify and approve the payment of the District’s submittals and bills. The Motion was approved by a vote of 4 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 reviewed the submissions for compensation pursuant to Texas Health & Safety Code §775.038(a-1). After review, Mr. **RICE** made a Motion, seconded by Mr. **CLARKE** to the requests for Commissioner compensation submitted and received as presented. The Motion was approved by a vote of 4 to 0.

The Board then discussed with Chief Mulligan and other persons present for this meeting matters related to COVID 19. Chief Mulligan reported that he had submitted an application with Texas Department of State Health Services (DSHS) for the Department to be a distribution site for the vaccine and the Department had sent personnel to Harris County Public Health to obtain the vaccine. Montgomery County Hospital District is partnered with the Methodist Hospital System to distribute the vaccine. Chief Mulligan assured the Board that he and personnel continue to be cautious. He is collecting data for possible future grants related to COVID funds that become available.

The Board next reviewed the Station 29 renovation/reconstruction. Mr. Ricardo Martinez provided an update stating that he was hopeful to have the necessary permits to commence the Station 29 Project on January 5, 2021. Mr. Martinez also shared that he was prepared to address Harris County's comments to the submission. With respect to the project schedule Mr. Martinez stated he anticipated that the Station 29 renovation/reconstruction would be published for bid in February 2021. Finally, Mr. Martinez shared that the adjacent water runoff from the Woodland Hills Apartment complex behind Station 29 had been included in project scope. With respect to concerns Mr. Martinez had about the project, he stated that there may be an issue with a necessary curb cut but would investigate and report back to the Board.

The Board next addressed the renovation of the District's maintenance facility. Chief Mulligan provided an update regarding detention discussions with Harris County and Humble ISD. Humble ISD has stated there is extra capacity available in the detention pond to accommodate the District's needs. Additionally, apparently Humble ISD was already planning to traverse Rustic Timbers with a storm water pipe and there is a possibility for the District and the school to cooperate on that cost and design. Mr. Martinez stated that engineering studies are still being made to determine the inlet calculations and various other matters related to the pond. Unfortunately, there will be a forced work stoppage for the next two (2) weeks because the school will be closed for the holidays. It is expected that in January, we will find out how big the pond needs to be. No action taken.

The Board then received reports from the Department, previously mailed out by Chief Mulligan. Mr. **BOLLOM** had some questions about the speed of one of the District stations getting to its calls. The Board and Chief Mulligan and Mr. Wassell discussed the matter. After review, a Motion was made by Mr. **RICE** seconded by Mr. **CLARKE** to approve the Department reports as received. The Motion was approved by a vote of 4 to 0.

Chief Mulligan next shared with the Board that the District has been informed that the Insurance Services Office (ISO) had concluded its evaluation of the Department and had awarded a Public Protection Classification (PPC) score of 1/1Y. The entire Board congratulated Chief Mulligan, his team and the men and women of the Department on this prestigious accomplishment. Mr. Coveler noted that he was not aware of another ESD Department that had achieved such an outstanding rating without the use of a consultant.

Mr. **TRUVER**, asked "What are we doing to get this information out?" Mr. **RICE** replied, "It's not official until the Harris County Fire Marshal's Office finishes its work with the TDI." He added that there would be a presentation and press release in the future. Chief Mulligan stated

that the Department would publicize the information on its social media platforms and was open to other notification methods in the future as well. 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. Chief Mulligan stated that the ambulance that the Department had planned on selling as surplus, will instead be converted to a landscape truck for use by the District. He stated that the ambulance box would be removed from the truck and converted to an EMS training simulator. Chief Mulligan also shared that a motor would be installed in the landscape truck. This solution will provide the best value to the District for the use of the truck itself and the ambulance box as a simulation tool will allow EMS to participate in some additional enhanced training.

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 January 18, 2021, either in-person or via teleconference. All commissioners present found the date accommodating to their schedules.

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

The Board did not exercise the option to enter Closed Session therefore no action was taken in relation to employment related claims, real estate matters or personnel matters.

There being no further business brought before the Board, Mr. **RICE** made a Motion, seconded by Mr. **CLARKE** to adjourn the meeting. The meeting adjourned at 7:50 P.M.



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Buddy Rice  
Secretary of the Board