

**MINUTES OF THE FEBRUARY 21, 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 February 21, 2022, 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, 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 Terry Wygal, Director of ITC & Operations Support Mike Wassell, Director of Human Resources and Finance Mary Anne Sokol, District Counsel, and Mr. Ira Coveler of Coveler & Peeler, P.C. were also in attendance. Numerous members of the Atascocita Fire Department were also in attendance.

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

The Board next received an update from Mr. Coveler regarding the public election to be held on May 7, 2022 to elect three (3) commissioners to the District Board under Health & Safety Code, §775.0345. No action taken.

The Board then addressed the Station 29 reconstruction project. Mr. Ricardo Martinez of Martinez Architects presented an update on the project and additionally informed the Board of the premanufactured metal building plans as a critical path item. He also shared that he expected that would be completed no later than March 1, 2022. Mr. **CLARKE** inquired, "How long until completed?" Mr. Martinez stated, "normally 12 months though we can't say until metal building is known." Mr. Martinez also presented the Christensen Building Group the Board received dated February 21, 2022 regarding the phasing of the construction project. The Board took no action on the letter.

Mr. Wassell then shared information on the Fleet Service Center Generator. A proposal was received from J&J Generator Services, LLC for turnkey installation of a used 150KW trailer mounted generator with automatic transfer switches on both services for \$52,953. The quote would cover the fuel center/property in which a fence would encompass the generator.

Mr. Martinez requested approval to have Martinez Architects solicit bids for a water main connection to the City of Humble and to install a fire suppression sprinkler system in the fleet service center. The board was made aware of this requirement at the May 18, 2020 meeting. Excerpt from the minutes of that meeting is set forth below:

Mr. Martinez also addressed the Board and explained that the Fire Marshal's Office is requiring the building to have a sprinkler system installed. There is disagreement between Mr. Martinez's office and the FMO regarding the requirements to install a sprinkler system for the use of the facility. The Board discussed that the cost of adding sprinklers was outside the scope originally approved and would have to be done at an additional cost and at a later date. Humble ISD has plans to build an elementary school to the north of the property,

and the cost to install sprinklers after the MUD has built out the water main would be substantially cheaper than what would be required currently to provide the sprinkler system which would include (1) a storage tank for water, (2) a pump and (3) generator required for a well system. The FMO has proposed to allow the District to delay the installation of sprinklers for three (3) years to allow the water main construction to be completed. The board agreed that the building should have a sprinkler system installed but took no action at this meeting.

Following a review and discussion of the matter, Mr. **RICE** made a motion, which was seconded by Mr. **CLARKE**, to solicit bids for the generator work presented by Mr. Wassell and to solicit bids for the waterline and fire suppression system work to be performed at the District's maintenance facility. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board then reviewed the District sales tax report prepared by Ms. Alberta Balderas. Mr. **TRUVER** presented the report to the Board stating the February 2022 sales tax was approximately \$566,000. Mr. **TRUVER** relayed the top ten taxpayers provided 15% of the District's revenue. Thereupon after review, Mr. **RICE** made a Motion, seconded by Mr. **BOLLOM**, to accept the sales tax report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The District next received a financial report prepared by Mary Anne Sokol, Director of Human Resources and Finance, for the period ended January 31, 2022. Thereupon after review, Mr. **BOLLOM** made a Motion, seconded by Mr. **RICE**, 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.

In addition, a Motion was made by Mr. **RICE**, seconded by Mr. **BOLLOM**, to open a savings account with Chase Bank. 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 then addressed adoption of the District 2022 Investment Policy. Mr. Coveler explained that the policy was the same as the prior year, and that rather than adopt a new policy, going forward, we would simply pass a resolution approving the prior policy until such time that the Investment Policy needed to be revised. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **BOLLOM** to approve the 2022 Resolution Regarding 2022 Review and Adoption of the 2022 Investment Policy. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board then received a report from the Compensation Committee. Mr. **BOLLOM** relayed information had been gathered and was currently being reviewed. Mr. **BOLLOM** shared a couple of people had stepped up, namely Will _____ and Samantha _____ from the Department. Mr. **CLARKE** shared that "we are concerned about median pay vs. average pay." Mr. **CLARKE** and Mr. **BOLLOM** stated that they had collected the data and RIT Management Group reviewed and prepared a presentation of the data collected. Mr. **BOLLOM** stated, "the original assignment tasks had been completed and the plan is to present findings at the next

Board meeting for review of the material.” President **TRUVER** stated, “Our goal is not to be at the top or bottom. We are looking forward to reviewing the report.” Mr. **BOLLOM** agreed and stated, “during the exercise we realized the need to look at a variety of factors.” No action taken.

The Board next addressed District bills and commissioner submittals. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **RICE** to ratify and approve the payment of District’s bills and to approve the Pay Application No. 4 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 bills and invoices submitted for payment.

The Board tabled agenda item 10, 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 stated the number of COVID cases are decreasing which eliminates the need for the hospital tent. Chief Mulligan offered no internal cases to report. Regarding training, Chief Wygal made note of the Battalion Chief candidates and announced that Jason Archibald is the new Battalion Chief. Assistant Chief Conley reported on the Department’s run volume and other EMS call information. 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 4 to 0.

The Board next addressed the proposal received from RIT Financial, Inc. for monthly review of the District’s financial records. President Truver stated, “Randy Parr of RIT Financial, Inc., made a presentation at the January meeting from which the Board has now reviewed.” After review, a Motion was made by Mr. **RICE** seconded by Mr. **BOLLOM** to accept the proposal from RIT Financial, Inc., as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 1. Mr. **CLARKE** opposed the motion. He stated that while he understood there was not a formal conflict of interest, his belief is that the relationship between Coveler & Peeler, P.C. and RIT Financial, Inc., is “Too close” and the combined services “should be avoided at all costs.” Mr. Coveler again made the Board aware that RIT Financial, Inc., is owned 50% by Amanda Coveler, District counsel’s wife. No additional discussion followed Mr. Clarke’s and Mr. Coveler’s comments.

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

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. 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 and Mr. Wassell presented this matter to the Board. Steel plates and sand were installed after the

initial collapse on January 18, 2022 to protect the area until repairs could be completed. LaW Construction provided a proposal at a total turn-key cost of \$86,431.00, which was accepted at the direction of Chief Mulligan with notice to President Truver on February 2, 2022 as an emergency repair.

The repairs will require the District to shutdown operation of three (3) bays during Phase 1, and then two (2) bays during Phase 2 of the repairs. The District is formulating a plan to accommodate this restriction and does not believe it will be a major issue. The repair would be completed in mid-March upon receipt of the necessary supplies. After review, Mr. **BOLLOM** made a Motion seconded by Mr. **CLARKE** to accept the proposal from LaW Construction as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

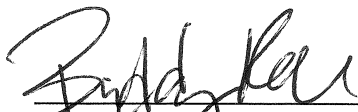
The Board entered Closed Session at 7:35 p.m. and returned to Open Session at 8:37 p.m.

The Board next addressed real estate matters discussed during Closed Session. After review, Mr. **RICE** made a Motion seconded by Mr. **BOLLOM** to authorize the purchase of the parcel identified in closed session. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 1 with Mr. **CLARKE** in opposition.

The Board then confirmed the date for the special meeting will be February 25, 2022, and the next regular meeting will be March 21, 2022 at the Atascocita Fire Department Headquarters Building. All commissioners in attendance found the dates accommodating to their schedules. No specific requests were made for placement on the March meeting agenda.

There being no further business brought before the Board, Mr. **BOLLOM** made a Motion seconded by Mr. **CLARKE** to adjourn the meeting 8:40 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 March 21, 2022.



BUDDY RICE
Secretary of the Board