

**MINUTES OF THE JANUARY 17, 2022 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 17, 2022, at the District Maintenance Facility located at 1501 Rustic Timbers Drive, Humble, Texas 77338.

The Meeting was called to order at 7:02 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER**, **RON CLARKE**, and **JOHN BOLLUM**. Commissioners **JOHN COYLE** and **BUDDY RICE** were not in attendance at the meeting. Chief of Department Mike Mulligan, Assistant Chief of EMS Sean Conley, Assistant Chief of Operations Terry Wygal, Director of ITC & Operations Support Mike Wassell, Director of Human Resources and Finance Mary Anne Sokol and District Counsel, Mr. Ira Coveler of Coveler & Peeler, P.C. were also in attendance. Luis Palacios of the Atascocita Fire Department, as well as representatives of Infinity K9 Training and Northeast Hospital Authority were also present. Mr. Randy Parr of RIT Financial, Inc., was also in attendance.

The Board opened the floor to receive public comment. Luis Palacios presented information on a therapy dog program for Atascocita Fire Department. The green light was given for "Bear" to be the appointed Service Dog for the Atascocita Fire Department. Mr. Palacios shared in 2019 more suicide deaths occurred than lives lost in the line of duty in the fire service overall. The goal is to have these dogs available for assistance. Ms. Ashlie from Infinity K9 Training explained the process that her organization's purpose is to provide a service dog that is trained to assist firefighters and EMS personnel, to match the right dog to the Department and for the canine to be at least three (3) years old when the dog goes into service. The Board then posed for a picture with "Bear" the service dog.

The Board next addressed the generous grant being made by the Northeast Hospital Authority for the acquisition of a new ambulance. Representatives of the Northeast Hospital Authority were introduced and discussed the purpose of the Northeast Hospital Authority and the decision to donate funds to the District for the acquisition of a new ambulance. Chief Mulligan, Assistant EMS Chief Conley and the Board took pictures with the members present from the Northeast Hospital Authority. No action taken.

The Board then reviewed and took action on calling a public election to be held on May 7, 2022 to elect three (3) commissioners to the District Board under Health & Safety Code, §775.0345. The Board appointed and approved the following items: an agent for the election; an early voting clerk and deputy early voting clerk; designating election precincts and polling places; designating an early voting polling place; the form for the notice of election; the contract needed with Hart InterCivic, Inc., for election services related to conducting the election, the contract with KNOWiNK for services related to conducting the election; as well as considered any additional related actions related to the election. After review, Mr. **BOLLUM** made a Motion, seconded by Mr. **CLARKE** to approve the Order for the May 7, 2022 election. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 0.

The Board then addressed the election of District officers for 2022. Mr. **CLARKE** made a Motion for the current Officers to remain in place for 2022 as follows: President, Tom Truver; Vice President, John Coyle; Secretary, Buddy Rice; Treasurer, Ron Clarke; and Assistant

Secretary/Treasurer, John Bollom. Mr. **BOLLOM** seconded the Motion. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 0.

The Board then addressed the Station 29 reconstruction project. Mike Wassell presented the report prepared by Ricardo Martinez of Martinez Architect providing an update on the project. Mr. **CLARKE** inquired, "What is the progress of the generator?" Mr. Wassell replied, "We can look at adding a generator." Chief Mulligan added, "This building is not a critical infrastructure. The plan is for battery backup." Mr. **CLARKE**, replied that "we don't know the effect of what another power outage could look like." No action taken.

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

The Board then reviewed the District sales tax report prepared by Ms. Alberta Balderas. The Board took note that the January 2022 sales tax revenue was very strong at \$472,640.42. It was also noted that the District's top six (6) taxpayers represent almost 25% of the District's total sales tax revenue this month. 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 December 31, 2021. Ms. Sokol relayed excess revenue over budget of \$115,861.05 for 2021 and added that the District currently had eight (8) to nine (9) months of reserve currently available. Thereupon after review, Mr. **CLARKE** 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 3 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 received a report from the Compensation Committee. Mr. **TRUVER** relayed information had been gathered and now being reviewed. The information is being entered into a spreadsheet based upon information received from local departments. Mr. **TRUVER** noted the original data was expected to be received by the end of the week. Mr. **TRUVER** expressed his thanks to the Compensation Committee for handling this matter. No action taken.

The Board next addressed the Policy Review Committee. Three (3) policies are being reviewed. No action taken.

The Board next addressed District bills and commissioner submittals. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **BOLLOM** to ratify and approve the payment of Pay Application No. 3, District's bills and compensation to Mr. **RICE**, for his attendance of the October and November District meetings. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 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 tabled agenda item 13, review of the meeting minutes of prior meeting(s).

The Board next received reports from the Department, previously emailed out by Chief Mulligan. Chief Mulligan asked for any questions or if there might be additional information the Board would care to see. Mr. **CLARKE** inquired, "If the production of the report is burdensome?" Chief Mulligan replied, "No, only a few buttons would need to be pushed to generate a different type of report." After review, a Motion was made by Mr. **CLARKE** 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 3 to 0.

The Board then addressed the annual renewal of the Partnership Lake Houston agreement. Chief Mulligan explained this is for the District to be part of the local Chamber of Commerce and that the District doesn't receive any measurable benefit being part of the Chamber. It has been determined that social media proves to be more effective in developing the Department and District's presence in the community. The Board did not take action to renew the Partnership Lake Houston agreement.

The Board next addressed the proposal received from RIT Financial, Inc. for monthly review of the District's financial records. Chief Mulligan communicated, "We have been looking for a firm as no one is inclined to take this on." Chief Mulligan stated the engagement would be as a backup to the reports prepared by Ms. Sokol. Chief Mulligan introduced Randy Parr of RIT Financial, Inc., to the Board. Mr. Parr presented his proposal and discussed his history and qualifications with the Board. Mr. Coveler disclosed to the Board that Amanda Coveler has an ownership interest in RIT Financial, Inc. No action taken.

The Board then addressed matters related to COVID 19. Chief Mulligan stated no action was needed in relation to COVID 19 but offered the following:

1. Seven (7) Department members are out of service due to COVID;
2. Previously the Department required ten (10) days out of service following the illness and that has now been shortened to five (5) days under certain circumstances;
3. More cases are currently being reported and those cases are again requiring hospitalization;
4. The tent has reopened at Northwest Memorial due to capacity issues; and
5. Fortunately, patients do not seem to be as sick now as previously with COVID 19.

The Board next addressed thirty (30) day advance requests submitted by the Department. Chief Mulligan explained the need to purchase as part of the Oracle Net Suite program the Advanced Customer Support (ACS) to clean up the current system and provide some portal scripting. It is estimated that thirty (30) hours will be needed at a cost of approximately \$16,800. Mr. **CLARKE** stated, "This is cheaper than an employee." Chief Mulligan agreed and stated that part of this work would go "towards the development of the requested employee portal." After review, Mr. **BOLLOM** made a Motion, seconded by Mr. **CLARKE** to approve the funding request presented related to the ACS for the Oracle Net Suite system. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 0.

The Board then 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 though an itemized list will be submitted for review at the February meeting. No action taken.

The Board next addressed repairs for equipment, apparatus and facilities in service to the District. No action taken.

The Board then addressed the collapsed drain at Station 19. Chief Mulligan reported the trench drain to be collapsing. He is working to get a proposal for a new drain covered with a steel plate. Mr. Wassell will ensure the drain does not become a fall hazard. No action taken.

The Board entered Closed Session at 7:57 p.m. and returned to Open Session at 8:11 p.m.


The Board next addressed a Water and Sanitary Sewer Service Agreement between Trail of the Lakes Municipal Utility District and the ESD. After review, Mr. **BOLLOM** made a Motion second by Mr. **CLARKE** to approve the Agreement as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 0.

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

The Board then confirmed the date for the next regular meeting will be February 21, 2022 at the Atascocita Fire Department Headquarters Building located at 18425 Timber Forest Drive, Humble, Texas 77346. All commissioners in attendance found the date accommodating to their schedules. No specific requests were made for placement on the February meeting agenda.

There being no further business brought before the Board, Mr. **CLARK** made a Motion seconded by Mr. **BOLLOM** to adjourn the meeting 8:01 P.M. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on May 16, 2022.

  
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**BUDDY RICE**  
Secretary of the Board