

**MINUTES OF THE MARCH 23, 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 March 23, 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 5:00 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER, JOHN COYLE, RON CLARKE**, and **JOHN BOLLOM**. Commissioner **BUDDY RICE** was not present at the start of the meeting. Chief of Department Mike Mulligan, Assistant Chief of EMS Sean Conley, 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., Ricardo Martinez of Martinez Architects, and Alberta Balderas of ESD tax management. Dr. Kim Wasso, the medical director for the Atascocita Fire Department was also in attendance for this meeting.

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

The Board next addressed item 3, regarding a review of the meeting minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **BOLLOM**, seconded by Mr. **COYLE** to approve the meeting Minutes of the regular meeting held February 23, 2021 pending corrections as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The District next received a financial report from Mary Ann Sokol, for the period ended February 28, 2021. Ms. Alberta Balderas presented information on the District sales tax. The March report notes the January receipt of \$321,784.32 which is an increase of \$129,925.86 due to the February 2020 to February 2021 allocation increase. The February receipts reflect eight taxpayers of \$10,000, three (3) of which are quarterly (Kroger, Walgreens and Whataburger). There are 2,500 sales taxpayers within the District currently.

The Board next addressed District bills and commissioner submittals. Ms. Sokol reported the closing of two Atascocita VFD bank accounts. Currently, the District's property tax collections are lower than expected. Mr. **CLARKE** asked if this is due to a decline in collections or if it was related to delay processing the payments and who might we contact to review the matter. Ms. Sokol assured the Board that she would research the delinquency rate. After review, Mr. **COYLE** made a Motion, seconded by Mr. **BOLLOM** 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 then discussed with Chief Mulligan and other persons present for this meeting matters related to COVID 19. Sean Conley reported that the number of COVID 19 cases remain high though the Department had not been deployed as it appears that COVID 19 may be on the downside. The Texas Department of State Health Services announced that any individual sixteen years of age and older will be eligible to receive the COVID 19 vaccine as of March 29, 2021. However, individuals under eighteen must be accompanied by an adult at the time of vaccination.

The Board next reviewed the Station 29 reconstruction project and Mr. Martinez and Mr. Wassell provided an update on the progress of the project. Mr. Martinez reported that the documents are being reviewed by the County though the civil permit and MUD approval are still outstanding. Mr. Martinez of Martinez Architects is working with the MUD operator. No action taken.

The Board next addressed the construction of the District's maintenance facility. Mr. Martinez shared that he was unable to meet with HISD due to Spring Break and the necessary persons being unavailable for a meeting. The septic system will be redesigned as Harris County has made this a requirement for this to be completed prior to the issuance of the temporary certification for occupancy. Mr. Martinez noted that the engineer for HISD had been responsive.

The Board then addressed the imposition of fee(s) for use of District facilities including, but not limited to the District's meeting rooms. Chief Mulligan explained the need to increase the cleaning of the building due to **COVID** which incurred additional fees. The building is made available to the public for any reason. Chief Mulligan emphasized that the public is regularly requesting use of the District's public meeting facility. Brandi Contreras is responsible for scheduling third party use of the building. Chief Mulligan also emphasized that organizations like the Cub Scouts are an affiliated entity of the District and are not a third-parties like some other organizations that request use of the District's facilities. After review, a Motion was made by Mr. **COYLE** seconded by Mr. **CLARKE** to approve the imposition of a \$100 facility fee for use of District facilities by unaffiliated third-parties. The Motion was approved by a vote of 4 to 0.

The Board next received reports from the Department, previously emailed out by Chief Mulligan. Sean Conley reported a record month of five hundred and sixty-six (566) EMS response calls mainly due to the winter storm surge. Chief Mulligan shared that Sean Conley is tracking all EMS responses to determine if the responses are trending up or an anomaly. Chief Mulligan noted that several medical facilities were not fully open yet. Chief Conley noted that the Department was at a Level Zero (0) fifty-nine (59) times during the previous period which includes requests for service during the winter storm surge. After review, a Motion was made by Mr. **COYLE** seconded by Mr. **BOLLOM** to approve the Department reports as received. The Motion was approved by a vote of 4 to 0.

The Board discussed an Automatic Aid Agreement with the City of Houston. After review, a Motion was made by Mr. **CLARKE** seconded by Mr. **COYLE** to enter into the Agreement as presented. The Motion was approved by a vote of 4 to 0.

The Board then addressed the District's ISO evaluation of the Department's Public Protection Classification (PPC). No action taken.

The Board took no action on (30) day advance requests as none were submitted by the Department.

The Board then addressed the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251. A refrigerator was presented for consideration. No action was taken.

The Board next addressed repairs for equipment, apparatus and facilities in service to the District. Chief Mulligan reported a water break at the administration building and a broken sprinkler head as a result of the recent winter storm. No action taken.

The Board then confirmed the date for the next regular meeting will be April 19, 2021, either in-person or via teleconference. All commissioners present found the date accommodating to their schedules. A discussion was held regarding the possibility of permanently changing the meeting time to 5:00 p.m. The Board discussed changing the meeting time, but ultimately decided that 5:00 p.m., is not a convenient meeting time for the public.

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

The Board entered Closed Session at 5:55 p.m. and returned to Open Session at 6:25 p.m.

The Board took no action on personnel issue(s) discussed during Closed Session.

There being no further business brought before the Board, Mr. **COYLE** made a Motion, seconded by Mr. **CLARK** to adjourn the meeting. The Motion was approved by a vote of 4 to 0. The meeting adjourned at 6:27 P.M.

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Buddy Rice  
Secretary of the Board