

**MINUTES OF THE MARCH 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 March 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, JOHN BOLLUM** and **JAMES CONE**. Commissioner **BUDDY RICE** 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, Mr. Ira Coveler of Coveler & Peeler, P.C., Ricardo Martinez of Martinez Architects, and Alberta Balderas of ESD Tax Management were also in attendance. Numerous members of the Atascocita Fire Department were also in attendance. Commissioner Cone's family was also in attendance.

The Board addressed agenda item number 2, to administer oath(s) to recently appointed and elected District Commissioner(s). Counsel Ira Coveler administered the oath to Commissioners **RON CLARKE** and **JAMES CONE**.

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

The Board then addressed agenda item number 3, to elect District officers. After review, Motion was made by Mr. **BOLLUM**, seconded by Mr. **CONE** to nominate **TOM TRUVER** as President, **BUDDY RICE** as Vice-President, **JOHN BOLLUM** as Secretary, **RON CLARKE** as Treasurer, and **JAMES CONE** as Assistant Secretary/ Assistant Treasurer. After discussion, the Motion was approved 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:

1. At the Fleet Maintenance Facility, they are in the process of connecting the drainage conduit to the Humble ISD pond;
2. The steel has not been delivered to the Station 29 site yet; and
3. Pay Application No. 5 is being presented in the amount of \$178,222 for approval tonight.

Mr. **CLARKE** inquired about how we know that we are getting quality for the construction projects. Mr. Martinez stated that the District engages third party consultants to perform inspections at different points throughout the construction process.

The Board then received a report from the Compensation Committee. Mr. **BOLLUM** stated, "We are still in the information gathering mode." No action taken.

The Board then reviewed the District sales tax report prepared by Ms. Alberta Balderas. Ms. Balderas presented and explained the report with the Board stating the March 2022 sales tax totaled \$371,959.41 reflecting numerous taxpayers with significant allocations. Collection for the fiscal year was \$4,941,246.27. Mr. **CLARKE** asked, "Why are the digital service revenues down from prior years?" Ms. Balderas explained the difference is due to individuals returning to the workplace. Thereupon after review, Mr. **BOLLOM** made a Motion, seconded by Mr. **CLARKE**, 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 Finance, for the period ended February 28, 2022. Ms. Sokol stated funds in the amount of \$19,774,457.33 would be transferred to Chase Bank. Her report reflected approximately \$5.8 million for the loan, \$1.5 million for EMS and \$3 million for sales tax collection. Thereupon after review, Mr. **CLARKE** made a Motion, seconded by Mr. **CONE**, 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. **CLARKE** made a Motion, seconded by Mr. **CONE** to ratify and approve the payment of District's bills, to approve the Pay Application as presented and compensation to Mr. **TRUVER** in the amount of \$1,714.11 and Mr. **BOLLOM** in the amount of \$3,214.11. 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 then addressed the tax rate calculations for 2022. After review, a Motion was made by Mr. **CLARKE** seconded by Mr. **BOLLOM** to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2022. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board tabled agenda item 11, 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 invited any questions from the Board. Mr. **CLARKE** inquired about the possible need for a fourth (4th) ambulance. Chief Mulligan explained on average each 48-hour shift receives about five (5) calls. Mr. **CONE** then asked, "How often does the Department go to Level Zero?" Assistant EMS Chief Conley discussed the Level Zero numbers and presented information regarding how often the Department is providing mutual aid to the City of Humble and Harris County Emergency Core. Chief Conley stated that the system is functioning properly in that when a territory is low on ambulances mutual aid comes in to fill the void.

Mr. **CLARKE** inquired as to what is the correct number of times that the Department should be at Level Zero. There was a discussion on the question, but no definitive answer provided or

decide by the Board. Chief Mulligan stated the goal of the Department is to allocate two (2) hours per EMS call.

Chief Mulligan reported that the crews were happy not to be in a trailer and to be relocated to the housing available at the maintenance facility. Chief Mulligan and Mr. Wassell reported that First Watch is being monitored because of the change of proximity of the crews. Mr. **BOLLOM** asked how the equipment was fitting at the District's maintenance facility. Chief Mulligan reported that the bays had adequate space for the equipment to be stored. Finally, Mr. Wassell reported that generator is ordered.

After review, a Motion was made by Mr. **CLARKE** seconded by Mr. **CONE** 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 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. Scott gear will be transferred to Helping Hands. No action taken.

The Board next addressed repairs for equipment, apparatus and facilities in service to the District. Chief Mulligan stated the repair of the collapsed drain at Station 19 was ongoing. No action taken.

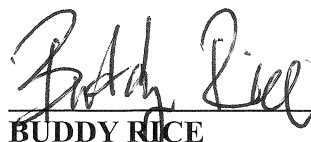
The Board did not exercise the option to enter Closed Session.

The Board took no action on real estate matters.

The Board then confirmed the date for the next regular meeting will be April 18, 2022 at the Atascocita Fire Department Headquarters Building located at 18425 Timber Forest Drive, Humble, Texas 77346. Mr. **CLARKE** will be unable to attend the meeting though Commissioners **BOLLOM**, **CONE**, and **TRUVER** will constitute a quorum. No specific requests were made for placement on the April meeting agenda.

There being no further business brought before the Board, Mr. **CONE** made a Motion seconded by Mr. **CLARKE** to adjourn the meeting 7:51 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 May 16, 2022.



BUDDY RICE
Secretary of the Board