

**MINUTES OF THE JANUARY 18, 2021 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 January 18, 2021, 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 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. Scott Seifert, and Mr. Keith Sagray of Atascocita Fire Fighters Association Local 5316 were also in attendance at this meeting.

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

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. Ms. Balderas (who was not present) noted in her report a \$125,000 increase in sales tax revenue over the previous year. Mr. **CLARKE** questioned why the sales tax information from Kroger was not included in the report. Following a discussion of the matter, and once Ms. Sokol reached out to Ms. Balderas by telephone, it was confirmed that the online sales from Kroger are reported on a quarterly basis, which is why they are not included in the report presented. Following the discussion and the review of the report, a Motion was made by Mr. **RICE**, seconded by Mr. **COYLE** to accept the sales tax report as presented. After discussion, the Motion was approved by a vote of 5 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. **COYLE**, seconded by Mr. **CLARKE** to approve the meeting Minutes of the regular meeting held December 21, 2020. After discussion, the Motion was approved by a vote of 5 to 0.

The District next received a financial report from Mary Anne Sokol, Director of Human Resources and Finance, for the period ended December 31, 2020. Ms. Sokol reported that the District came in at \$118,885 under budget for the year and that the District's current operating balance was \$7,483,490.85. Thereupon after review, Mr. **COYLE** made a Motion, seconded by Mr. **CLARKE**, 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 next addressed District bills and commissioner submittals. After review, Mr. **BOLLUM** made a Motion, seconded by Mr. **COYLE** to ratify and approve the payment of the District's submittals and bills. 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 then discussed with Chief Mulligan and other persons present for this meeting matters related to COVID 19. Chief Mulligan reported that they were awaiting word from the Department of State Health Services about becoming a vaccination center. Chief Mulligan shared that vaccinations had been administered to families of Department members through the Harris County hospital system. In the event that the District becomes a vaccination center, the initial plan will be to vaccinate only persons affiliated with Atascocita Fire Department. Chief Mulligan continued to report that one (1) of the Department stations had an outbreak briefly sending two (2) individuals to the hospital for evaluation. One (1) person has returned to work though the second remains at home. The infections were not contracted from patient contact, but rather were the result of infections contracted at home or via other personal interactions.

The Board next reviewed the Station 29 reconstruction project and Mr. Mike Wassell provided an update on the progress of the project. Mr. Wassell advised that Mr. Martinez of Martinez Architects was proceeding with obtaining permits. No action taken.

The Board next addressed the renovation of the District's maintenance facility. Chief Mulligan relayed that a temporary permit will be allowed, pending the approval of the Humble ISD shared detention pond solution. It is expected that Harris County, Humble ISD and the City of Houston are all going to approve the plan suggested by Chief Mulligan and Mr. Wassell for a shared detention pond, which has the potential to save the District more than \$100,000 in development costs. No action taken.

The Board then received reports from the Department, previously emailed out by Chief Mulligan. No questions were presented at the meeting in relation to the report. Chief Mulligan stated mutual aid was provided to Humble on eight (8) calls the previous month. Assistant Chief Sean Richardson relayed the average response time to fires as being approximately five (5) minutes and thirty (30) seconds. Mr. **BOLLOM** inquired about a seven-minute gap between 911 dispatch and a call hitting tones on the Department. Chief Mulligan and the Board discussed this, and it is being reviewed and a plan is being developed regarding this matter. After review, a Motion was made by Mr. **COYLE** seconded by Mr. **RICE** to approve the Department reports as received. The Motion was approved by a vote of 5 to 0.

Chief Mulligan next shared with the Board that the District has been informed that the final report had been received from Insurance Services Office (ISO) and forwarded it to the Texas Department of Insurance (TDI). The TDI and ISO computers will be reprogrammed to reflect the new rating in the District's ISO areas. A representative from ISO will attend a District meeting to present the report. Mr. **COYLE** recommended the evaluation not be publicized too early. Chief Mulligan stated that the ISO 1 would be publicized in May and June. Chief Mulligan also shared that the District and Union plan to join the Lake Houston Chamber of Commerce. 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 items were presented for consideration.

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 February 15, 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 February 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. **COYLE** made a Motion, seconded by Mr. **BOLLOM** to adjourn the meeting. The meeting adjourned at 7:30 P.M.


Buddy Rice
Secretary of the Board