

**MINUTES OF THE NOVEMBER 15, 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 November 15, 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 7:02 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER**, **RON CLARKE**, **BUDDY RICE**, and **JOHN BOLLUM**. Commissioner **JOHN COYLE** was not in attendance at the meeting. Chief of Department Mike Mulligan, Assistant Chief of EMS Sean Conley, Assistant Chief of Operations Jonathon 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 and Alberta Balderas of ESD Tax Management Services were also in attendance.

The Board opened the floor to receive public comment. A happy birthday was wished to Mr. Bollom by everyone in attendance.

The Board then reviewed the District sales tax report prepared by Ms. Alberta Balderas. Ms. Balderas reviewed the report with the Board. Ms. Balderas stated the September sales as \$465,283.02 which was \$71,798.50 more than the previous year. Ms. Balderas reminded the Board that the next month is a year-end report, but that the sales tax year actually ends in February of 2022 as that will represent the December 2021 sales. She also noted that her next planned attendance will be at the February 2022 meeting. After review, a Motion was made by Mr. **RICE** seconded by Mr. **CLARKE** to approve the report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board then addressed the Station 29 reconstruction project. Ricardo Martinez of Martinez Architects presented an update on the project and made special note of the following matters. He stated that his team was working on solution for the "store front" of the maintenance building. The issue involves whether to keep the current window and door system in place to allow access. Christensen is locking in all of its contracts and is making efforts to speed procurement of needed materials for storage. The project was scheduled and planned with certain assumptions for delay due to supply shortages. Mr. Martinez stated that unfortunately plumbers are walking off the job though meetings are being held every other week with the construction committee and subcontractors to stay ahead of these types of problems. Mr. Martinez also presented Pay Application No. 2 in the amount of \$152,048.00. After review, Mr. **BOLLUM** made a Motion, seconded by Mr. **RICE**, to approve Pay Application No. 2 as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board next addressed the construction of the District's maintenance facility and the status of that project. No action taken.

The District next received a financial report prepared by Mary Anne Sokol, Director of Human Resources and Finance, for the period ended October 31, 2021. Ms. Sokol relayed a that there were challenges in making the transition from BBVA to PNC Bank and that the transition team did not provide a proper reconciliation of the District accounts. Ms. Sokol stated that PNC

Bank had required updated signature cards and she would also be going to a Chase Bank branch to transfer the District funds. Ms. Sokol ended her report noting checks totaling \$152,000 remain uncleared and the District's on the report due to transition PNC Bank delays. Thereupon after review, Mr. **BOLLOM** made a Motion, seconded by Mr. **CLARKE**, to accept the financial report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed 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 bills. Thereafter, President **TRUVER** called for a vote and the motion passed 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 addressed item 8, regarding a review of the meeting minutes of prior meeting(s) presented to the Board at the October 18, 2021 meeting. Thereupon after review, a Motion was made by Mr. **RICE**, seconded by Mr. **CLARKE** to approve the meeting Minutes of the following meetings:

July, 19, 2021
August 2, 2021
August 16, 2021 (Two Sets)
September 1, 2021
September 20, 2021

After discussion, Commissioner **TRUVER** called for a vote. The Motion was approved by a vote of 4 to 0.

The Board then addressed the acquisition of new election equipment from Hart Intercivic for future District elections. Mr. Coveler explained that the District's election equipment no longer satisfies the requirements of Texas law to have election equipment that can provide a paper ballot verification of a vote record. He further explained that the new system would allow better audit tracing and that the new system satisfied other required changes to the election system as required by Texas law. No action taken.

The Board next addressed plat documents for the 1501 Rustic Timbers property. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **RICE**, to authorize the District to execute the plat for 1501 Rustic Timbers that had been prepared by Weisser Engineering. After discussion, Commissioner **TRUVER** called for a vote. 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. Chief Mulligan reviewed the report noting approximately five hundred-fifty (550) EMS calls per month which equates to one hundred (100) to one hundred-fifty (150) more calls per month than the previous year. Chief Mulligan stated they had consulted with Koronis EMS Billing because as of October 29, 2021, no CMS money had been earned for the prior month which

is not possible. This issue is being reviewed. The Chief also reported that the Northeast Hospital grant had been received and he expected it will be officially and ceremonially presented to the Department in December of 2021. Chief Mulligan also reviewed mutual aid calls for the month with the Board. After review, a Motion was made by Mr. **CLARKE** seconded by Mr. **RICE** to approve the Department reports as received. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board then received a comprehensive presentation regarding EMS mutual aid, EMS automatic aid and EMS posting activities. Chief Sean Conley explained EMS mutual aid and automatic aid. He reviewed the 2020/2021 posting number stating that the posting is strictly for HCEC. Mr. **RICE** noted, "I am concerned that by providing this kind of support outside the District that we are building up fatigue in our people" to which Chief Conley replied, "we need posting as well." Chief Conley stated that providing and receiving EMS mutual does increase response times but is a necessary component of providing the service. No action taken.

The Board next addressed upcoming deployment changes, promotions and recognition ceremonies. Chief Jonathon Campos prepared a report noting the following: (1) The Department will hold a promotional ceremony after January 1, 2022; (2) The Department is changing a rehab truck to respond on second alarm fires rather than first alarm incidents; and (3) The District's AMBUS will be available as part of the Harris County and District Emergency Plan. Assistant Chief Campos also shared that the Rosemont fire illustrated that a private ambulance service is not sufficient to make 911 responses. Mr. **BOLLOM** stated that we need to inform facilities about response gaps in their programs. No action taken.

The Board next focused on changes to member benefits provided for in the 2022 operating budget. Chief Mulligan stated that the District's match would be increased from 6% to 7% on TCDRS. Mr. **RICE** expressed a concern when he stated, "I would hate to see that we hurt our full-time staff for our part-time staff. The full-time guys made Atascocita Fire Department their career." Chief Mulligan explained that there were additional changes: (1) Raises will be changed to merit system where the average raise is 3% but will be based on performance and some personnel could be above 3% and some will be below 3%; (2) the vacation accrual limit is being increased; (3) the Department is going to bridge time meaning that volunteer/part-time service will now be recognized wherein an employee will receive recognition for one (1) year of service for every three (3) years of service as a volunteer (this will only impact the calculation of PTO accruals and carryovers; and (4) we are examining developing a system where the staff has built-in down time and possibly allowing units to go "out-of-service" for rest breaks. Mr. Rice inquired if certification pay is paid to EMS. Chief Mulligan replied that "it's a difficult issue as the EMS personnel already have certifications and there really isn't an opportunity for "certification pay" based upon their licensing and credentialing. Chief Mulligan added that a college reimbursement program up to \$2,500 is offered to personnel. No action taken.

The Board then addressed matters related to COVID 19. Chief Mulligan stated fewer cases were reported which, in turn, allowed for the temporary hospital tent at to be removed. No action taken.

The Board next addressed thirty (30) day advance requests submitted by the Department. No requests were received by the Board.

The Board then addressed the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251. Chief Mulligan reported no items currently though the sale of the District's out of service date air packs will be upcoming.

The Board next addressed repairs for equipment, apparatus and facilities in service to the District. High-water trucks will be discussed next year. No action taken.

The Board tabled item numbers 19 through 22 in relation to the collection of delinquent District ad valorem property taxes.

The Board then confirmed the date for the next regular meeting will be December 20, 2021 at the Maintenance Facility on 1501 Rustic Timbers Drive, Humble, Texas 77338. All commissioners in attendance found the date accommodating to their schedules. Requests for an item regarding a presentation from Northeast Hospital Authority and another pertaining to entering into an agreement with Stryker were made for placement on the December meeting agenda.

The Board entered Closed Session at 8:19 p.m. and returned to Open Session at 8:29 p.m.

The Board took no action on real estate or personnel issues.

There being no further business brought before the Board, Mr. **RICE** made a Motion seconded by Mr. **BOLLOM** to adjourn the meeting 8:30 P.M. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on December 20, 2021.



BUDDY RICE
Secretary of the Board