

**MINUTES OF THE AUGUST 16, 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 August 16, 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 7:15 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER**, **RON CLARKE**, **BUDDY RICE**, and **JOHN BOLLLOM**. Commissioner **JOHN COYLE** joined the meeting via teleconference. Chief of Department Mike Mulligan, Assistant Chief of EMS Sean Conley, Assistant Chief of Operations Jonathan Campos, 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 LP and Alberta Balderas of ESD Tax Management Services were also in attendance.

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

The Board then reviewed the District sales tax report prepared by Ms. Alberta Balderas. Mr. **CLARK** asked why sales tax revenue from one of the District's internet and telecommunications companies was down. Ms. Balderas explained that the impact of COVID-19 was culprit in declining revenues in this category. Mr. **TRUVER** stated that he believed the F.M. 1960 Road construction might also be impacting sales tax as well. After review, Motion was made by Mr. **RICE** seconded by Mr. **COYLE** to approve the report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board next addressed selecting a contractor to construct new Station 29. Mr. Ricardo Martinez of Martinez Architects LP stated that interviews would be held the following Friday with the top scoring contractors. Mr. Martinez also shared that as part of the selection process he would contact and make inquiries with the provided references and then review scoring with the District's construction committee. Commissioner **CLARKE** inquired as to whether the scope and size of the prior public construction jobs would be a factor in the selection and scoring of a contractor. Mr. Martinez noted that several of the top contractors had "public safety jobs which were equivalent in size to the District's project". Mr. Martinez also shared that as part of the scoring, he would review who the contractors designated to serve as the Project Manager and Superintendent for the District's project. After review, a Motion was made by Mr. **RICE** seconded by Mr. **BOLLLOM** to authorize Ricardo Martinez to conduct interviews and to proceed with scoring the contractors who submitted for the Station 29 Project. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0. Mr. **CLARKE** abstained from the vote.

The Board then addressed financing for the construction of new Station 29. Ira Coveler discussed the matter with the Board and explained that he would solicit funds for the project and the Board would need to hold a special meeting in September to select a lender for the Station 29 construction project. Mr. Coveler stated that he anticipated obtaining financing for 15 years at a rate hopefully less than 3%.

The Board tabled review the meeting minutes of prior meeting(s).

The District next received a financial report from Ms. Mary Anne Sokol, Director of Human Resources and Finance, for the period ended July 31, 2021. Ms. Sokol relayed the District's operating account held \$10,157,477.09 noting 61.43% of the Expense Budget had been disbursed as of the date of the meeting. Thereupon after review, Mr. **CLARK** made a Motion, seconded by Mr. **BOLLOM**, to accept the financial report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed 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 addressed the opening of new accounts with Chase Bank. Signers on the bank accounts will include all of the following persons:

TOM TRUVER	President
JOHN COYLE	Vice-President
RON CLARKE	Treasurer
BUDDY RICE	Secretary
JOHN BOLLOM	Assistant Treasurer
MARY ANNE SOKOL	Acting Secretary

Ms. Sokol informed the Board that each individual will need to present his/her Texas driver license and social security card for identification verification purposes. Discussion was held by the Board regarding the opening of the bank accounts into which sales tax and property tax accounts would be deposited going forward. Following the discussion Mr. **CLARK** made a Motion, seconded by Mr. **BOLLOM**, to open bank accounts at Chase Bank which mirror the District's current accounts and to authorize District counsel to redirect deposits for the District's sales tax and property tax deposits to Chase Bank. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board next addressed District bills and commissioner submittals. After review, Mr. **CLARK** made a Motion, seconded by Mr. **BOLLOM** to ratify and approve the payment of the District's bills and compensation to Mr. **BOLLOM** in the amount of \$2,100.00. Thereafter, President **TRUVER** called for a vote and the motion passed 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 addressed matters related to COVID 19. Chief Mulligan reported a few personnel were in quarantine and more COVID-19 related patients were being transported to hospitals.

The Board took no action on the Station 29 reconstruction project.

The Board next addressed the construction of the District's maintenance facility. After review, a Motion was made by Mr. **RICE** seconded by Mr. **CLARK** to approve the wiring of funds in the amount of \$350,000 and authorize Mr. **TRUVER** to sign related documentation on behalf of the District for the acquisition of the additional real estate parcels at the District's Rustic

Timbers property from RHL Humble Oil Field Corporation. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board next received reports from the Department, previously emailed out by Chief Mulligan. Chief Mulligan reviewed the report stating the Department provided mutual aid seventy-three (73) times and received mutual aid fifteen (15) times during the month of July. Chief Mulligan shared that Assistant Chief Sean Conley “asked to staff a surge tent at Memorial Herman Southeast”. The purpose of the tent is to reduce the drop off time of the District’s ambulances. The goal is to reduce the drop off time to less than thirty (30) minutes. The hospital has agreed to the use of the tent by the Department and medical cases which are designated as Levels 3, 4, and 5 are discharged in the tent. Emergency medical cases that are designated as Levels 1 and 2 (those designations being the most severe cases) are served inside of the hospital facility and still require a longer response from the Department. After review, a Motion was made by Mr. **CLARK** seconded by Mr. **BOLLOM** to approve the Department reports as received. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board then addressed thirty (30) day advance requests submitted by the Department. The Department made a request to acquire a used temporary ambulance for the District’s use. The necessity for such an ambulance is due to the shortage of available ambulances and the need to reduce the burden on the District’s existing fleet. The used ambulance will also allow the Department to keep pace with the increased demand for services until such time that the new ambulances arrive and are placed into service with the Department. Mr. **BOLLOM** made a Motion seconded by Mr. **CLARKE** to approve the purchase of a used 2016 ambulance not to exceed \$50,000. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board took no action on the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251 as no items were presented for consideration.

The Board next addressed repairs for equipment, apparatus and facilities in service to the District. No requests were received by the Board.

The Board then confirmed the date for the next regular meeting will be held on Monday, September 20, 2021. All commissioners in attendance found the date accommodating to their schedules. However, Mr. Coveler will also schedule with the Board a special meeting related to financing for the Station 29 construction project.

The Board then reviewed items to be placed on the September meeting agenda. The inclusion of banking and signature cards was requested for placement on the agenda.

The Board entered Closed Session at 8:13 p.m. and returned to Open Session at 8:20 p.m.

The Board took no action on personnel issues.

There being no further business brought before the Board, Mr. **BOLLOM** made a Motion seconded by Mr. **TRUVER** to adjourn the meeting 8:21 P.M. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on October 18, 2021.

A handwritten signature in cursive script that reads "Buddy Rice". The signature is written in black ink and is positioned above a horizontal line.

Buddy Rice
Secretary of the Board